

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### Community Development Director

**Department:** Community Development

**Pay Grade:** 520

**FLSA Status:** Exempt

**Job Code:** C401

#### JOB SUMMARY

The purpose of this classification is to perform professional work at the director level by providing direction, leadership and guidance over all operations of the Community Development Department. Performs managerial tasks that involve setting priorities, ensuring compliance with development regulations and zoning ordinances, interpreting rules and regulations governing departmental operations, developing and implementing policy and procedure and directing all assigned support functions. Work is performed under the general direction of the City Administrator.

#### ESSENTIAL JOB FUNCTIONS

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, establishing employee goals and completing employee performance appraisals; maintains standards through the effective coordination of activities; allocates personnel; provides recommendations and approval in the areas of new employee selection, transfers, promotions, disciplinary action, discharge, and salary administration; develops training programs.
- Performs managerial tasks to facilitate the efficient and effective operations of the department; provides leadership and guidance to the department; implements and updates a work program for the department; develops and implements operating procedures; oversees the implementation of policies established by the Community Development Committee and Mayor and Council.
- Develops and implements department programs and priorities that support the goals and mission of the City; setting work programs, developing and implementing operational procedures.

- Develops and implements the departmental budget; performs reviews on budget spending and related budget issues; monitors budgetary activity to ensure guidelines are maintained.
- Reviews, analyzes and interprets data related to development activities; administers and enforces all development rules and ordinances; reviews applications, plats and site plans for compliance with applicable codes; negotiates issues and resolves problems with citizens, developers, builders, contractors, government officials; directs and monitors on-site inspections on an as needed basis.
- Reviews, analyzes and interprets data related to economic development matters; assists in coordinating economic development activities and establishing office objectives; ensures activities are in support of City goals.
- Communicates and interacts with a wide variety of groups and individuals to provide and gather information; meets with department heads, contractors, builders, developers, government officials and citizens; responds to the Mayor and City Council; prepares reports and related documents; represents the Department at regional and State meetings.
- Performs various public relations tasks; receives and responds to public complaints; monitors customer survey results.
- Responds to, prepares reports, and makes presentation before a variety of groups and individuals, including citizens groups, businesses, stakeholders, City Council, and regional and state agencies. Represent the City as needed.
- Provides staff and technical support to the Planning Commission, Historic Preservation Commission, Board of Zoning Appeals, Design Review Board and Construction Board of Adjustment and Appeals.
- Performs administrative duties in support of the daily operations of the department; revises departmental forms and documents; develops and updates customer brochures and related materials; facilitates re-writing of ordinances.
- Operates a personal computer, phone system, and other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, and other system software used by the department.
- Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

Requires a Bachelor's degree in Public Administration, Civil Engineering, Urban and Regional Planning or closely related field required, Master's degree preferred; ten (10) years of experience in technical planning and management; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

#### **Licenses or Certifications:**

- Possess and maintain a valid Georgia driver's license with a satisfactory motor vehicle record (MVR).

#### **Knowledge, Skills and Abilities:**

- Knowledge of theories, practices and procedures of community and land use planning, economic development, zoning, land development, construction and building.
- Knowledge of City, County, State and federal codes, ordinances and regulations pertaining to land development planning and permitting.

- Knowledge of management and budgeting principles and practices.
- Knowledge of the concepts and functions of Geographical Information Systems (GIS).
- Ability to review, understand and interpret design drawings, site plans, construction specifications, engineering plans, maps, and plats.
- Ability to develop long-term plans and programs related to development.
- Ability to learn, comprehend, and apply all city or departmental policies, practices, and procedures necessary to function effectively in the position.
- Ability to synthesize, hypothesize, and/or theorize concerning data involving modification of existing policies, strategies and/or methods to meet unique or unusual conditions. Requires the ability to do so within the context of existing organizational theories and management principles.
- Ability to function in a managerial capacity for a division or organizational unit. Includes the ability to make decisions on procedural and technical levels.
- Ability to start, stop, operate and monitor the functioning of equipment, machinery, tools, and/or materials used in performing essential functions.
- Ability to utilize consulting and advisory data and information, as well as reference, descriptive and/or design data and information as applicable.
- Ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.
- Ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.
- Ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.

#### **PHYSICAL DEMANDS**

The work is sedentary to light which requires the ability to exert light physical effort, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station. Tasks also require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

#### **WORK ENVIRONMENT**

Work is regularly performed without exposure to adverse environmental conditions.

**The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.**

*The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.*