



*Integrity • Respect • Teamwork • Pride • Innovation • Diversity*

222 GRAND VALLEY WAY • PARACHUTE, CO 81635 • (970) 285-7630

## **JOB DESCRIPTION**

<b>Job Title:</b>	Community & Economic Development Director
<b>Department:</b>	Community Development
<b>Reports to:</b>	Town Manager
<b>FLSA Status:</b>	Exempt
<b>Salary Range:</b>	P10   \$67,808 - \$91,728
<b>Benefits:</b>	Full Benefits
<b>Status:</b>	Full Time

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### **Summary:**

This is a leadership position that includes administrative and managerial work related to planning, organizing, and directing the activities of the Community Development department and the Town's Economic Development efforts. The Director works directly with the Town Manager and makes recommendations to the Town Council and Planning Commission in conjunction with the Town's programs and policies related to businesses, development, and planning. In addition, the Director will be an integral part of the Town's leadership team and is expected to lead the department through budget development, resolution of citizen complaints, preparation of council or board agenda items, coordination of the Planning Commission, and other high-level management tasks.

### **Supervisory Responsibilities:**

Supervises the Community Development Specialist and Recreation Specialist, and also oversees contracts and contracted staff, including, but not limited to, Town Planner and the Chief Building Official.

Receives general direction from the Town Manager

### **Essential Duties/ Responsibilities:**

Coordinates, implements, and supports the Town's Comprehensive Plan and the Town's strategic goals through the review of development applications and by providing recommendations;

Maintains responsibility for administration and enforcement of Town and land use and regulatory codes in connection with private development and construction;

Coordinates with other town departments, utility agencies and other levels of government in the review of all development projects and applications

Coordinates and implements goals and programs of the Town of Parachute that promotes the growth and retention of a vital economy within the Town;

Coordinates efforts for the Town with the Chamber of Commerce, the Rifle Regional Economic Development Corporation, Garfield County, and other economic development related consultants and/or organizations;

Develops and maintains updates the Community Development Division short- and long-range development goals;

Meets with developers and builders and serves as the Town liaison to help applicants through the development process;

Maintains and organizes parcel and development records;

Develops community plans, as directed, such as trail/bike path plan, special land use studies, water/wastewater master plan, irrigation master plan, parks master plan, downtown development plan, etc;

Seeks out and applies for grant funding opportunities that are aligned and help promote the Town's goals;

Serves as Town liaison to municipal, county, state and federal planning and development agencies;

Acts as the Town Floodplain manager;

Creates and maintains an inventory of vacancies in commercial and industrial properties in the Town and develops strategies to decrease vacancies within the Town;

Develops and coordinates economic development marketing strategies and activities and creates promotional materials, including, but not limited to, tourism content, special events, programming, and grant programs;

Works directly with private businesses and public agencies to enhance the economic viability within the community;

Provide excellent internal and external customer service by representing the Community development department and Town Hall; provides office coverage, as necessary, by answering phones and receiving customers; assists with events the Town sponsors.

Manages Capital Improvement Projects, as may be assigned;

Enforces the Zoning and Building Codes and introduces amendments, as needed;

Proactively communicates code and permitting regulations with the community;

Comply with all Town Policies, Protocols, and Procedures;

Perform other duties as assigned.

**Experience and Training:**

- Bachelor’s degree from an accredited college or university with major coursework in Public Administration, Planning, Community Development, Urban Design, Architecture, Landscape Architecture, Economics, Business Administration, or a related field required; Master’s degree preferred.
- Five (5) or more years of similar experience in local government. Two (2) years of supervisory experience and direct experience with economic development and land use is highly desired.

**Knowledge, Skills, and Abilities:**

Knowledge of or ability to become knowledgeable of laws related to land use planning, building codes, environmental conditions, regional issues, code compliance practices, housing assistance, social services, and economic development practices and programs.

Knowledge of or ability to become knowledgeable of Colorado Statutes regarding community redevelopment agencies and economic development incentives.

Knowledge of economic development and business procedures.

Ability to communicate effectively orally and in writing. Must have the ability to conduct effective public relations programs and market efforts to further the Town’s retention and development objectives.

Ability to present information to associates, the public, and before local boards in multi-media presentations as well as creating a visioning process with interested stakeholders.

Ability to coordinate and prepare meeting agendas.

Ability to research and analyze data.

Ability to prepare special planning reports.

Ability to supervise professional and support personnel.

Ability to work quickly and accurately to meet deadlines.

Ability to establish and maintain effective working relationships with associates, other Town employees and the general public.

Ability to attend regular committee meetings and participate in Town activities/events outside of normal business hours.

**Equipment Used:**

Standard office equipment including computer, printer, copier, telephone, two-way radio, cell phone, pager, camera, and calculator, fax machine, typewriter, postage machine, 10-key calculator and various other instruments and tools associated with this particular job discipline.

**Physical Requirements:**

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|--------------|----------------------|------------------------|
| • Lifting:   | 20 pounds frequently | 60 pounds occasionally |
| • Carry:     | 20 pounds frequently | 60 pounds occasionally |
| • Push/Pull: | 20 pounds frequently | 60 pounds occasionally |

- Balance: frequently
- Bend/Stoop: frequently
- Twist: frequently
- Squat/Crouch: frequently
- Kneel: frequently
- Crawl: occasionally
- Climb Stairs: frequently
- Climb Ladders: frequently
- Reach at shoulder level: frequently
- Reach below shoulder level: frequently
- Reach above shoulder level: frequently
- Standing/Walking: frequently
- Ability to traverse the facility quickly.
- Ability to perform the physical duties of the job.
- Must be able to make proper decisions quickly and work calmly in tense or chaotic situations.
- Must be able to work outdoors in all weather conditions.

**Other Skills, Requirements and / or Licenses:**

- Must have a valid driver’s license and acceptable motor vehicle record.
- Ability to operate a motor vehicle.
- Ability to pass a background check that is acceptable to the Town of Parachute.
- Knowledge in geographic information systems (GIS)
- Thorough knowledge of federal, state, and local laws and regulations regarding land use planning and zoning.
- Working knowledge of computers and computer technology
- Extensive knowledge of local, state, and federal programs available for the furtherance of Community Development objectives
- Ability to establish and maintain effective working relationships with various boards and commissions, regional and community groups, Town departments, and the business community

For more information contact:

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<https://www.townofparachute.com>



JOB TITLE: Community & Economic Development Director

I have read the job description and can perform all the essential job functions.

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Printed Name

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Signature

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Date



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222 GRAND VALLEY WAY ▪ PARACHUTE, CO 81635 ▪ (970) 665-1145

The Town of Parachute offers its employees exceptional benefits including:

- Eligibility for health, dental, and vision coverage available the first day of the month following your start date
- Town pays 100% of health, dental, and vision insurance premium for all employees and their families
- Town contributes to HRA
- Town payment of 100% of the premium for life insurance policy for employee
- Optional voluntary life insurance for employee and family
- Town matches mandatory 5.0% contribution toward 401(a) retirement plan
- Optional 457(b) retirement plan
- Eleven (11) paid holidays plus one (1) floating holiday annually
- Two weeks paid vacation annually, increasing with longevity
- Accrual of 3.69 hours of sick leave per pay period
- Access to free Employee Assistance Program
- Wellness Allowance annually
- Regular Social Security and Medicare contribution for non-law enforcement employees; police are part of FPPA.