

# JOB SUMMARY: Director of Community Development



Where Georgia comes together.

<b>POSITION OPENING:</b>	26.15	<b>Post Dates:</b>	Open Until Filled
<b>Classification Title:</b>	Director of Community Development		
<b>Salary Range:</b>	\$102,700 - \$142,200	<b><i>Pay is based on experience</i></b>	
<b>Location:</b>	Community Development		
<b>Term of Appointment:</b>	Regular/Full-time		
<b>Probationary Period:</b>	One (1) Year		

Page | 1

## Job Summary

---

This position is responsible for the overall leadership and management of the Community Development department. Plans, directs, manages, and oversees the operations, including planning and zoning, permitting, code enforcement, inspections coordination, engineering services, infrastructures development review, GIS oversight and related community improvement initiatives. Provides leadership and strategic direction to support responsible growth, redevelopment, and long-range planning efforts within the City. Ensures compliance with applicable local, state, and federal laws, ordinances, and regulations while fostering positive relationships with residents, developers, business owners, contractors, elected officials, and community stakeholders. Work includes supervising staff, preparing, and administering departmental budgets, developing policies and procedures, and advising City leadership on community development matters.

## Essential Tasks. Other duties may be required and assigned.

---

- Provide professional recommendations, and strategic guidance to the Mayor, Council, and City Manager regarding planning, development and redevelopment, growth management, and implementation of the City's comprehensive plan related to community development initiatives.
- Serve as steward of the City of Perry Land Management Ordinance (PLMO), Future Land Use Map (FLUM), and Comprehensive Plan through administration, interpretation, implementation, enforcement, and development review activities that support responsible growth, regulatory compliance, and the City's long-range planning objectives.
- Direct, oversee, and evaluate community development operations, including planning and zoning, permitting, inspections, code enforcement, and related departmental functions and related revenue streams.
- Develop, administer, and monitor the departmental budget; oversee expenditures, revenues, capital improvement allocations, grants, and long-range financial planning for departmental operations and projects.
- Plan, coordinate, and monitor City housing initiatives, assessments, redevelopment activities, grant opportunities, and community development programs.
- Provide professional advice, technical expertise, and administrative support to the Planning and Historic Commission and other assigned boards, committees, and authorities.
- Direct the development, implementation, maintenance, and enhancement of the City's Geographic Information System (GIS) and related mapping resources.
- Supervise, mentor, and evaluate department personnel; promote professional development, succession planning, accountability, and a positive workplace culture.

# JOB SUMMARY:

## Director of Community Development



Where Georgia comes together.

- Represent the Department and the City in public forums, hearings, community meetings, professional organizations, and stakeholder groups to present, explain, and promote development processes, projects, and City initiatives.
- Collaborate with developers, business owners, contractors, regulatory agencies, and community stakeholders to encourage responsible growth, economic development, and community revitalization.
- Review and interpret ordinances, development regulations, contracts, site plans, engineering reports, and related technical documents to ensure compliance with applicable laws and City standards.
- Prepare and present reports, agenda items, recommendations, and presentations for the Mayor and Council, City Manager, Planning Commission, and other governing bodies.

Page | 2

### Knowledge, Skills, & Abilities Required

---

- Knowledgeable in residential, commercial, institutional, and industrial construction and building processes/procedures.
- Demonstrated expertise of planning, zoning, land development, and municipal government operations.
- Demonstrated experience of local, state, and federal laws, ordinances, codes, and regulations related to community development.
- Demonstrated success in comprehensive planning principles and the ability to support long-range growth, land use, infrastructure, and community development initiatives consistent with the City's Comprehensive Plan.
- Demonstrated leadership ability with proven experience in staff supervision, team development, performance management, and fostering a positive and productive work environment.
- Skill in strategic planning, project management, and organizational development.
- Proven verbal and written communication, including public presentations and report preparation.
- Ability to interpret and apply zoning ordinances, development regulations, site plans, and technical documents.
- Ability to establish and maintain effective working relationships with elected officials, staff, developers, contractors, business owners, and the public.
- Ability to analyze complex issues, evaluate alternatives, and make sound administrative decisions.
- Ability to manage multiple projects, priorities, budgets, and deadlines simultaneously.
- Proficiency in Microsoft Office, permitting systems, GIS applications, and other related software programs.

### Reports to:

---

City Manager. Position is appointed by 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.

# JOB SUMMARY:

## Director of Community Development

Work is primarily performed in a professional office environment during normal business hours; however, attendance at early morning, evening, and occasional weekend meetings, public hearings, community events, and emergency response activities may be required. The position may also require periodic field visits to development sites, construction areas, infrastructure projects, and other outdoor locations.

While performing the duties of this position, the employee is regularly required to sit for extended periods; use hands and fingers to operate computers, equipment, and office machinery; and communicate effectively verbally and in writing. The employee frequently is required to stand, walk, reach with hands and arms, bend, stoop, and move throughout office and field environments.

The employee may occasionally lift, carry, push, or pull files, records, maps, plans, equipment, or office supplies weighing up to 20 pounds. Specific vision abilities required by this position include close vision, distance vision, depth perception, and the ability to adjust focus for reviewing detailed documents, plans, maps, and computer screens.

Work may involve exposure to outdoor weather conditions, construction environments, uneven terrain, traffic, and other conditions associated with field inspections and project site visits.

### Minimum Qualifications

---

- Bachelor's degree in Urban Planning, Public Administration, Community Development, Business Administration, Economic Development, or related field required.
- Must maintain a valid Georgia Driver's License and an acceptable Motor Vehicle Record throughout employment.
- Minimum five (5) years of progressively responsible experience in community development, planning and zoning, economic development, municipal administration, comprehensive planning, growth management, or related field.
- Demonstrated knowledge and experience in Comprehensive Planning, Future Land Use Map (FLUM) implementation, land use planning, and long-range community development initiatives.
- Strong leadership, organizational, interpersonal, and public communication skills.
- Proven knowledge of zoning ordinances, land development regulations, permitting, and municipal operations.

### Preferred Qualifications

- Master's degree in Planning, Public Administration, or related field.
- Certification through the American Institute of Certified Planners (AICP), Georgia Certified Economic Developer (GCED), or related professional certification preferred.
- Experience with grant administration, downtown development, redevelopment planning, or economic recruitment initiatives preferred.
- Working knowledge of GIS systems and development review processes preferred.