



## CITY OF LAUREL

### Job Posting Notice

<b>JOB TITLE:</b>	Director – ECD	<b>DATE:</b>	August 27, 2025
<b>DEPARTMENT:</b>	Economic and Community Development	<b>POSITION:</b>	Appointed
<b>BASE SALARY/WAGE:</b>	To Be Determined		
<b>FLSA STATUS:</b>	Exempt		
<b>WORK SCHEDULE:</b>	9:00 AM to 5:00 PM Monday – Friday / evening meetings		

This position description is intended to describe the general nature and level of work performed by the person assigned to this position. Principal duties and responsibilities outlined below are intended to describe those functions that are essential to the performance of this position and is not intended to imply that these are the only duties and responsibilities assigned to this position. Employees holding this position may be required to perform other duties as assigned at the direction of the City Administration.

**SUMMARY** – The Director of the Department of Economic and Community Development is an integral part of the Mayor's Senior Management Team responsible for the supervision and facilitation of key decisions concerning the day-to-day operations of the department. The Director develops and implements short and long-term planning efforts, which align with the City's strategic priorities to create a strong and vibrant community. In this position, the Director is responsible for both planning/zoning and economic development initiatives for the City. This includes, but is not limited to: review and update of the City's Master Plan, the Unified Land Development Code, economic development, historic preservation, affordable housing, zoning compliance, business recruitment and retention, administration, coordination, research and implementation of neighborhood goals, business development, urban revitalization and related work. The nature of the work performed requires that an employee in this position establish and maintain exceptional working relationships with the City Administration, other employees, local, state and federal elected officials, representatives of neighborhood organizations, business/property owners, developers/engineers, real estate agents, lawyers, and the public. The Director may represent the City at any time requested by the Mayor or City Administrator. The work is performed under the general supervision of the Deputy City Administrator, but considerable leeway is granted for the exercise of independent judgment. The Director is a Mayoral appointment and serves at the pleasure of the Mayor.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following.

- Manage and oversee assigned operations to achieve goals within available

resources; plans and organizes workloads and staff assignments; trains and evaluates assigned staff; reviews progress and directs changes as needed.

- Assure assigned areas of responsibility are performed within budget; performs cost control activities; supervises expenditures in the assigned area to assure sound fiscal control; prepares annual operation and capital budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities and time.
- Create, change, implement, and manage written policies and procedures to establish and maintain excellent standards of performance.
- Supervise and oversee the daily operations and activities of the Economic and Community Development Department including the Sustainability Manager.
- Provide information and make presentations to City Council, boards, commissions, committees, civic groups, businesses, individuals, and the public on economic and community development issues, programs, services, and plans.
- Provide economic development advice and assist in the zoning application and permitting process and serve as an advocate for economic development in line with the Comprehensive Plan, Unified Land Development Code, City of Laurel Community Redevelopment Authority Urban Redevelopment Plan and goals as established by the Mayor and City Council.
- Prepare and present an annual departmental budget.
- Prepare annual Planning Report as required by the Maryland Department of Planning.
- Assist in personnel matters, including recruitment, development, and maintenance of good working relationships, and evaluation of department personnel.
- Serve as an effective professional liaison between department heads, staff, citizens, the news media, and professionals and executives from other agencies and businesses.
- Prepare City ordinances and updates/revisions to existing City Zoning and Subdivision Regulations, and the City Code.
- Interpret and update the City of Laurel Unified Land Development Code.
- Perform research for special planning studies; summarizes and analyzes data; prepare reports.
- Drafts Charter Resolution for proposed land annexations and present them to the Mayor and City Council and City Planning Commission.
- Review and report on proposed legislation affecting existing or contemplated planning programs.
- Provide information regarding the existing and future development of the City to developers and the public.
- Monitor legislation and regulations relating to economic development, and report findings to the appropriate impacted parties, i.e., the Mayor, City Administrator, City Council, the Community Redevelopment Authority, etc.
- Serve as the Department's Emergency Operations Center (EOC) Representative
- Provide staff support to the City of Laurel Community Redevelopment Authority (CRA)
- Provide staff support to the City's Environmental Affairs Committee
- Represent the Department of Economic and Community Development at meetings and conferences as assigned.
- Attend meetings including but not limited to: Mayor and City Council, Planning Commission, Board of Appeals, CRA, Center for Mobility, Washington Metropolitan Council of Governments (WMCOG): Region Forward and Planning Director meetings

and when necessary, Historic District Commission, and Citizens Advisory Committee meetings.

- Serve as Administrator for the City's Affordable Housing Program.
- Serve as the City's United State Census Coordinator for Census updates.
- Serve as a member of various staff committees, as assigned.

**SUPERVISORY RESPONSIBILITIES** – This person is responsible for the overall direction, coordination, and evaluation of department personnel and carries out supervisory responsibilities following the policies of the City, the Department, and applicable laws. Responsibilities include making recommendations for hiring, training, planning, assigning, directing, completing performance evaluations, rewarding and disciplining employees, addressing complaints, and solving problems.

**MINIMUM QUALIFICATIONS** – The minimum eligibility requirements for this position are as follows:

- Background - Applicant must be a citizen of the United States (U.S.) with no convictions of a felony or a serious crime. Applicant must also complete a background examination that may include but is not limited to, a criminal history check, education and professional certification verification, credit check and drug testing before employment with the City.
- ♦ Education / Experience - A Master's Degree in Urban Studies, City or Regional Planning, or related area, and four (4) years of broad range planning and regulatory experience, including a minimum of three (3) years supervisory experience, or an equivalent combination of education and experience is required. For education obtained outside the U.S., at the time of application, the applicant is required to provide proof of the equivalent American education as determined by a foreign credential evaluation service, such as the National Association of Credential Evaluation Services or World Education Services: International Credential Evaluation.
- ♦ Certificates, Licenses, Registrations – Must possess a Maryland Class "C" Driver's License, or a comparable driver's license issued by the employee's state of residence, and a proven safe driving record. Completion of the National Incident Management System (NIMS) command courses required by the City Office of Emergency Management within six (6) months of employment with the City.

**MUST BE ABLE TO PASS A PRE-EMPLOYMENT DRUG SCREEN AND A CRIMINAL BACKGROUND CHECK.**

**The City of Laurel is an Equal Opportunity Employer.**

**CLOSING DATE:** September 10, 2025

Job Posting Eligibility Requirements for In-House Applicants:

1. You must meet the qualifications listed above.
2. You must meet the established criteria pertaining to promotion or transfer.
3. Your most recent evaluation must reflect your job performance as Satisfactory or better.

Job Posting Application Procedure for In-House Applicants:

1. Complete a memorandum requesting consideration for the announced vacancy and sent it along with a copy of your resume to BAPS along with a copy to your Department Director by the closing date above.
2. You will be contacted within 5 working days after the closing date of this notice.