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

Assistant Community and Economic Development (CED)/DDA Manager

An Equal Opportunity Employer

The City of Hamtramck has an opening for a full time Assistant Community and Economic Development (CED)/Downtown Development Authority (DDA) Manager. This position is part of the Community and Economic Development Department in City Hall at 3401 Evaline Street, Hamtramck, MI 48212.

The Assistant CED/DDA Manager reports to the CED/DDA Manager or designee. In a three-member team, the CED/DDA Manager, Assistant CED/DDA Manager, and the CED/DDA Intern/Coordinator will share responsibilities to maintain an active and organized CED/DDA department.

Job Description Summary:

Under the general direction of the CED/DDA Manager, the Assistant CED/DDA Manager will be responsible for planning, zoning and development projects, act as primary liaison to community inquiries regarding planning and development, and seek consultation as needed with the City Planner, who is an external consultant to the city.

This position has an emphasis on planning, zoning and development. It also calls for creativity, flexibility in scope of work and design-thinking due to the diverse nature of projects, challenges and initiatives within the department. Hamtramck is a culturally diverse community, the Assistant CED/DDA Manager should strive to understand community challenges, generate ideas to address challenges, be flexible and perceptive to feedback, and show initiative to employ solutions.

Essential Duties and Responsibilities:

- Evaluate or assist in the evaluation of re-zonings, ordinance amendments, site plans, special use permits, variances and other proposals
- Research regulations and best practices to clarify and improve the City's Zoning Ordinance
- Draft revisions and recommendations of the City's Zoning Ordinance
- Assist in resolving resident and customer issues via phone, e-mail and in person at the Building Department counter
- Prepare staff reports, memorandums and agendas for Planning Commission and Zoning Board of Appeals meetings
- Act as lead staff member for Plan Commission and Zoning Board of Appeals meetings, with assistance from the CED/DDA Manager
- Assist with economic development initiatives including but not limited to marketing the sale of City-owned properties, researching financial support and tax incentive programs, assisting with the re-activation of the City's Brownfield Redevelopment Authority
- Research, write and implement grant programs
- Create marketing and informational posts for social media as needed
- Assist in the supervision of support staff and professional interns, as needed
- Support CED/DDA team on DDA projects and initiatives
- Support the day-to-day operations of the department and perform other duties as needed in order to support the CED/DDA team

Required Knowledge, Skills and Abilities:

- Knowledge of the principles and practices of planning and development
- Ability to review plans and apply provisions of the ordinances and codes to determine compliance with such regulations and to determine the impact of these regulations to field conditions
- Knowledge of effective writing techniques
- Detail-oriented with ability to multi-task
- Effective written and verbal communication skills
- Knowledge of or ability to learn computer programs and applications such as Canva, Customer Relationship Management software, Adobe Creative Suite software, GIS, and BS&A Suite (municipal government software)
- Creative problem-solving skills
- Ability to work independently and in a team environment as needed
- Facilitation of in-person and virtual public participation activities

Education and Experience:

Bachelor's degree in urban planning, architecture, public policy, or related area of study. Master's degree preferred.

Pay Rate & Benefits:

- $38,000 annual salary
- Standard benefit package available including medical, dental and vision
- Two weeks paid time off (PTO)

Application Process:

Download application at https://hamtramck.us/wp-content/uploads/2021/05/Hamtramck-Application-Final-05072021.docx. Return completed application and resume by email to hr@hamtramckcity.com. Position open until filled.

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.