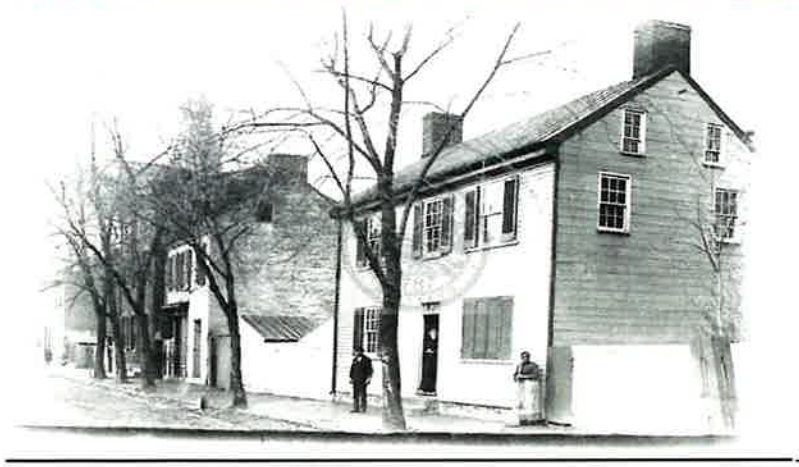
THE CITY OF
CUMBERLAND, MARYLAND









SEARCH FOR THE POSITION OF

DIRECTOR OF COMMUNITY DEVELOPMENT

ABOUT THE CANDIDATE AND POSITION

POSITION SUMMARY

The Director of Community Development is a newly created senior administrative and professional position responsible for the leadership, administration, coordination, and strategic direction of the City of Cumberland's community development functions.

The Director oversees a comprehensive portfolio of municipal programs, and services affecting land use, development, housing, neighborhood revitalization, historic preservation, economic development, and small business development. Areas of responsibility include **Planning and Zoning, Building Permitting, Code enforcement, Rental Housing Administration, Vacant Housing and Property Acquisition, Community Development Block Grant (CDBG) programs, Historic Preservation, Main Street, and Small Business Development.**

The Director provides professional leadership to staff, advises the City Administrator, Mayor and City Council, boards and commissions, and other City officials on matters relating to community development, and coordinates City policies and programs with federal, State, regional, and local partners.

The position is responsible for developing and implementing strategies that promote orderly growth, neighborhood stabilization, quality housing, preservation of Cumberland's historic resources, downtown revitalization, economic opportunity, and sustainable community development.

The Director shall ensure that departmental activities are conducted in accordance with applicable federal and state laws, Maryland regulations, City ordinances, adopted plans, grant requirements, professional standards, and City policies.

ABOUT THE CANDIDATE AND POSITION

KEY RESPONSIBILITIES

*Departmental Leadership and Administration**

- Direct, coordinate, and supervise the activities of the Community Development Department.
- Manages a staff of eleven full-time employees.
- Establish departmental goals, priorities, policies, procedures, and performance objectives consistent with the city's adopted strategic priorities.

Planning and Zoning

- Direct the City's planning and zoning functions and ensure compliance with the City's Comprehensive Plan, zoning ordinance, subdivision regulations, and other applicable land-use regulations.
- Provide professional recommendations regarding land use, development proposals, zoning matters, subdivision applications, site plans, and related development issues.
- Serves as Zoning Administrator.

Building Permitting and Development Services

- Oversees the City's building permitting and development-services operations.
- Coordinate with building officials, inspectors, contractors, property owners, developers, architects, engineers, and other professionals.

Code Enforcement

- Oversee the City's property maintenance, zoning, nuisance, and related code enforcement activities.
- Coordinate complex enforcement cases involving vacant, abandoned, deteriorated, or unsafe properties.
- Work with property owners, neighborhood organizations, legal counsel, and other City departments to achieve voluntary compliance whenever practical.

Rental Housing Administration

- Oversee the City's rental housing administration and related licensing, registration, inspection, and compliance activities.
- Monitor rental housing conditions and identify opportunities for housing rehabilitation, preservation, and neighborhood stabilization.

Vacant Housing and Property Acquisition

- Lead City efforts to identify, monitor, stabilize, acquire, and appropriately redevelop vacant, abandoned, and problem properties.
- Develop strategies for property acquisition, rehabilitation, deposition, redevelopment, or demolition.

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Community Development Block Grant (CDBG)

- Oversee administration of the City's Community Development Block Grant program and related federal community development programs.
- Develop annual and multi-year CDBG program priorities consistent with community needs and City goals.

Historic Preservation

- Oversee the City's historic preservation activities and programs.
- Promote preservation, rehabilitation, adaptive reuse, and compatible redevelopment or historic properties.
- Coordinate historic preservation activities with planning, zoning, code enforcement, economic development, Main Street, and neighborhood revitalization initiatives.

Main Street and Small Business Development

- Direct and coordinate the city's Main Street and small business development initiatives.
- Support implementation of the **Main Street America Four-Point Approach**, including Economic Vitality, Design, Promotion, and Organization.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Maryland laws, policies and procedures relating to planning, zoning, development and preservation.
- Land-use planning, zoning, subdivision, and development regulations.
- Historic preservation principles and practices.
- Downton revitalization and Main Street programming.
- Real estate development, redevelopment, and property acquisition principles.

Ability to:

- Lead a diverse and multidisciplinary community development organization.
- Manage multiple programs, projects, and competing priorities
- Establish productive public-private partnerships.

ABOUT THE CANDIDATE AND POSITION

MINIMUM QUALIFICATIONS

Education:

- **Bachelor's Degree** from an accredited college or university in:
  - Planning;
  - Geography;
  - Political Science;
  - Business Administration
  - Public Administration;
  - Economic Development; or
  - A related field.

- A **Master's degree** in Planning, Urban or Regional Planning, Public Administration, Business Administration, Economic Development, Geography, or a related field is **preferred**.

- **Professional Certification**

Professional certification is highly desirable, including:

- American Institute of Certified Planners (AICP);
- Certified Economic Developer (CEcD);
- Certified Public Manager (CPM);
- A comparable professional credential

Candidates who do not currently possess an applicable professional certification should demonstrate the ability and willingness to obtain credential after appointment, when applicable.

Experience:

A minimum of five (5) years of progressively responsible professional experience in municipal planning, community development, economic development, housing, land-use administration, historic preservation, redevelopment, or a related field is preferred.

Experience supervising professional and technical personnel and administering government programs is strongly preferred.

Experience with federal or state grant programs, including CDBG, is high desirable.

Experience working in a municipal or other governmental environment is preferred.

WORKING CONDITIONS

Work is performed primarily in an office environment but requires regular attendance at construction sites, development properties, vacant and deteriorated properties, neighborhood locations, public meetings, and other field locations.

ABOUT THE CANDIDATE AND POSITION

The position requires attendance at evening meetings, public hearings, Mayor and City Council meetings, board and commission meetings, community meetings, and special events as necessary.

The Director may be required to respond to significant community development, property, housing, or other municipal issues outside normal working hours.

PHYSICAL REQUIREMENTS

The physical demands described are representative of those required to successfully perform the essential functions of the position. Reasonable accommodations may be made for qualified individuals with disabilities.

The position requires the ability to communicate effectively, operate standard office equipment, attend meetings, inspect properties and development sites, and occasionally walk through construction sites, vacant structures, and other properties where conditions may be uneven or difficult to access.

SALARY AND BENEFITS

This position is classified as Grade 18 ($97,920 to $135,619). Salary will commensurate with qualifications and experience. The City of Cumberland offers a competitive benefits package including health insurance, retirement benefits, paid leave, and professional development opportunities. This is an exempt position.

HOW TO APPLY

Interested candidates are invited to submit a cover letter, resume and three (3) professional references to the City of Cumberland Human Resources Department via email ***justin.lam@cumberlandmd.gov with the subject line Director of Community Development.*** *Paper submissions will not be accepted. Resumes will be reviewed on a rolling basis until filled. Anticipated start date is January 4, 2027.*

The City of Cumberland is an Equal Opportunity Employer

***Detailed Job Description attached.**