

JOB ANNOUNCEMENT



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POSITION OPENING: 25-02 Community Development Post Dates: 1/7/2025-Until filled
Classification Title: Director of Community Development
Salary Range: \$86,800 - \$126,900 *Pay based on experience*
Location: Community Development, Perry, Georgia
Term of Appointment: Regular/Full-time
Probationary Period: One (1) Year

Job Summary

This position is responsible for the overall leadership and management of the Community Development department. Oversees the technical work associated with zoning, enforcement of codes and ordinances, issuing of permits and licenses, engineering, and planning of community facility projects.

Essential Tasks. Other duties may be required and assigned.

- Provide input and suggestions for implementing those portions of the City's strategic plan relative to development and planning to Mayor/Council.
- Oversee, plan, and monitor community development inspections and code enforcement, as well as its revenue streams.
- Plan and monitor City housing planning, assessments, grants, and development.
- Provide professional advice and services to the Planning Commission and other authorities, boards, and commissions assigned to support.
- Direct the development and monitor the implementation and operation of the City's geographic information systems.
- Oversee and monitor the City's engineering services and capital projects.
- Plan and develop the Department's vision and goals for staff advancement and resources.
- Represent the Department and the City in public forums, hearings, meetings, and group activities to present and explain the development process in the City.

Knowledge, Skills, & Abilities Required

- Knowledgeable in residential, commercial, institutional, and industrial construction and building processes/procedures.
- Knowledgeable in comprehensive planning processes.
- Knowledgeable in grant application process.
- Ability to interact with diverse groups.
- Knowledgeable in regulatory environment pertaining to construction codes, soil erosion, transportation design, and land use.
- Knowledgeable in personnel management, performance improvement, and governmental organizations.
- Knowledgeable in GIS systems, applications, and formats.

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Reports to:

All functions and duties directed by the City Manager and the Mayor and Council.

Physical Demands and Work Environment

Physical Demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is generally performed in an office environment during standard business hours, though attendance at early morning/evening meetings are required with additional off-hour assignments. Work tasks involve periods of standing, sitting, and kneeling. Occasionally lifts and carries such items as records and office supplies of moderate weight of up to 20 pounds. While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle controls; and talk and hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand, walk, and stoop. The employee must regularly lift and/or move up to 10 pounds. Specific vision requirements by this job include close vision and the ability to adjust focus.

Minimum Qualifications

- Bachelor's degree from an accredited college in public administration, planning, business or related field.
- Excellent effective written and verbal communication skills including listening ability.
- Minimum five years of experience in public policy, planning and communication.
- Minimum five years of supervisory experience in related field.
- Proficient information technology operating skills.
- Possession of or ability to obtain information technology operating skills for GIS system.
- Thorough understanding of land use planning and regulatory controls/permitting.
- Demonstrated ability to manage multi-functional organizations
- Must possess a valid Georgia Driver's License and an acceptable Motor Vehicle Record throughout employment.

Application must be completed in full to be considered.

<https://perry-ga.gov/human-resources>

This position requires pre-employment, post-accident, and random drug screening.

**THE CITY OF PERRY IS AN EQUAL OPPORTUNITY EMPLOYER
AND A CERTIFIED DRUG FREE WORKPLACE**