

POSITION ANNOUNCEMENT
DIRECTOR OF COMMUNITY DEVELOPMENT
DEPARTMENT OF COMMUNITY DEVELOPMENT

Starting Salary: \$ 102,076 - \$160,361 per year.

This is a full-time, 40 hour per week position which includes a full range of benefits including Paid Time Off, Extended Medical Leave, Holidays, Employee health, dental, life, disability, retirement and tuition assistance programs. *This is an appointive position and is not covered by the County Merit System.*

JOB DESCRIPTION: Plans, develops, coordinates, guides and implements all aspects of growth and development within the unincorporated area of the county including long range and current planning, zoning, building inspections, code enforcement, public improvement plan reviews, MS4 activities, Neighborhood Improvement (NID) projects, and community services and administration related to CDBG and locally funded programs. Implements necessary changes in ordinances or procedures to comply with existing laws, rules and regulations and where appropriate to accomplish county goals and policies. Coordinates and supervises data gathering, evaluation and reporting through division heads. Determines department goals and objectives. Develops and implements policies and procedures. Develops, recommends and administers Department budget. Monitors expenditures for compliance with budget mandates. Supervises grant development and administration. Researches, identifies and develops alternative funding sources. Negotiates contract services and oversees contractor performance for compliance with program goals and contract provisions. Develops and implements public education of the services delivered through the department and its four divisions. Prepares and gives public presentations. Assigns, reviews, and evaluates work of division heads. Oversees Department personnel functions including prospective employee recruitment and screening, hiring, employee discipline, promotion, commendation and discharge. Performs other duties as assigned.

REQUIREMENTS: Bachelor's degree (minimum) preferably in Public Administration, Business Administration, Law, Urban Planning or related field, five or more years of progressively responsible management experience in public administration and/or urban or regional planning, or any combination of a Bachelor's Degree and experience that provides equivalent knowledge, skills, and abilities. Valid motor vehicle operator's license required.

The St. Charles County Charter requires that within one hundred twenty (120) days of appointment, each department head shall be a resident of St. Charles County.

TO APPLY: All applications must be submitted only through our Self-Service Website at <http://hr.sccmo.org/hr>. We do not accept faxed, e-mailed or print applications. For your convenience, if needed, terminals are available on site at the HR Dept., 201 N. Second St., Room 519, St. Charles, MO 63301 Monday – Friday 8:00 am – 5:00 pm.

Applications will be accepted on a continuing basis until the position is filled or a sufficient number of qualified candidates have applied.

St. Charles County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. St. Charles County is a drug and alcohol free work place. A pre-employment drug screen is required for all positions.

[RETURN TO APPLICATION PROCESS](#)

AN EQUAL OPPORTUNITY EMPLOYER