



*Patriotic Traditions*

## Employment Opportunity

### Community Development Director

Starting salary range (\$67,175 - \$74,250)

FLSA Exempt (not eligible for overtime)

**Benefits Summary:** Major benefits for Full-Time Regular Employees:

- Monday – Thursday work schedule
- 12 paid holidays per year
- No-cost employee and dependent coverage for medical, dental, vision and life insurance
- Pension and long-term disability through Arizona State Retirement System
- Supplemental benefits such as deferred compensation and additional life insurance

**Position Summary:** The Community Development Department includes aspects of the Town operations such as building safety, zoning administration, planning, code enforcement, floodplain management and capital project management. The Community Development Director is a part of the executive leadership team and reports directly to the Town Manager.

**Essential Job Functions:** The following list is not comprehensive; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific tasks.

- Inspects all new construction and remodeling projects for compliance with the Town's Building Codes; issues stop work orders for any non-permitted work; advises the public on proper construction techniques and materials; rejects defective or sub-standard items; coordinates fire code inspections with the Fire Department.
- Responds to complaints regarding violations of the Town Building and Zoning Codes, such as outdoor storage, abandoned vehicles, non-conforming uses and weeds and trash; issues violation notices and citations for code violations; follows up to ensure resolution of complaints; maintains records of all violations and assists the Town Attorney with citations, as required.
- Processes all planning and zoning procedures including land abandonment, rezoning, zoning code amendments, site plan review, and special-use applications; prepares agendas and material for meetings of the Planning and Zoning Commission and the Board of Adjustment.

- Reviews plans and specifications for new construction and remodeling projects; checks for code compliance.
- Assists the public in applying for building permits and sign permits; reviews all building permit applications; maintains inspection records and files for permit applications; prepares monthly reports of fees collected for building and sign permits; prepares annual report of fees and valuations.
- Interacts with the public and members of the building industry, and investigates and resolves citizen complaints regarding construction projects.
- Responds to requests for information regarding Town, State and Federal codes, regulations and specifications on construction projects.
- Educates builders, plumbers, and electricians on new codes, policies, procedures and methods of construction.
- Serves as Floodplain Administrator and processes floodplain use permits as required.
- Assists with coordination of capital projects as assigned.
- Performs other related duties as assigned.

**Required Knowledge and Skills:**

- Knowledge of the principles and techniques of building inspection.
- Knowledge of building construction and remodeling methods, materials and techniques.
- Knowledge of the principles, practices, and methods of code enforcement.
- Knowledge of Town codes and ordinances, and State and Federal standards.
- Knowledge of the regulations and requirements of court evidence.
- Knowledge of principles and procedures of record keeping and reporting.
- Skill in interpreting construction drawings and specifications.
- Skill in detecting discrepancies in plans, materials, and construction methods and processes, and of appropriate corrective actions.
- Skill in organizing and prioritizing work and completing projects and assignments within deadlines.
- Skill in effective oral and written communications.
- Skill in establishing and maintaining effective working relationships with co-workers, contractors, developers and the general public.
- Skill in operating a personal computer, Microsoft Office and specialized mapping software.

**Education, Experience, and Certifications:**

- Preferred Bachelor's degree in Construction Management, Civil or Structural Engineering, or Architecture; seven (7) years of experience in the construction field as a foreman, building inspector, or trade involving building code enforcement; or any equivalent combination of education, work experience, and training which provides the knowledge and abilities necessary to perform the essential functions of the position.
- ICC Certification for Commercial and Residential Building Plans Examination and Inspections.
- State of Arizona driver's license

**Physical Demands and Working Conditions:**

- Work is performed both in a Town office and out in the field.
- Safely operates a Town vehicle, a variety of standard office equipment, and other required equipment as needed.
- Safely exerts light physical effort including, but not limited to, lifting, carrying, pushing, and/or pulling, etc. objects and materials of lightweight (less than 25 pounds).
- Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.

**Town of Taylor Contact Information:**

**425 Papermill Road**

**PO Box 158**

**Taylor, AZ 85937**

**Email: [geri@tayloraz.gov](mailto:geri@tayloraz.gov)**

**Website: [www.tayloraz.gov](http://www.tayloraz.gov)**

**Phone: 928-536-7366**

**Instructions:**

Interested applicants should submit a Town of Taylor Application form found at [www.tayloraz.gov/town-hall/employment](http://www.tayloraz.gov/town-hall/employment). A cover letter and resume may accompany the application. Application packages may be emailed to Town Clerk, Geri Judd at [geri@tayloraz.gov](mailto:geri@tayloraz.gov)

The position is open until filled.