



Village of Buckeye Lake, Ohio

JOB TITLE:	Development Director	JOB CATEGORY:	Development
Department/Group:	Development Department	Job code/Req#:	N/A
Location:	Buckeye Lake, Ohio	Travel required:	N/A
Level/Salary range:	\$65,000-\$80,000/ annually	Position type:	Full-time Exempt
Directly Reports To:	Mayor	Date posted:	October 2025
Will train applicant:	Yes, with proper qualifications	Posting expires:	

APPLICATIONS ACCEPTED BY:

Fax or Email:	clerk@buckeyelakevillage.com	Subject line:	Development Director
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JOB DESCRIPTION

SUMMARY:

Under the administrative direction of the Mayor, the Development Director is responsible for overseeing and managing the Development Department. The Development Director directs all department activities, oversees department plans, represents the department at top-level village meetings, and prepares the budget.

PRINCIPLE DUTIES:

- ❖ Manage and supervise all assigned employees (e.g., schedule and assign tasks; interview job applicants; recommend the hiring of job applicants; recommend discipline; recommend and adjust pay assignments; evaluate performance; receive and adjust grievances or employee complaints; approve and recommend the approval of leave requests; attend or participate in meetings in which policy questions are reviewed or discussed; develop and implement policy; recommend policy changes; participate in personnel relations activities; has unlimited access to financial data used in the payroll and benefit budgeting process; has access to financial data used in monitoring department revenue/income, etc.).
- ❖ Coordinate, regulate, manage and implement department programs; direct all department activities; oversee departmental plans and budgets; represent the department at top-level village meetings; manage capital improvement projects from conception to completed construction; prepare annual work program, five-year plan, and budget; ensure proper budgeting of resources; respond to questions regarding same.
- ❖ Review business expansion plans; develop and implement programs (e.g., preservation of historic buildings and sites, neighborhood planning, etc.); oversee building and zoning code enforcement; issue building permits, inspect buildings, and enforce zoning and building code regulations; oversee housing programs; facilitate economic and technological development.
- ❖ Coordinate directives from the Mayor's office and Village Planning Commission with departmental staff capabilities; assist the Mayor in obtaining state and federal financial assistance; assign staff members to projects; monitor project progress; prepare staff presentations for Village Council meetings and work

sessions; represents the department and the Village at various meetings; prepare and present reports at Village Council meetings; responds to questions.

- ❖ Respond to inquiries and complaints from the general public, other departments, outside organizations, and developers; communicate development standards to landowners and developers; respond both orally and in writing to questions and concerns.
 - ❖ Meet all job safety requirements and all applicable safety standards that pertain to essential functions; must demonstrate regular and predictable attendance; maintain required licenses and/or certifications; attend meetings or other – job related functions outside of normal working hours, as required.
 - ❖ Performs other duties as assigned.
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MINIMUM QUALIFICATIONS: An example of acceptable qualifications:

- Possession of a bachelor's degree in urban or regional planning, civil engineering, public administration, or a closely related field.
- Minimum of three (3) years' progressively responsible experience in urban planning, economic or community development, or closely related field
- Must possess and maintain a valid State of Ohio driver's license and must remain insurable under the Village's vehicle insurance policy.
- Any combination of education, training, and/or experience equivalent to the minimum qualifications stated above.
- Minimum of three (3) years prior supervisory experience.

PREFERRED QUALIFICATIONS:

- Master's degree in Public Administration, Business Administration, Urban or Regional Planning, or a closely related field
- Five (5) years of experience in urban planning, economic development, public administration or closely related.
- Possession of AICP, P.E., or other relevant certification preferred.
- Certification as a Certified Economic Developer (CEcD) or Ohio Certified Economic Developer (OhioCED)
- Experience working in a small or mid-sized local government environment.
- Demonstrated success in grant writing and administration.
- Experience in downtown revitalization, community engagement, or redevelopment projects.
- Knowledge of TIFs, CRA districts, and other local economic development tools.
- Proven ability to build partnerships with businesses, civic groups, and regional development organizations.

KNOWLEDGE, SKILLS, AND ABILITIES: (*Indicates developed after employment)

KNOWLEDGE OF: principles and practice of municipal planning and development; the state statutes and village ordinances which govern municipal planning processes; the principles of modern public administration; the principles of supervision; village's area plan, work program, budget, and 5-year plan; municipal, traffic, and sewer engineering; village goals and objectives*; village policies and procedures*; Microsoft Office including Word, Excel and Outlook, Adobe Acrobat.

SKILL IN: use of modern office equipment and software; critical thinking; communication; computer operation; judgment and decision making.

ABILITY TO: exercise independent judgment and discretion, define problems, collect data, establish facts, and draw valid conclusions, carry out and interpret instructions, prepare accurate documentation, evaluate and coordinate the work of the Village's Development Department; select appropriate staff for varying projects for the greatest possible benefit; represent the department before the Village Council, Mayor, Planning Commission and varying public interest groups in a professional manner; establish and maintain effective working relationships with diverse groups within and outside village government; communicate effectively both

orally and in writing; establish compatible and effective project teams; demonstrate professionalism; apply management principles to solve agency problems*. Ability to determine business needs (grocery, laundry, hotel, etc.) of village and actively searches for them to be filled.

POSITIONS DIRECTLY SUPERVISED:

Oversees all other positions within the department (Zoning Officer, Code Enforcement Officer, Administrative Assistant).

Last updated: 10.20.25