



When you join the Town of Bargersville, Indiana, you'll be a part of the fastest growing community in Johnson County and one of the fastest growing communities in the state! Bargersville offers an award-winning school system, newly developed neighborhoods, a growing parks/trails system, a vibrant yet quaint downtown with fine & casual dining, coffee shops, a farmer's market, and seasonal festivals. With the expansion of I-69, Bargersville residents can easily commute to Indianapolis, Bloomington, and other neighboring towns. Come work with us in the Town of Bargersville, a Growing Legacy.

We are seeking an experienced, dynamic, results-oriented **Community Development Director**. Reporting to the Town Manager and supporting the Town Council, this highly visible position will manage the Town of Bargersville Planning Department and staff, and all planning programs/functions. The Community Development Director will manage economic development goals by enhancing the economic base and assessed value of the Town. The incumbent will create and implement the Town's Economic Incentive Policy and manage the Town's comprehensive economic development strategy including business retention and expansion, new business attractions, and business advocacy. Drives incentive programs and strategies for residential, commercial, and industrial investment, retention, redevelopment, and expansion. Oversees the facilitation and vision of the Town of Bargersville Comprehensive Plan and the Redevelopment Commission's Strategic Plan, as well as Economic Development activities for the community that facilitate/support new businesses and existing business growth. The Community Development Director will provide long-range planning, redevelopment, economic development, and community development services to the public and the department.

The successful candidate will earn a competitive salary with an attractive benefits package. This position requires flexibility to work varying hours outside regular business hours congruent with the Town's business needs. If you are interested in this position and meet the qualifications, please send your resume to:

[kchester@bargersville.in.gov](mailto:kchester@bargersville.in.gov)

#### **Essential Duties and Responsibilities**

- Policy development, program planning, budget management, administration, and operational direction of the Community Development and Planning Department functions.
- Serves as staff support for the Town Council, Plan Commission, BZA, Redevelopment Commission, and Town Manager. Manages the Planning Department; oversees meeting and related materials, monthly financial reports, required annual reports, and reviews meeting minutes.
- Coordinates with citizen groups and property owners in economic revitalization areas through the distribution of literature or personal presentations about the duties, goals, and plans of the Town Council, and Redevelopment Commission.
- Research current trends and innovations in redevelopment, economic development, and community development practices through professional conferences, seminars, and publications. Distributes such information to the relevant boards and commissions and other interested parties.
- Attends and represents the Town of Bargersville to the Economic Development Commission, Town Council, and Redevelopment Commission. Informs and advises these groups as well as the Town Council on local and regional community development and planning related issues, as needed.
- Makes presentations to the public, businesses, civic groups, government officials, Aspire Johnson County, Town Council, and Redevelopment Commission, as needed.
- Manages redevelopment projects; coordinates project activities with other departments,



retained engineers, and other outside agencies and consultants.

- Serves as a liaison to community and economic development related community groups and committees. Represents the Town of various boards, commissions, and special task forces related to community development and planning as directed by the Town Council and Redevelopment Commission.
- Review and evaluate economic development proposals for feasibility and funding consideration; responsible for enforcing, researching, developing, implementing, and/or reviewing, interpreting, and recommending changes to specifications, standards, policies, procedures, codes, regulations, and ordinances that relate specifically to the Town's economic development plans, expansions, and projects.
- Prepares and processes reports, files, documents, and other materials as necessary for programs to comply with statutory requirements; monitors legislation; and appraises the Town Council, Redevelopment Commission, Plan Commission, and Town Manager.
- Oversee the collection and disbursement of economic development fees collected through tax abatements.
- Fosters and facilitates redevelopment, new development, and/or investment by the public and private sectors. Develops public and private partnerships for the purpose of redevelopment projects. Serves as project coordinator on redevelopment projects, as assigned.
- Develops strategies and actions to facilitate the redevelopment process by eliminating and/or mitigating conditions detrimental to economic growth by creating conditions favorable to private sector investment.
- Publicizes, promotes, and encourages participation in programs concerning the economic and or redevelopment areas.

#### **Critical Skills/Expertise**

- Must have a minimum of five years of increasingly responsible experience in local government or private sector management experience in administration, community development & planning, with a significant amount of experience in a supervisory/managerial role.
- Thorough knowledge of principles, procedures, and strategies of economic and community development and analysis in a government environment, planning and zoning, demographics, economic trends, forecasts, impacts, and related principles and procedures.
- Must have a thorough knowledge of municipal budgeting procedures and extensive knowledge of Tax Increment Financing (TIF) for use for redevelopment, infrastructure, and other community improvement projects.
- Must have the ability to develop demographic profiles, citizen surveys, strategic planning, and read department maps accurately.
- Applicable federal, state, and local laws, codes/regulations, and the purpose and application of local ordinances and state statutes as related to the job functions.
- Ability to utilize a variety of computer software programs with experience in Microsoft Word, Outlook, Excel, PowerPoint, Adobe, and Publisher. Geographic Information Systems (GIS) software experience is a plus.



**Educational Requirements**

Minimum of a Bachelor's degree in Community Planning, Geography, Public Policy, Business Administration, or a related field. Relevant experience may be substituted for minimum education requirements. A minimum of 5-7 years professional planning experience; AICP Certification preferred.

**Physical Requirements**

Incumbent is expected to work in a position which has been identified as light. Some mild physical exertion may be required.