

**CITY OF CARIBOU**  
**Assistant City Manager for Planning & Economic Development**

<b>Job Title:</b>	Assistant City Manager for Planning & Economic Development
<b>Position Classification:</b>	Regular, Full-time, Exempt
<b>Salary Range:</b>	\$70,000 - \$75,000 / year
<b>Nature of Work:</b>	This is a responsible administrative and technical position for the coordination of Planning & Economic Development activities, and support to appointed boards.

**About the position:**

The Assistant City Manager for Planning & Economic Development has direct responsibility for the operation of the planning and economic development activities within the City of Caribou and performs advanced-level professional planning work on current and/or long-range planning, mapping, economic development tasks, and special projects. Work is reviewed through discussions of problems and policies under supervision of the City Manager.

**Supervision Received:**

Activities are conducted under the general administrative direction of the City Manager. At the directive of the City Manager, the Assistant City Manager for Planning & Economic Development will make reports to the Caribou City Council.

**Supervision Exercised:**

As this is a newly created position, the Assistant City Manager for Planning & Economic Development does not have any assigned supervisory responsibilities but will function as the Acting Manager in the absence of the City Manager.

**Board Liaison Responsibilities:**

*The Assistant City Manager for Planning & Economic Development staffs the Planning Board, Zoning Board of Appeals, Caribou Riverfront Renaissance Committee, and the Caribou Development Committee*

- Creates maps for board review.
- Evaluates applications for: Site Design Review, child care facility, change of use, home occupation, zoning changes, proposed ordinance changes, and others.
- Prepares agenda and packet.
- Advertises Public Hearings in accordance with local guidelines when required.
- Attends and facilitates meetings.

- Controls A/V equipment to broadcast and record meetings.
- Prepares findings of fact and conclusions of law based on the board discussion.
- Takes meeting minutes.
- Secures building at the conclusion of the meeting.
- Prepares staff memos for the Caribou City Council when needed.
- Research topics under consideration by the Board.
- Educates public and board members on variances and waivers (30-A MRSA §4353, 38 MRSA §439-A [4]) and the appeals process.
- Provides a staff report at each meeting.
- Establish and maintain professional working relationships.

### Essential Duties and Key Responsibilities:

An employee in this position may be called upon to perform any or all of the following essential functions. This list is illustrative of responsibilities for an employee in this position; it may not include all the duties to be performed.

- Creates maps for planning and economic development activities.
- Oversees the strategic planning.
- Coordinates City-initiated redevelopment efforts.
- Implements the projects and programs of the comprehensive plan and other relevant or overlapping plans and associated initiatives.
- Identifies barriers to economic development or urban renewal and works with staff and elected officials to overcome those barriers while ensuring compliance with legal requirements.
- Develops, implements, and updates various economic development initiatives.
- Assists in the development and implementation of economic revitalization strategies for the city.
- Prepares the draft annual work plan and budget for review and approval by the City Manager.
- Prepares a variety of reports and documents related to economic development and projects.
- Develops recommendations and provides official City cooperation for expanding and enhancing City economic development programs in collaboration with other City officials.
- Responds to citizen questions and comments in a courteous and timely manner.
- Communicates and coordinates regularly with appropriate departments and staff to maximize the effectiveness and efficiency of interdepartmental operations and activities.
- Reviews information concerning potential funding sources, determines compatibility of funding source objectives with City needs and goals and directs the City's response to assigned grant applications.
- Serve as project manager on complex planning projects including in-depth application and plan review, coordination with applicants to obtain additional information and/or project changes as necessary. Prepare legal notices, background research, and staff reports. Attend public hearings and make presentations. Monitor implementation measures, conditions of approval, check application submittals for building plan check and may inspect sites.
- Assemble teams for complex planning and development projects; define scope and schedules for review, monitor project progress, review work, resolve issues and conflicts, report findings and recommendations, document, approve, and be accountable for project progress.

- Monitor permit processing from pre-design plan review to field construction, inspection coordination, and project close-out. Serve as system administrator for the permit tracking process and coordinate and conduct training and instruction for the permit tracking system, city regulations, and department procedures.
- Prepare, review, and develop procedures and policies used in the development and permit review process.
- Work professionally with property owners, developers, attorneys, and other professionals to discuss and resolve planning and development issues. Exercise considerable discretion in problem-solving, decision-making, and negotiating agreements.
- Interpret and apply local and State laws and regulations. Conduct and supervise planning studies in the community. Gather data for implementing or evaluating current and advance planning projects and make recommendations.
- Conduct long-range planning assignments. Perform special projects as assigned. Participate in or lead team efforts related to comprehensive and other plans, and code amendments and updates.
- Manage or lead in the team effort related to the preparation of environmental impact statements and environmental checklists. Develop appropriate mitigation measures and provide the local officials with recommendations concerning environmental threshold determinations.
- Represent the City and present oral reports at public hearings. Provide staff support to a variety of boards and commissions. Provide background and technical assistance to boards and committee members. Attend and participate in professional groups and committees.
- Interact and communicate with a variety of individuals and groups for the purpose of obtaining and providing information, coordinating activities, processing projects, negotiating plan changes, and formulating recommendations.
- Conduct highly technical research and analysis, evaluate findings, identify significant issues, determine options, and develop staff recommendations.
- Perform field inspections to gather data relevant to the development review process and/or to verify that development projects comply with approved plans.
- Serves as a member of the City's executive management team.
- Attends and takes part in all staff and interdepartmental meetings.

***The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case-by-case basis.***

### **Knowledge, Skills, and Abilities required:**

*Work involves performance requiring some skills or special knowledge acquired through specific planning and economic development training and experience.*

*Requires knowledge of:*

- Budgetary practices and procedures.
- Urban planning, zoning, and environmental principles, and practices.
- Planning, zoning, environmental regulations, and other land use laws, as well as relevant legal decisions.
- Current literature, information sources, analysis, and research techniques in the field of urban planning.
- Site planning and architectural design principles.
- Principles, methods, and techniques for planning and implementing permit processing programs and workflows.
- Development review processes and procedures.
- Technical writing and report preparation skills.
- Methods and techniques used to review and approve various planning permits and development applications.
- Relevant local, state, and federal laws, regulations, and procedures pertaining to planning, land subdivision, and construction projects.
- Principles and practices of economic development program planning and implementation.
- Applicable laws, codes, regulations, policies, and procedures which may affect urban renewal, economic or business development activities.
- The English usage, grammar, spelling, punctuation, and vocabulary.
- Community, economic development, and urban renewal financing techniques, including grant proposals.
- Project management and contract coordination.

*Requires ability to:*

- Demonstrate proficiency with Geographic Information Systems (GIS) like ArcGIS (required)
- Ability to communicate effectively, both orally and in writing, including capability to interact comfortably with the media.
- Exercise independent judgment and initiative to develop effective solutions for problems.
- Identify and address sensitive community and organizational issues, concerns, and needs.
- Interpret and apply relevant local, state, and federal policies, codes, laws, and regulations.
- Read and comprehend site plans, building elevations, construction details, surveys, topographic maps, grading plans, and other design schematics.
- Conduct technical research and field studies.
- Maintain confidentiality of sensitive information.
- Utilize mathematical and statistical principles to perform calculations such as land and floor area, building heights, unit density, and to prepare City projections and analysis on changes in population, housing, and employment.
- Prepare and present clear and concise comprehensive reports.
- Utilize applicable software and data applications to perform job duties.
- Work professionally and effectively with the public, sometimes in contentious circumstances.
- Work independently in a self-directed manner and in a team environment.

- Effectively use office equipment and computer systems, including cloud based permitting and reporting software.
- Build trust and relationships in the community.
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Effectively communicate utilizing written and/or oral communication.
- Use appropriate safety equipment and follow safety policies, practices, and procedures.
- Sit or stand for long periods. Walk, reach with hands and arms, bend and twist at the waist, climb, balance, stoop and kneel.
- Lift and/or move up to 25 pounds and occasionally up to 50 pounds.

*Additional requirements:*

- Strong computer skills including Microsoft Office Suite (Excel and Word) and the ability to learn and utilize various software and databases.
- Must establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
- Regular attendance at the workplace is required.
- Performs other related duties as required or directed by the City Manager.

**About the Environmental Conditions:**

- Works in an office setting and at field locations in all weather conditions.
- Attends meetings or performs duties outside of normal office hours and travel by car or truck.
- Noise levels range from quiet to very loud, typical of construction sites.
- Possibility of exposure to heavy equipment and traffic noise, dirt, dust, and varying terrain.

**Education and Experience:**

- Must be 18 years old, a resident of the State of Maine and a US citizen per 30-A MRSA §2526
- Maine Class C driver’s license
- Proficiency with Geographic Information Systems (GIS) like ArcGIS required
- Should have or ability to obtain certification from the State of Maine:
  - Legal Issues, Land Use Planning, Shoreland Zoning (required within 1 year)
- Ability to pass a comprehensive background screening process
- Documented progressively responsible experience
- A degree in finance, economics, business administration, public administration, urban and regional planning or a related field and a minimum of four years of progressively responsible experience providing similar services in a city or county, or as a contract consultant to a city or county government, OR an equivalent combination of education and experience.
- American Planning Association (APA) membership desired
- International Economic Development Council (IEDC) membership desired
- International City/County Management Association (ICMA) and/or American Association of Municipal Executives (AAME) membership desired

## About the Caribou Community:

Caribou is the most northeastern city in the United States with a population of approximately 7500 community-minded citizens. Members of the Mi'kmaq tribal nation were the first residents of the 80 square miles of our present-day home which was later settled by Canadian and American pioneers in the 1820's then established as a municipality in 1859. More than just an iconic name, Caribou is the heart of Aroostook County, and has become the epicenter of the local outdoor recreation and hospitality economy while maintaining a balance with the legacy industries of agriculture and forestry. The City of Caribou has four Tax Increment Financing (TIF) Districts, beautiful parks and well-maintained municipal buildings, a quality education system (RSU#39), and a municipally owned hospital. Caribou has a bright future through the many ongoing community initiatives.

## About the Caribou Government Structure:

The City of Caribou operates under the Council-Manager form of government by a City Charter approved by an act of the Maine legislature in 1967. The Caribou City Council is comprised of seven members elected at large each year on a rotating basis for a term of three years. Each year, the City Council elects a Mayor and Deputy Mayor from among its members. The City Council appoints the City Manager, who is responsible for all administrative matters, including the hiring and supervision of all personnel. Additional information can be found in the City Charter and the City Employee Personnel Manual: <https://www.cariboumaine.org/government/city-ordinances/>

## Application Process:

The position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

This is a full-time, FLSA exempt, non-union position. The starting annual salary is \$70,000 - \$75,000, depending on experience & qualifications. The City offers a competitive benefit package.

Qualified applicants should submit a cover letter, resume and City of Caribou employment application to: Carl Grant, Finance Director / HR, City of Caribou, 25 High Street, Caribou, Maine 04736 or by email to: [cgrant@cariboumaine.org](mailto:cgrant@cariboumaine.org). Position will be open until filled. The first review of applications will be June 10, 2024.

The City of Caribou is an Equal Opportunity Employer.