



# City of Hamtramck

3401 Evaline Street Hamtramck, Michigan 48212  
Telephone 313-800-5233

## Community & Economic Development/DDA Manager

An Equal Opportunity Employer

The City of Hamtramck has an opening for a full-time Community & Economic Development/DDA Manager.

### **Job Description Summary:**

Under the general direction of the City Manager, performs professional and administrative duties related to directing and organizing the Community & Economic Development Department (CED), including planning, zoning, economic development, neighborhood preservation, redevelopment agency, federal grants and other duties as assigned. Works with the Downtown Development Authority (DDA), businesses, and residents in the City. The office is located in City Hall at 3401 Evaline Street, Hamtramck, MI 48212.

### **Essential Duties and Responsibilities:**

- Functions as the CED/DDA Manager and oversees the day-to-day operations of the CED department, including zoning, planning, and community and economic development activities.
- Works with the Plan Commission and Zoning Board of Appeals to provide leadership, technical insight, and recommendations related to planning, zoning, signs, ordinances and the city's master plan, as well as with the DDA.
- Plans, coordinates and directs the implementation of the city's business with elected and appointed officials on issues related to community and economic development, planning, zoning, and other relevant topics. Develops, organizes and facilitates on-going comprehensive processes and procedures for current and long range needs to reach goals in the city's general plan; ensures implementation and enforcement of planning and zoning ordinances.
- Directly undertakes complex city planning and community/economic development work, including tasks related to physical, social, contextual, and economic aspects of the city and its neighborhoods.
- Researches regulations and best practices to make recommendations for revision of ordinances to address city needs, and drafts such ordinances as needed.
- Conducts reviews and makes recommendations along with the Building Official, as necessary, on proposed planning, development, and site plans for city permits.
- Provides leadership to a small group of professional and technical workers when necessary.
- Meets with the public, developers, and contractors to discuss development projects; responsible for city planning, zoning, and development issues; interprets information in city ordinances pertaining to the CED department.
- Meets with the DDA and businesses; develops and maintains a positive relationship with businesses. Works with the local DDA and/or Chamber of Commerce to provide support to existing businesses. Develops and nurtures professional working relationships with business owners and managers and encourages them to locate or expand their operations in the city. Communicates with the City Manager on the status of businesses in the city.
- Conducts public meetings and hearings as needed to solicit public response, provides explanation of policy and project options; educates the public through media, reports, public meetings and presentations.
- Seeks grants for various projects and activities related to CED and other essential needs within the city.
- Assists with the coordination of the Community Development Block Grant program as needed and any other programs necessary for the economic development of the city, including but not limited

to housing rehabilitation program; emergency home repair program, etc. Attends hearings, reviews budgets and coordinates with other county and federal officials and agencies as needed.

- Serves as a representative on state and local committees related to CED functions, as needed.
- Tracks permits, as well as, projects within special districts, and provides information to the public regarding development regulations.
- Conducts field surveys, evaluations, assessments and inspections as needed.
- Performs other related duties as required.

**Required Knowledge, Skills, and Abilities:**

- Planning (AICP) and/or Economic Development certification is preferred.
- Working knowledge of geographic information systems and computer-aided design is desirable.
- Thorough knowledge of the principles and practices of local planning and development; planning, zoning, design and subdivision law, theory and applications; local government structure and operation, including budgetary procedures.
- Considerable knowledge of research methodology and statistics, modern management practices; financial management, banking and real estate practices.
- Cultural competency and ability to work sensitively within a highly diverse community.
- Skill in the translation of technical data, financial documents and accounting records into an easily understood format.
- Skill in public relations; making presentations, writing reports and other communication practices.
- Skill in general office management and practices, interpersonal communication, employee supervision, motivation, and the ability to direct the work of others.
- Ability to establish and maintain effective working relationships with residents, business owners, developers, financiers, elected officials and government agency personnel.

**Education and Experience:**

- Bachelor's degree in Urban Planning, Urban Studies, Architecture, Community Development, Economic Development or a related field from an accredited college or university program and three (3) years of professional experience in Economic Development.
- A Master's degree in any of the above fields, and minimum of five (5) years of relevant experience is preferred.

This position requires attendance at evening meetings including presentations to City boards, neighborhood groups, and other agencies as necessary.

**Application Process:** Download applications at <https://hamtramck.us/wp-content/uploads/2017/05/EmploymentApplication.pdf>. Return completed applications in person to the City of Hamtramck City Clerk's office, 3401 Evaline, 1<sup>st</sup> Floor, Hamtramck, MI 48212 or email to [hr@hamtramckcity.com](mailto:hr@hamtramckcity.com). Applications are due by October 16, 2020.

*The City of Hamtramck is an equal opportunity employer and will not unlawfully discriminate on the basis of race, color, sex, religion, national origin, age, height, marital or veteran status or the presence of medical conditions or disability. Michigan and Federal laws require employers to make accommodations to persons with a disability if the disability can be accommodated within certain guidelines, and the individual can perform the essential job duties with or without such accommodation. Persons with a disability may request an accommodation of their disability by notifying the City of Hamtramck City Manager's office in writing of the need for accommodation.*