



## JOB DESCRIPTION

Director of Community  
Development

*Updated 12/2025*

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**JOB TITLE:** Director of Community Development

**JOB TYPE:** Full-Time, Salaried

**REPORTS TO:** City Manager

**STARTING RANGE:** \$72,450 to \$112,398

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### Job Overview

Reporting directly to the City Manager, this director-level position is responsible for the direction, management, activities and supervision of the Community Development and Building Codes Department. This position will assist the City Manager with all aspects of economic development for the City. Serves as a technical advisor to the City Council, Planning Commission, and performs technical planning and building inspection activities.

### Essential Duties and Responsibilities

- Direct and manage all activities of the Community Development Department, including personnel, budgeting, and program planning.
- Serve as the City's **Building Inspector**, performing inspections and ensuring compliance with 2018 ICC codes.
- Oversee planning and zoning functions, including site plan and subdivision review.
- Administer permitting processes and maintain accurate records.
- Supervise the Code/Nuisance Enforcement Officer.
- Conduct Planning Commission, Board of Zoning Appeals, and Code Board of Appeals meetings.
- Assist with economic development initiatives and long-range planning efforts.
- Research and draft revisions to land development and building codes as needed.
- Act as liaison with local organizations, businesses, and regional partners.
- Identify and apply for grants to support community development projects.

### Section 1: Minimum Job Requirements

- ICC Certification to 2018 International Codes (IRC at a minimum).
- Bachelor's degree in Urban Planning, Public Administration, Civil Engineering, or related field (or equivalent experience).
- Strong knowledge of building codes, zoning regulations, and municipal planning processes.
- Excellent communication, leadership, and organizational skills.

### Section 2: Additional Job Requirements

- Serves as City's representative to Planning Commission and Board of Zoning Appeals.

- Assist other departments and perform other duties as deemed necessary or assigned.

### **Section 3: Preferred Qualifications**

- Five or more years of related experience in urban planning, public administration, or building inspection.
- Familiarity with GIS systems and comprehensive planning.
- Residency within the City of Osawatomie (preferred, not required).

### **Section 4: Physical Requirements**

This position may sometimes require some strenuous physical exertion such as traversing rough or difficult terrain; recurring standing, stooping, climbing or walking; and occasional lifting of moderately heavy items weighing between 25 and 75 pounds. This position also requires regular office work, which includes long periods of sitting or standing.

### **Section 5: Working Conditions**

The work involves occasional moderate risks or discomforts which require special safety precautions, e.g., working around moving parts or machines, irritating chemicals, and performing life safety inspections in questionable structures, etc. Employees are required to use protective clothing or equipment such as masks, coats, boots, goggles, gloves, or shields as needed.

The position requires acute concentration, interaction with the public, knowledge of building codes and federal, state and local law, and proficient organizational abilities. It is subject to considerable stress caused by a changing environment, emergency situations, emotional incidents and workload.

### **Section 6: Work Schedule**

This position primarily works 8-hour shifts Monday through Friday, with regular after-hours attendance at board and/or commission meetings as necessary. There may be infrequent or occasional need for after-hours inspection or emergency call-out.

### **Section 7: Benefits Available**

This position is eligible for enrollment in the City of Osawatomie's complete benefits program, including health, dental, vision, and life insurances, and options for retirement savings programs. Professional development opportunities are also available and encouraged.

**Section 8: Other Information and Disclaimer**

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|-----------------------|----------------------|
| Department            | Administration       |
| Division              | Codes                |
| Type                  | Full-Time            |
| Pay Rate Type         | Salary, FLSA Exempt  |
| Weeks Per Year        | 52                   |
| Hours Per Week        | 40                   |
| KPERS Eligible        | Yes                  |
| CDL Required          | Yes                  |
| Random Drug Screen    | Yes                  |
| Clothing Allowance    | Yes                  |
| Drug Test Requirement | Yes                  |
| Physical Requirement  | Yes                  |
| Background Check      | Yes (Driving Record) |

The included statements are intended to describe the general nature and level of the work performed by employees assigned to this position. It is not designed to contain or be interpreted as a complete or exhaustive list of duties, responsibilities, or qualifications. The City of Osawatomie reserves the right to amend and change responsibilities of job descriptions to meet business and organizational needs as necessary. The job description is not a contract or guarantee of employment.

**Disclaimer**

The City of Osawatomie is an Equal Opportunity Provider and Employer.

*Please contact the Human Resources Department at [cityclerk@osawatomieks.org](mailto:cityclerk@osawatomieks.org) or 913-755-2146 if you require reasonable accommodation to apply or need additional information.*