



# Community Development Director

## Our Community

Springfield is the county seat of Clark County, Ohio. Our City is located in southwestern Ohio and is ideally situated on the Mad River, Buck Creek, and I-70, approximately 45 miles west of Columbus and 25 miles northeast of Dayton. Springfield is home to 60,000 residents, covering an area of about 26 square miles.

Springfield offers an array of arts & culture and outdoor amenities including: Clark State Performing Arts Center; Springfield Symphony Orchestra; Springfield Museum of Art, *A Smithsonian Institute*; Frank Lloyd Wright's Wescott House; Hartman Rock Garden; Heritage Center Museum; Gammon House; Buck Creek State Park; Snyder Park; Chiller Ice Rink; Ferncliff Arboretum; public and private golf courses, Splash Zone water park, 25+ community parks and 30 miles of multi-use trails.

Springfield offers an excellent public school system and a variety of higher education choices including, Wittenberg University and Clark State College. Our City is home to top-rated medical services including Mercy Health - Springfield Regional Medical Center, and boasts a diverse mix of industries including Woeber Mustard Co., Gabes Distribution, Silfex, Topre and the National Advanced Air Mobility Center of Excellence located at Springfield-Beckley Airport.



GREETINGS from



# Department Overview

The Community Development Department plays a vital role in shaping the future of our City by creating vibrant neighborhoods through working with nonprofits, government, and community partners. The divisions that comprise the department include: Building Regulations, Code Enforcement, Planning & Zoning, and Neighborhood Impact, which includes the implementation of the City's entitlement programming.



## Key Responsibilities

This is an UNCLASSIFIED position and serves as a leader within the Organization's Leadership Team reporting directly to the City Manager. Work involves planning, directing, coordinating, and evaluating the programs and activities of several divisions of the Community Development Department. This individual will administer the department's approximate \$5.6 million budget, coordinate impactful redevelopment and revitalization projects, build positive relationships and lead engagement efforts with various community organizations and neighborhood groups, as well as, implement many new programs and initiatives geared at advancing our community forward.

Involvement on the City's leadership team is a critical component of the position. This individual must be a strategic, forward-thinking leader excited by the opportunity to influence the continued growth of the Springfield community.

The Director exercises a considerable independent judgment and discretion in interpreting, applying, and enforcing laws, regulations, ordinances, and policies applicable to a variety of programs, initiatives and activities; participates in developing policies and long-range plans for the department; provides direction and coordination to technical, operations, and other support personnel through subordinate division managers; and conducts considerable coordination with other city departments, other governmental and private agencies & organizations, as well as the public.

Assignments involve responsibility for final decisions and results in technical and operational matters, reviewing divisional requests, and compiling the annual budget for the Department. Policies and objectives are outlined by the City Manager. Work is reviewed through conferences, reports, and an evaluation of results obtained.

## Our Organization

- Charter City with a Council-Manager form of government
- Mayor elected at large with four Commission Members elected by the Citizens, and an appointed Clerk who serves the Commission and maintains City records
- Appointed City Manager who serves as chief executive officer
- Appointed Finance Director who serves as chief fiscal officer
- Appointed Law Director who serves as chief legal counsel to Commissioners and City Administration
- Full-service City with 9 departments and 590 employees
- Total general fund budget of \$60 million

# Ideal Candidate

The ideal Community Development Director is a dynamic individual with the energy, passion, technical expertise and managerial skills to empower staff and motivate them to be their best in a thriving culture and environment. The ideal candidate has the ability and desire to learn something new every day and possesses a proven track record of successfully finishing tasks and projects, and will possess the following knowledge, skills and abilities:

- Ability to plan, organize, direct, coordinate, and evaluate the programs of a multifunction department.
- Ability to analyze complex issues, identify and define problems, and evaluate alternative courses of action.
- Thorough knowledge of the principles and practices of local government and management, including optimum use of human and material resources.
- Considerable knowledge of the current literature, trends, and developments in the area of entitlement programming.
- Knowledge of municipal government structure.
- Knowledge of trends in local government planning, zoning, code enforcement, and related matters.
- Knowledge of department budget preparation and control.
- Considerable knowledge of the technical aspects of the various initiatives, programs, and planning projects of the Community Development Department.
- Ability to delegate, supervise, and review the work of subordinate professional, technical, and administrative staff.
- Ability to communicate effectively, both orally and in writing, and to make effective presentations to a variety of groups and assemblies.
- The ability to empower department personnel to make decisions and/or recommendations for process improvement.
- Ability to apply judgment and discretion in resolving problems and interpreting policies.
- Ability to establish and maintain effective working relationships with superiors, subordinates, public and private officials, and the general public.
- Ability to be present and/or available outside of normal working hours.
- Possession of a valid Ohio driver's license.



## Qualifications

Bachelor's degree from an accredited college or university with major coursework in public administration, business management, economic and community development, planning, construction management, or a related area, and thorough experience in development related programs, including administrative experience; or any equivalent combination of training and experience that provides the required knowledge, abilities and skills for this position.

# Application Process

The City of Springfield is committed to a diverse workforce that enriches and strengthens how we advance our mission. We are proud to be an equal opportunity employer, welcoming applications from all individuals, regardless of race, gender, sexual orientation, religion, ethnicity, national origin, disability, and all the other characteristics that make us unique. Our goal is to be the place where a diverse mix of talented people want to work.

Join us in shaping the future of Springfield and making a meaningful impact on our community! This job posting will remain open until the position is filled. Applications will be reviewed beginning on May 20, 2024.



**CITY HALL**  
76 E. HIGH ST.  
SPRINGFIELD, OH 45502

## Compensation & Benefits

- \$114,296 to \$145,891 annually depending on qualifications
- State of Ohio retirement
- Deferred Compensation plans
- Excellent medical benefits
- Life Insurance
- Generous paid vacation time and sick leave
- 12 paid holidays per year plus employee's birthday
- Tuition-reimbursement assistance
- Fitness room

**Scan QR Code  
to Apply**



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