



To: Mayor and Town Council Members

From: Mark C. Meyers, Town Manager

Date: October 7, 2026

Subject: Community Development Direct Job Description; Administrative Ordinance Language

Background

Attached is a draft job description for the position of community development director. I currently serve in that role per my employment agreement and the essential job functions listed in the job description are taken verbatim from my contract.

Related to this matter, also attached is draft language to update the Administrative Code to add the position. If council will recall recent zoning code amendments referenced the position but the Town Attorney suggested that since the position hadn't been established by ordinance, references should be changed to Town Manager. This ordinance would correct this issue.

In addition, it would also update how the Town is currently organized and operates. It would add the community development department as well as the public works department to the administrative code.

Lastly, when formal language is put into ordinance form it will eliminate irrelevant references in the current code including fire department, fire chief and volunteer firefighters.

Recommendation

Staff is requesting the Town Council review and comment on the job description before it's administratively approved and also provide direction to move forward with a formal amendment updating the Administrative Code.



Title: Community Development Director	
Department: Community Development	
Effective Date: 10/25	Last Revised: 8/26
EEO Category: Official/Administrative	Status: Exempt

GENERAL PURPOSE

Performs a variety of professional, administrative and managerial duties related to planning, directing, organizing, and controlling the community development department, including planning, zoning, building permits and inspections, code compliance, grants and economic development.

SUPERVISION RECEIVED

Works under the broad policy guidance and direction of the Town Manager.

SUPERVISION EXERCISED

Provides direct supervision to planner/zoning administrator, administrative support, code enforcement officer and grants technician and oversees all department functions.

ESSENTIAL FUNCTIONS

1. Management responsibly for all assigned community development programs, services, and activities including current and long-range planning, housing, and development programs, the development of economic development strategies, and oversight over Town building and code inspection and enforcement activities.
2. Overseeing, administering, and directing the professional and technical staff, consultants or contractors performing work on community development activities.
3. Developing, directing, and coordinating the implementation of goals, objectives, policies, procedures, and work standards related to community development.
4. Preparing, establishing, and implementing appropriate budget, service, and staffing levels related to community development.
5. Interpreting, implementing, directing, coordinating, enforcing, recommending changes for, and reviewing amendments to the Town general plan, including the housing codes, zoning codes, and other codes related to the maintenance of community standards.
6. Conducting research and analysis of land use and related issues.
7. Assessing and collecting fees and penalties and participating in fee studies and fee hearings.
8. Repairing environmental review documents and directing the work of consultants.
9. Producing and/or coordinating public events, various meetings, and community workshops.

10. Serving as the Town's liaison to property owners, developers, contractors, residents, and local businesses; facilitating communication between the Town and the private sector on planning and development issues.
11. Preparing, reviewing, and presenting compelling, accurate, timely, and informative reports, charts, and presentations, staff reports, various management and information updates to the Town Planning and Zoning Commission, Town Council and various community groups and organizations as assigned.
12. Conferring and working with developers regarding development applications and processes.
13. Working closely and effectively with other Town departments and governmental jurisdictions to coordinate community development programs and projects.
14. Performing other duties as a sign and relating to community development.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from college with a master's degree in economic development, business, urban planning, architecture, landscape architecture, public administration or a closely related field;

AND

B. Eight (8) years of progressively responsible experience performing above or related duties; three (3) years of which must have been in a supervisory capacity;

OR

C. An equivalent combination of education or experience.

2. Knowledge, Skills, and Abilities:

Thorough knowledge of principles and practices of comprehensive urban planning, economics, sociology and community organization as applied to urban planning; relationships between various factors affecting urban planning policy, such as economic, political, sociological, legal, etc.; research and statistical analysis and the evaluation of research data; land use, zoning, federal, state, and local laws; municipal operations and inter-relationships of city departments; budgeting, accounting and related statistical procedures; various revenue sources available to local governments including state and federal sources; general office maintenance and practices; business and technical writing; interpersonal communication skills; public relations; knowledge of the general principles and practices of grant administration, including budget development/monitoring and project evaluation.

Considerable knowledge of principles of management, supervision and employee motivation.

Skill in developing and implementing a variety of short and long term community development plans; skill in delegation of tasks, management of responsibility, time management, and an ability to lead staff to levels of excellence in assigned tasks and positions; skill in analyzing/evaluating a variety of projects/plans to determine if they integrate with the City's short/long term community development plans and comply with applicable planning and zoning ordinances; skill in persuading business owners/managers to locate/expand their operations in Layton; skill in generating support for a variety of short/long term community development plans, goals, and objectives from elected officials and civic/business leaders.

Ability to administer a large work program; analyze a variety of financial problems and make recommendations; analyze complex planning, development and zoning problems and make recommendations; operate personal computer in utilizing various programs to produce or compose formal documents, reports and records; prepare and present budget estimates; direct, motivate, develop, and evaluate subordinates; communicate effectively verbally and in writing; develop effective working relationships with supervisors, fellow employees, and the public.

3. Special Qualifications:

Must be bondable.

AICP certification is desired.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain. Periodic walking, standing, stooping, sitting, reaching, required in normal course of performing essential duties. Talking, hearing and seeing are essential to effective performance of the job. Common eye, hand, finger dexterity are required for most essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving.

Administration Ordinance Amendment

Town Manager

The Town Manager shall perform the functions and duties as prescribed by ordinance VMC 2.06 and shall be responsible to the Mayor and Town Council as the chief administrative officer of the Town. The Town Manager shall supervise department directors and any staff not assigned to a department (e.g., treasurer, clerk/recorder, emergency manager).

Department Directors

Department directors shall be supervised by the Town Manager. Each department director shall be responsible to the Town Manager for the proper functioning of the various services under the purview of his or her department and shall keep the Town Manager apprised of the status of essential operations in programs of significance to him or her and the Mayor and Town Council.

Departments

- 1) Public Works
- 2) Community Development

Public Works Director

The director of public works shall be responsible for supervising the following functions:

Roads - Maintenance of all public roads and related drainage facilities. In addition, we also manage equipment keeping records of use and maintenance.

Water - Operate the water distribution system including maintenance and necessary improvements. This includes mains, meters, valves, water tanks, fire hydrants, and related appurtenances.

Parks - Operate and maintain parks and assist in planning for expansion and improvements.

Engineering - Prepare plans and specifications for public improvement projects and oversee storm water management.

Community Development Director

The director of community development shall be responsible for economic development initiatives and supervising the following functions:

Permits - Issue building and trade permits.

Planning and Zoning Administration - Responsible for current and long-range planning, administering zoning codes and providing staff support to the Planning and Zoning Commission.

Building Official and Inspections - Administer and enforce the town's building codes including various trades.

Code Enforcement - Various nuisance codes and assist the zoning administrator with enforcing sign, lighting, and land use codes.