

CITY OF MARSHALL
Human Resources Division
401 S. Alamo Blvd.
Marshall, TX 75670

(903) 935-4426 Office
(903) 935-4429 Fax
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www.marshalltexas.net

EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

JOB TITLE: **COMMUNITY DEVELOPMENT MANAGER**

JOB NUMBER: **201917**

**DEPARTMENT /
DIVISION:** **Community & Economic Development**

**EXAMPLES
OF DUTIES:** Under the direction of the Director of Community & Economic Development, manage the day-to-day operations of the Community Development, Building Permitting, and Code Enforcement divisions within the City. Schedule and conduct meetings with boards and commissions including the Planning & Zoning Commission, Historic Landmark Board, and Zoning Board of Adjustments. Assist property owners and the development community through the land development and permitting processes. Perform advanced professional and technical planning assignments related to current and long-range planning. Prepare reports and recommendations, reviewing work of other staff, research and draft ordinances, assist in the implementation of the Comprehensive Plan and other studies. Provides support to the Director on special projects and economic development initiatives. Perform other duties as apparent and/or assigned.

**MINIMUM
QUALIFICATIONS
AND EXPERIENCE:** Bachelor's Degree in Urban Planning, Architecture, Public Administration, or related field. Minimum four (4) years of professional planning experience required. (Master's Degree in Urban Planning, Architecture, or related field may substitute for two years of work experience.) Must be able to rapidly learn and perform tasks, coordinate activities of other staff members, and work closely with others as part of a team. Must be able to communicate effectively, assimilate and understand information, maintain composure during situations of conflict, and interact professionally with staff, Commission/Board members, and the general public. Requires ability to work under minimal supervision, and prioritize work assignments.

**SALARY
INFORMATION:** **\$2,333.60 bi-weekly starting salary**

**CONTACT
INFORMATION:** **HUMAN RESOURCES DIVISION, CITY HALL**
401 S. Alamo Blvd
Marshall, TX 75670
(903) 935-4425

**ADDITIONAL
INFORMATION:** Must have a valid Texas driver's license and an acceptable driving record.

DATE POSTED: **June 28, 2019**

LAST DAY TO APPLY: **Open until filled**

An **EQUAL OPPORTUNITY** employer
promoting an **ALCOHOL** and **DRUG-FREE** work environment.