



welcome neighbors.

# TOWN OF BENNETT RECRUITMENT

## COMMUNITY AND ECONOMIC DEVELOPMENT DIRECTOR



### THE ORGANIZATION

The Town of Bennett is looking to hire a Community and Economic Development Director. Come join an amazing team where you can pioneer your ideas and bring innovation and creativity to a growing rural community on Colorado's Eastern Plains.

With an easy stress-free commute via I-70, Bennett has become a focal point for development and growth, making it a dynamic and exciting place to work. You will have an opportunity to be an important part of building a great community, with several active projects underway with major national homebuilders and new commercial projects. In the next five years, the Town anticipates the construction of over 1,000 residential and commercial buildings, with additional development in-process.

In addition, our vibrant organization is staffed with highly motivated individuals who are committed to excellence and are diligently working to improve our community through local government. We work cohesively to tackle issues, preserve our small town charm and pride ourselves on providing an atmosphere that encourages a positive work-life balance.

The Town of Bennett is committed to a fun, progressive learning environment that encourages staff mentorship and development. We offer a highly competitive benefits package, including flexible schedules, 100% premium paid health insurance for employees, a 401(k) match, life insurance, short and long-term disability insurance, access to mental health services, an annual pass to the Bennett Parks and Recreation District, sick and vacation accrual and a monetary allotment which can be used toward out-of-pocket medical expenses, dental and eye insurance and additional retirement savings.

The Community and Economic Development Director offers excellent communication and customer service to staff, citizens and developers, and must be able to communicate effectively via email, telephone and in person. They are responsible for creating and preserving professional relationships with the building community, residents, businesses, developers, state agencies and other governmental organization. A high level of skill, tact and diplomacy is needed in the position on a daily basis.



### KEY FACTS

**POPULATION:** 3,200  
**TOTAL AREA:** 5.4 MILES  
**MEDIAN HOUSEHOLD INCOME:** \$59,101

### COMMUTE TIMES

**COLORADO AIR & SPACE PORT:** 15 MINUTES  
**DENVER INTERNATIONAL AIRPORT:** 25 MINUTES  
**DENVER:** 30 MINUTES **AURORA:** 20 MINUTES





## FOCUS ON BENEFITS

**Health Care:** Medical, Vision, Dental, and the life insurance provider is Colorado Employer Benefit Trust (CEBT). The Town pays 100% employee coverage and 80% of employee's covered dependents.

**Medical:** Employees may choose to enroll in one of three medical plan options: a Kaiser Permanente HMO-40, and a UMR EPO<sub>4</sub> base plan or UMR EPO<sub>3</sub> plan. All medical plan options have a broad network of doctors, hospitals and other health provider who provide quality care at negotiated fees.

**Dental:** A comprehensive dental program is available that provides access to a broad network of dental providers. Coverage is through Delta Dental.

**Vision:** Employees that choose to enroll in our CEBT vision plan can take advantage of benefits that include coverage towards contacts and glasses Coverage is through VSP.

**Insurance:** Life and Dependent Life: The Town of Bennett provides basic life coverage up to \$200,000 for employees who are regularly scheduled to work 30 or more hours per week. Additional coverage can be purchased through the Voluntary Life Insurance program.

**Wellness Program:** The Town of Bennett values employee health and well-being. The wellness program is designed to empower employees to engage in healthy activities and lifestyles. The town believes that educational opportunities and an emphasis on well-being leads to an increase in employee morale and positive impact on overall health - healthy employees are happier and more productive.

**Employee Assistance Program:** Our EAP provides free and confidential short-term counselling to help employees with a variety of personal challenges.

**Paid Time Off:** Regular full-time employees may enjoy paid time off which accrues based on months of service as indicated below.

**Holidays:** The Town of Bennett observes 12 paid holidays per year: New Year's Day, Martin Luther King, Jr. Day, President's Day, Memorial Day, Juneteenth, Fourth of July, Labor Day, Thanksgiving Day and the day after, Christmas day and one (1) 8-hour floating holiday is determined by the employee whom may designate and observe with pay of his or her choosing each calendar year.



# THE POSITION

## Summary:

Performs professional, administrative, and supervisory responsibilities in developing, directing, and coordinating the Department of Community and Economic Development which encompasses planning, zoning, building, neighborhood services/Community Services Officers (code enforcement and animal control), and business retention and recruitment. Serves as a member of the Town's administrative management team by participating in organizational development activities, training, strategic and comprehensive planning, problem-solving and other management programs as needed.

## Essential Duties and Responsibilities:

Essential functions are not intended to be an exhaustive list of all responsibilities, duties and skills. They are intended to be an accurate summary of what the job classification involves and what is required to perform it. Employees are responsible for all other duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Plans, coordinates and provides overall direction for the various functions of the department including developing and implementing a strategic plan for the department.
- Directs and manages all activities and operations of the department, including long-range planning, development and plan review, economic development, building permits, building inspection, development engineering and code compliance. Will assess community and town needs and strategically plan for the future
- Develops, organizes, and facilitates on-going comprehensive planning processes and procedures for current and long range needs.
- Familiarizes with the Town of Bennett Comprehensive Plan and Capital Asset Inventory Master Plan and supports its implementation.
- Ensures the overall implementation and enforcement of planning and zoning ordinances.
- Manages all economic development programs with business owners and representatives, contractors, consultants, property owners, stakeholders and the Town.
- Assesses town codes and regulations, drafting and presenting amendments when needed to effectively implement the policies and priorities of the community. Assesses needs and priorities of the Board of Trustees and proposes new programs as needed.
- Advises the Town Administrator and Deputy Administrator on issues related to development, growth and planning.
- Oversees the supervision of department personnel including approving all new hires, disciplinary action, and terminations.
- Prepares and manages the department's annual budget and monitors all expenditures.
- Supervises all monies to be collected by the department including escrow accounts, building and licensing fees, cash-in-lieu, etc.
- Negotiates and manages professional service contracts and economic development negotiations.
- Takes policy ideas turns them into action for the Town's developments, expansion, transportation, and related programs.
- Writes and presents department reports to the Board of Trustees.
- Acts as the liaison for the department with other town staff, community groups, and residents.
- Manages all consultant/contractor invoices and work schedules, and holds them accountable for the work they are performing for the Town.
- Works with elected and appointed town boards, commissions and committees to advise on policy questions/decisions, provide leadership, offer technical insight and make recommendations related to the department.
- Works to encourage others to focus on the customer and foster an environment where customer service is a priority.
- Works to foster teamwork through the creation of a participatory organization climate and environment of open two-way communication that is open, positive, reinforcing, and supportive. 360 degree decision making process through involvement of the team in the creation of proposed changes, draft policies, code amendments, etc.
- Oversees all public meetings and hearings as needed to solicit public response and provide explanations of policies and projects.
- Works with the Department of Communications to ensure all public education is correct and appropriate.
- Serves as a representative of the Town on state and local boards and committees.



## GENERAL QUALIFICATIONS AND COMPETENCIES:

Demonstration of general adopted Town competencies.

### **Language Ability:**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. The position will require the individual to demonstrate the writing skills necessary to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from management, clients, customers, and the general public.

### **Math Ability:**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

### **Reasoning Ability:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **Computer Skills:**

The position will require the individual to demonstrate a proficiency in the knowledge and use of Microsoft Office Word, Excel, PowerPoint, Outlook, Access, general accounting software, Google Apps and the Internet. Ability to use standard office equipment, computer equipment and software including word processing, data base management, spreadsheet applications and electronic mail.

### **Work Environment:**

The noise level in the work environment is usually moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Physical Demands:**

The employee must occasionally lift and/or move up to 50 pounds. While performing the duties of this job, the employee is regularly required to sit, stand, climb, crawl, bend and reach. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## KNOWLEDGE AND SKILLS:

Knowledge of:

- Federal, state, and local laws, statutes, and ordinances related to community development, including planning and building inspection.
- The principles and practices of current and advanced municipal planning, development engineering, economic development and redevelopment, and building construction and inspection.
- The general principles and practices of public administration, including personnel management and supervision, organizational development and budgeting.
- The organization and functions of the Board of Trustees/Town Administrator form of government and the functions of appointed boards and commissions.
- Laws and regulations governing the conduct of public meetings.
- Basic principles of finance.

Skilled in:

- Directing and managing all activities and operations of a municipal community development department, including development and plan review, city planning, development engineering, building permits, and building inspection.
- Planning, organizing, assigning and coordinating the activities of professional and technical staff.
- Determining levels of staff, equipment, and other resources needed to effectively and efficiently provide departmental services and programs.
- Dealing constructively with conflict, developing consensus and facilitating change.
- Understanding cultural differences and creating inclusive working environments.
- Applying appropriate public relations skill in various situations and circumstances.

## EDUCATION/EXPERIENCE:

Bachelor's degree in Planning, Public Administration or related field, master's degree preferred; minimum six years of related administration and supervisory experience; or equivalent combination of education and experience.

## CERTIFICATES AND LICENSES:

American Institute of Certified Planners (AICP) designation preferred.

## SALARY RANGE:

\$89,510-\$129,039 plus benefits package.

**APPLY ONLINE:**

**TOWNOFBENNETT.COLORADO.GOV**