

COMMUNITY DEVELOPMENT DIRECTOR

City of Columbia, MO



The Community

Located at the crossroads of Interstate 70 and U.S. Highway 63, Columbia, Missouri, offers the perfect blend of small-town charm and metropolitan amenities. With a population of just over 129,000, Columbia is the largest City in Boone County and serves as a regional hub for education, healthcare, culture, and commerce. Positioned midway between St. Louis and Kansas City, Columbia provides both accessibility and opportunity, making it an ideal location for residents and businesses alike.

Founded with education at its core, Columbia is home to several institutions of higher learning, including the University of Missouri, and continues to thrive as a center for innovation and lifelong learning. The City's strategic location, coupled with a vibrant economy and award-winning quality of life, attracts entrepreneurs, families, students, and retirees from across the country.

Whether you're looking to advance your career, raise a family, start a business, or simply enjoy a welcoming and well-connected community, Columbia offers an exceptional place to live, work, and grow.

Government

The City of Columbia is a charter City with a council-manager form of government. The Council establishes policy and law and appoints a City manager who handles the day-to-day management of the City organization.

The City prides itself on being a full-service City for its residents. It has a Fiscal Year 2025 total budget of \$565M, 19 departments and over 1,600 full-time equivalent positions across all funds. There are currently five active labor unions, four of which have collective bargaining agreements. The City has a self-funded benefits plan.

Our Vision

Columbia is the best place for everyone to live, work, learn and play.

Our Mission

To serve the public equitably through democratic, transparent and efficient government.

City Core Values

Service, communication, continuous improvement, integrity, teamwork and equity.



The Community Development Department

The Community Development Department is responsible for overseeing development in the City of Columbia, from the beginning planning stages to implementation and construction.

- Building & Site Development is a one-stop shop for individuals planning improvements to their properties. The division reviews construction plans, issues permits, performs inspections, and enforces ordinances that ensure safe buildings and a healthy environment. It also manages the updating of construction codes, licensing of contractors and trades, and collects fees related to new construction.
- The Planning Division helps shape the City of Columbia by reviewing development requests including annexation, zoning, and subdivisions. Planning also focuses on long term traffic system development and historic preservation.



The Position

Reporting to the City Manager, the Community Development Director directs the Community Development Department and divisions in planning and building safety to foster and promote the City's orderly physical growth, development, and change. The Director ensures the department's work aligns with the City's strategic goals, including long-term land use planning, infrastructure development, and code compliance. They are also responsible for developing departmental policies, directing capital and operating budgets, and ensuring regulatory compliance with local, state, and federal standards.



Essential Functions and Responsibilities

- Collaborates with elected and appointed leaders to develop strategic vision for the department; plans, organizes, and directs the budget and capital plans, operations, policy, and activities of the department.
- Engages with the community to foster active participation and collaboration in the making of plans and major ordinance initiatives.
- Serves as planning and zoning subject matter expert to the City Manager, and City Council.
- Establishes long-term goals and objectives to align with the City's strategic plan. Reviews performance management metrics and quality improvement plans to ensure goals and objectives are met.
- Plans, organizes, prioritizes, and directs activities of department to ensure operational effectiveness. Builds an enabling infrastructure that supports employee engagement.
- Ensures compliance with local, state, and federal ordinances, rules, and regulations and adherence to grant-funded requirements. Monitors and analyzes legislative changes impacting department and City.
- Reviews department activity including annexation/subdivision/zoning requests, plan reviews, permits, inspections, and Metropolitan Planning Organization (federal transportation planning grant) compliance.
- Attends meetings for City Council, Planning and Zoning Commission, and other meeting bodies. Prepares meeting agendas and conducts presentations.
- Responsible for department-wide financial decision. Assures that appropriate linkages exist between budget requests and departmental goals and objectives. Monitors budget plan and adjusts as necessary.
- Recommends policy development and implementation.
- Evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.

Education and Experience

Qualified applicants will have a bachelor's degree from an accredited college or university in Public Administration, Urban Planning, Civil Engineering or related field, and a minimum of 9 years' experience in public administration work related to planning and development, urban housing or related field.

The Ideal Candidate

The ideal candidate will be an experienced and visionary leader with a comprehensive understanding of municipal planning, zoning, code and inspections. They should possess the technical expertise necessary to guide the City's development efforts, including plan reviews, permitting, inspections, and enforcement of relevant codes and ordinances. Experience in streamlining and comprehensive planning will be beneficial as the department is embarking on a new comprehensive plan; experience working in a fast growth City and/or college town will also be beneficial.

The ideal candidate should bring a demonstrated ability to lead diverse teams and manage complex departmental operations. With strong communication skills, they need to effectively engage with elected officials, advisory commissions, municipal employees, and community stakeholders. Their leadership style should promote accountability, innovation, and collaboration, and a culture that supports employee engagement and continuous improvement.

The ideal candidate should value transparency and community involvement in the planning process. They should understand the significance of community development and strive to foster inclusive participation. They should value collaboration and teamwork with fellow department heads. With strong financial management skills, the ideal candidate should be capable of aligning budget decisions with strategic goals and overseeing grant-funded programs to ensure regulatory compliance. This individual will serve as a trusted advisor to City leadership and a proactive partner in shaping Columbia's future.



Salary

The City of Columbia is offering a salary range between \$106,506 - \$164,019, commensurate with experience, and a comprehensive benefits package. Relocation assistance will be available for the successful out-of-area candidate.

How to Apply

Interested applicants should forward a cover letter and resume to:

resumes@affionpublic.com

Reference: CMOCCDD

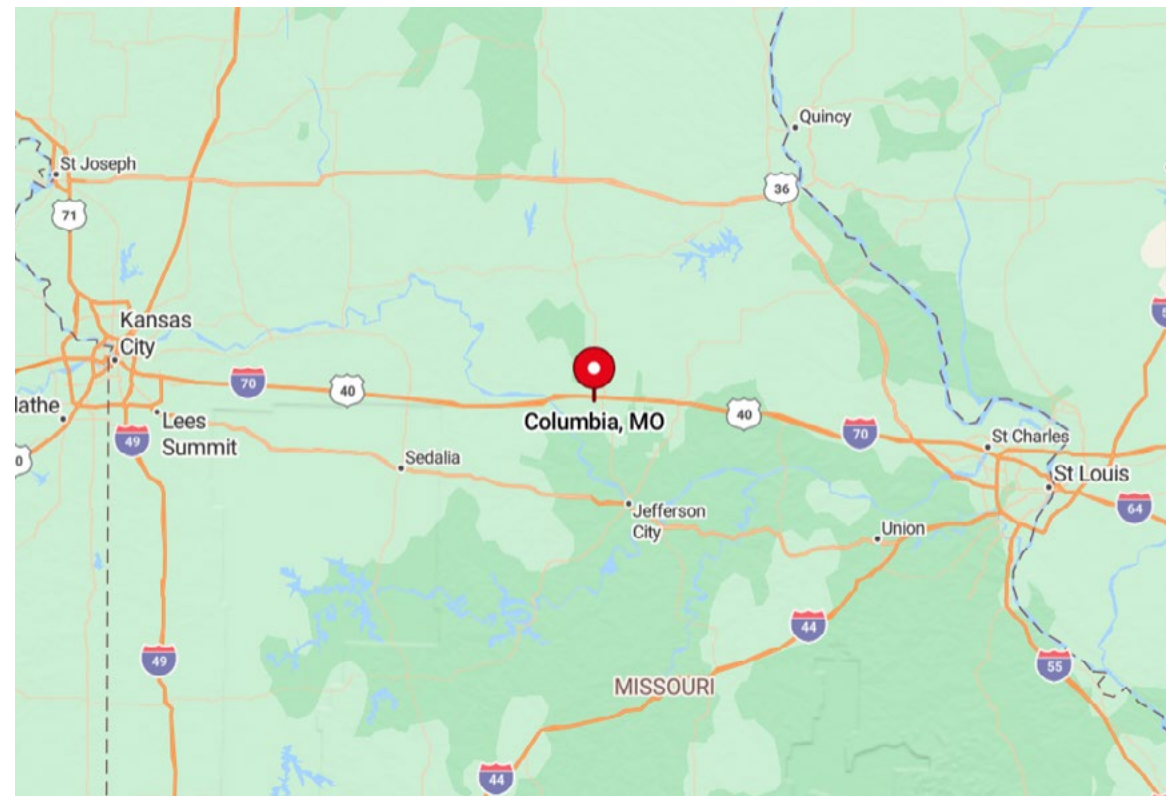
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