



Community Development Director Planning/Zoning Department

The Community Development Director is responsible for managing a range of programs and for performing a variety of research and administrative activities. The Director serves as staff to various Boards, Commissions and Authorities and performs the City's zoning and planning functions, in addition to support staff activities.

Typical duties include (not all inclusive, see job description):

- Serves as staff liaison to the City Planning Commission, Business Improvement District Board, Cadillac West Corridor Improvement Authority Board, Zoning Board of Appeals and assists the Historic District Commission.
- As the city's Zoning Administrator, oversees all planning and zoning applications, updates and rewrites ordinance amendments, administers enforcement activities, conducts site visits, and coordinates the processing of rezoning and site plan review applications that require Planning Commission and City Council review.
- Represents the city on special assignments and committees involved in the planning and development of community enhancement programs and projects.
- Assists developers with conceptual plans, attends meetings and coordinates incentive assistance
- Prepares or manages updates to the City Zoning Ordinance, City Master Plan and City Recreation Plan.
- Researches and prepares grants to assist in financing city projects.
- Prepares the annual budget for the Department.
- Attends City Council and other meetings as necessary.
- Oversees the work of department staff engaged in building and rental programs.

This is a full-time position with an outstanding benefits package to include:

- Defined benefit pension paid in full by the city / 10-year vest / 2.25% multiplier
- A \$250/\$500 deductible healthcare plan, including prescription. No cost Dental and Vision.
- 16 paid holidays; Paid Vacation, Sick and Personal Days; Longevity Pay
- Employer paid Life Insurance
- And more.....

Requirements at time of application (see job description for a complete list):

- Four-year undergraduate or two-year master's degree from an accredited college or university majoring in community planning, urban and/or regional planning, geography, public administration, or related field.
- Minimum six years community planning experience in a city, village or urban setting.
- Valid Operator's License and satisfactory driving record. Must be insurable by the City.
- Knowledge of Michigan planning and zoning laws.
- Software: working knowledge of Microsoft Word, Excel, Publisher, and PowerPoint, and basic knowledge of ArcGIS Pro. Knowledge of SketchUp or other 3-D modeling software preferred but not required.
- Skilled in conducting investigations and research, reading maps and site plans, and interpreting regulations; preparing detailed and accurate records; making and recording accurate and detailed observations; providing effective customer service, including problem solving and conflict resolution.
-

Things you need to know before applying:

- \$85,000 - 95,000 per annum dependent on experience and preferred criteria items possessed at time of hire.
- A comprehensive background, physical and drug screen will be conducted on the successful applicant.

How to apply:

The required application form is available at this page (<https://www.cadillac-mi.net/jobs.aspx>) or in hardcopy at the city's office, 200 N. Lake St in Cadillac.

Please send resume, cover letter and completed application to: Attn: HR/City of Cadillac/200 N. Lake St, Cadillac, MI 49601; or fax to 231-306-6005; or email to tkeway@cadillac-mi.net

- Applications will be accepted until 3/31/2025.