

Village of Taos Ski Valley

Job Description

Job Title:	Community Development Director	Job Code:	200
Division:	Administration	Effective Date:	04/26
Department:	Administration	Last Revised:	04/26

THE ROLE

We are building a team that wants to see a rural mountain community reach its full potential. The Community Development Administrator plays a central role in that effort. This position leads the Village's planning, development, and capital project work while also serving as a key partner to the Village Administrator.

This is not a narrow, single-function role. It is a blend of planning, infrastructure delivery, problem-solving, and leadership. You will help shape how the Village grows, how projects get done, and how we operate as an organization.

We are looking for someone who takes pride in building something that works, and who is motivated by the opportunity to have a real, visible impact on a place.

WHAT YOU'LL DO

CORE RESPONSIBILITIES

- Lead planning, zoning, and development review processes
- Oversee building permitting, inspections, and code compliance
- Manage capital and infrastructure projects from concept through construction
- Work closely with engineers, contractors, and agencies to deliver projects
- Support grant development, funding strategy, and project execution
- Serve as a clear, consistent resource to developers, residents, and businesses

BUILDING THE ORGANIZATION

- Help build a strong, capable, and accountable team
- Work across departments to align priorities and move projects forward
- Improve systems, processes, and how the Village delivers services
- Contribute to a culture that values ownership, collaboration, and follow-through

STRATEGIC & LEADERSHIP WORK

- Partner with the Village Administrator on key initiatives and priorities
- Help drive capital planning and long-range development strategy
- Prepare clear, practical recommendations for leadership and the Governing Body
- Take ownership of complex or undefined projects and move them forward

THE REALITY

- Some days you'll be reviewing plans or walking a job site
- Some days you'll be building a capital plan or solving a project issue
- Some days you'll be doing whatever needs to get done to keep things moving

WHAT WE'RE LOOKING FOR

We're looking for someone who is both **technically strong and motivated by place and purpose**.

You should bring:

- A background in planning, engineering, construction management, public administration, or a related field
- Roughly 8+ years of relevant experience
- Strong understanding of development, permitting, and infrastructure projects
- Ability to manage projects, people, and competing priorities
- Comfort working in a small organization where roles are flexible
- Sound judgment, strong communication skills, and a problem-solving mindset

Most importantly, you should care about building something that lasts and contributing to a community that is working to grow in the right way.

WHAT SUCCESS LOOKS LIKE

- Projects move forward and get delivered
- The team is stronger and more aligned
- The Village operates more effectively
- Residents and partners have confidence in how we do our work
- You leave things better than you found them

WORK ENVIRONMENT

This role is a mix of office work, field work, and time in the community. You will be on job sites, in meetings, and working directly with staff, partners, and residents.

FINAL NOTE

This is an opportunity to help shape the future of a unique mountain community. If that excites you, this role is for you.