

Job Position Available – City of Locust Grove

The City of Locust Grove seeks all qualified individuals (both Internal and External) for the following position: Community Development Director. This position directs operations and activities of the Community Development Department, including activities involving urban planning, data collection and analysis, zoning matters, code enforcement, construction plan review, building permits, building inspections inspections, and administrative functions. Pay Grade of 73. Applications are available at City Hall, located at 3644 Highway 42, Locust Grove, GA 30248 from 8:30 AM to 4:30 PM Monday – Friday and will be accepted now until the close of business on Monday, May 20, 2013. A resume must accompany the required job application for the Community Development Director position. Full job descriptions with pay scale will be made available at City Hall and online at www.locustgrove-ga.gov. The City of Locust Grove is an equal opportunity employer and a drug-free workplace. All applicants must satisfy all GA Law on Immigration status to be eligible for employment.

Job Title: Community Development Director

Job Summary: This position directs operations and activities of the Community Development Department, including activities involving urban planning, data collection and analysis, zoning matters, code enforcement, construction plan review, building permits, building inspections and housing inspections, and administrative functions.

Major Duties:

- Plans, directs, and supervises City Planning & Zoning and Building employees engaged in the day-to-day zoning code implementation, long-term comprehensive plan activities, permit issuances and regulation and buildings and structure inspections;
- Schedules, assigns, inspects, and evaluates work; instructs and trains in correct methods and procedures; monitors work on a daily basis; reviews and evaluates employee performance;
- Administers development and land-use regulations;
- Administers policies and procedures of the City's zoning ordinances;
- Conducts research and field investigations, and makes recommendations and decisions as appropriate; interprets development regulations;
- Implements the Comprehensive Plan through the preparation or revision of development regulations;
- Establishes policies for the administration of zoning, building and site inspection;
- Makes recommendations to Mayor and Council regarding planning and zoning matters;
- Develops and makes recommendations for amending the zoning ordinance and regulations, the land use plan, related maps and building codes;
- Prepares work programs and budgets for the department and is responsible for adherence to approved budgets;
- Consults with citizens, department heads, and other officials of municipal, county, state, and federal governments in order to coordinate all phases of community development;
- Attends all regularly scheduled meetings of the City Council and Historic Preservation Commission;
- Represents the City on various boards, commissions, and special task forces related to planning and zoning;
- Reviews all site plans and zoning requests;
- Performs related work as required.

Knowledge Required by the Position:

- Knowledge of comprehensive and current planning principles, procedures, techniques, and their implications;
- Knowledge of development regulations concerning land use and environmental matters;
- Knowledge of principles and practices of engineering and physical design as related to city planning;

Job Title: Community Development Director (continued)

- Knowledge of principles and practices of Public Administration;
- Knowledge of supervisory and management principles and practices;
- Skill in dealing with the public;
- Skill in oral and written communication;
- Ability to prepare reports, plans, and studies and to accurately interpret ordinances and codes;
- Ability to write reports clearly and in an interesting manner while conveying technical information to the general public;
- Ability to establish and maintain effective working relationships with departmental personnel, City personnel, developers, and the public;
- Ability to deal courteously and tactfully with the public.

Supervisory Controls: This person works in the department of Community Development under the direct supervision of the City Manager.

Guidelines: Guidelines include land use laws, planning principles, State and Federal laws, real estate law, City codes, construction codes, fire codes, and the federal ADA. These guidelines require judgment, selection and interpretation in application.

Complexity: This position consists of varied analytical, supervisory and technical assistance tasks.

Scope and Effect: The purpose of this position is to manage the development of the City. Successful performance helps ensure the orderly development of the City, affects the quality of economic opportunity for city residents, and affects the image of the City.

Personal Contacts: Contacts are typically with the general public, property owners, real estate developers, attorneys, architects, engineers, bankers, landscape architects, elected officials, and Local, State and Federal officials.

Purpose of Contacts: Contacts are typically to give and exchange information, resolve problems and provide services.

Physical Demands: Work is typically performed with the employee sitting, standing, walking, bending, crouching or stooping. The employee must occasionally lift light to moderately heavy objects and use tools that require a high degree of dexterity.

Work Environment: The work is typically performed in an office with occasional field trips to work sites.

Supervisory and Management Responsibility: This position has direct supervision over the permit process and the Administrative coordinator.

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Minimum Qualifications:

Bachelor's degree required in Urban Planning, Public Administration or related field; Master's degree preferred; AICP preferred; at least eight (8) years of progressively responsible experience in planning, zoning and development review, must possess valid State of Georgia driver's license; equivalent combination of education and experience.

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