

ORDINANCE NO. 14-_____

DIVISION OF COMMUNITY DEVELOPMENT ESTABLISHED

BE IT ORDAINED by the City Council of the City of Huntsville, Alabama, that Ordinance No. 92-651, adopted on November 18, 1992, as amended by Ordinance No. 93-410, adopted on June 24, 1993, and Ordinance No. 93-621, adopted on September 30, 1993, and Ordinance No. 93-786, adopted on December 9, 1993, is hereby further amended to read as follows:

The Division of Community Development is hereby established. The Division of Community Development shall be under the general supervision and control of the Manager of Community Development. The Manager of Community Development shall be an officer of the City and shall have the responsibility for the day to day supervision of the Community Development Division of the Planning Department. The Manager of Community Development shall be appointed by the Mayor subject to the approval of the City Council as provided by law. The Manager of Community Development shall hold office for the term of the Mayor making the appointment. The Manager of Community Development shall be under the direct supervision and control of the Planning Director. Generally, the Manager of Community Development shall be available to councilmembers to respond to requests for information or questions related to matters under the general control of the Manager of Community Development which are pertinent to the performance of a councilmember's duties.

Ordinance No. 90-152 of the City of Huntsville, Alabama, as amended adopting the Personnel Policies and Procedures Manual for the City of Huntsville (the "Personnel Manual"), shall not constitute an employment contract with the Manager of Community Development, and the Manager of Community Development shall not be governed by the provisions of the Personnel Manual except (1) where otherwise provided by law and (2) when enforcing the terms of the Personnel Manual in his or her capacity as a supervisor. At the direction of the Planning Director, the duties and responsibilities of a department head, as stated in the Personnel Manual, may be performed by the Manager of Community Development.

The duties of the Manager of Community Development shall include, but not be limited to, the following:

Plans, organizes and directs the overall functions of the Community Development Division.

Directs a professional staff engaged in the development and carrying out of a program for administering grants, the administration of special program activities concerning matters involving functional planning, budgeting, contract review, program coordination, and public information. Confers with the Planning Director on division policies, programs and the coordination of activities with other departments, divisions and agencies.

Consults with and advises department heads and division managers and the public and private agencies on proposed programs and activities.

Supervises the training of subordinate personnel and evaluation of programs.

Prepares the annual budget for the division; prepares regular and special reports.

Performs related work as required.

Qualifications:

Graduation from an accredited four year college or university; supplemented by attainment of a master's degree in urban planning and thorough experience in the field of planning, including considerable supervisory experience or any equivalent combination of training and experience which provides the following:

Knowledge of the principles and practices of urban planning in all its aspects.

Knowledge of current literature and recent developments in the field of planning.

Knowledge of laws and ordinances affecting community planning and development, and the principles and practices of public administration.

Knowledge of the political, social and economic implications of planning.

Ability to analyze and supervise the systematic compilation of technical and statistical information, and to prepare highly complex technical reports.

Ability to establish and maintain effective relationships with City officials, other government agencies, employees and the public.

Skill in oral and written communication.

Adopted this the ____ day of _____, 2014.

President of the City Council of
the City of Huntsville, Alabama

Approved this the ____ day of _____, 2014.

Mayor of the City of
Huntsville, Alabama