



DAWSON COUNTY GOVERNMENT
25 Justice Way, Suite 2233
Dawsonville, GA 30534
(706) 344-3501

COMMUNITY DEVELOPMENT DIRECTOR
DAWSON COUNTY COMMUNITY DEVELOPMENT
Full-Time/Salary/Exempt

JOB SUMMARY

This position is responsible for overseeing all functions of the Community Development Department; land development, building permitting, business licensing, planning, building and fire plan reviews, zoning, economic development, stormwater compliance, and floodplain management; ensuring the process of all projects, plan review (including Fire Life Safety plans), managing consultant reviews, managing legal documents, and confirming project close outs.

ESSENTIAL DUTIES

- Administers, plans, organizes, directs, coordinates and supervises the operations of the Community Development Department including protective inspection, planning, permitting, flood damage prevention, mapping and code enforcement divisions.
- Participates in long- and short-term planning activities related to department direction and County plans; fee establishment and scheduling, and transportation plans and upgrades.
- Provides overall management to department personnel; supervises, guides and directs work activities; develops, administers, and implements personnel policy and procedures; oversees required training and certification activities; oversees the selection, discipline and development of department personnel; acts on employee problems; provides approval for disciplinary actions, promotions, and salary issues.
- Provides consultation and makes recommendations to the County Manager, County Attorney, and Board of Commissioners regarding departmental programs; directs the coordination of departmental programs with services provided by other departments and agencies including municipal, County, State and Federal governments and non-governmental organizations and agencies.
- In conjunction with the Planning Director, maintains and implements the County's Comprehensive Plan.
- Represents the department and the County on a variety of boards and commissions concerned with department program issues; meets with a variety of community organizations to promote departmental activities and develop positive community relations; acts as advisory staff to Board of Commissioners and Planning Commission for all planning and zoning matters, including variances and appeals.
- Discuss proposal development plans with landowners and developers prior to and during permit process.
- Coordinates Planning Commission actions with Board of Commissioners hearing and voting meetings.
- Maintains a current knowledge of court rulings on zoning, subdivision, building practices and other development-related regulations.

- Manages a portfolio of grant programs, including planning and implementing strategies to generate financial support; researching and identifying sources of support, and developing grant proposals based on funding agency criteria.
- Ensures all projects are moving through their processes, reviews plans, reviews for floodplain compliance; manages consultant reviews (including invoices and contracts), manages legal documents (final plat, deeds, covenants, guarantee documents, stormwater maintenance agreements); confirms project close out at the end of process.
- Ensures stormwater meets compliance with EPD and EPA.
- Consults with citizens, department heads, and other officials of city, county, state, and federal governments in order to coordinate all phases of community development.
- Complies and/or monitors various administrative and statistical data pertaining to departmental operations, performing research as needed; analyzes development trends.
- Disseminates planning information to affected County councils and other governmental agencies.
- Helps resolve citizen complaints regarding zoning, land uses, building, erosion control, occupational taxes and Special Tax Districts.
- Performs related managerial and technical tasks; renders final decision for home occupancy permits; coordinates plan review processes between county, state, and federal agencies; prepares or oversees the preparation of reports, studies, and projects related to department operations.
- Performs various financial activities for the department; develops and manages the departmental budget; provides recommendations for short- and long-term spending and monitors expenditures to ensure budgetary compliance; manages the appropriation of expenditures; analyzes income and expense statements for necessary operational adjustments and expense control; analyzes related billing reports.
- Facilitates inter-agency and inter-departmental projects which promote common vision and goals.
- Meets with federal, state, county and local officials on a regular basis to discuss projects and oversee long-range plans through completion. These agencies include, but are not limited to: Federal Emergency Management Agency, Department of Transportation, Department of Community Affairs, Department of Natural Resources and Regional Development Centers.
- Operates a personal computer, fax machine, copier, and other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.
- Oversees the issuance of all types of permits issued by the department.
- Ensures continuous updates to County maps and other GIS functions.
- Performs current and long-range visioning and planning activities regarding growth management, transportation planning, annexations, code compliance and inspections.
- Oversees and implements the County's Comprehensive Plan.
- Facilitates inter-agency and inter-departmental projects which promote common vision and goals.
- Meets with federal, state, county and local officials on a regular basis to discuss projects and oversee long-range plans through completion. These agencies include, but are not limited to: Federal Emergency Management Agency, Department of Transportation, Department of Community Affairs, Department of Natural Resources and Regional Development Centers.
- Occasionally oversees contracting for various projects; bids out projects, reviews bids and negotiates with contractors, as needed.

- Supervises all department employees directly or indirectly through other supervisors, including recruitment, selection, promotion, discipline and termination.
- Recognizes internal talent; mentors and coaches individuals in their careers.
- Sets goals and objectives for work performance and evaluates performance by examining work with an eye for promoting the overall goals of the county, and conformance to policies and procedures.
- Develops annual departmental budget and monitors expenditures and revenues to ensure compliance with adopted budget.
- Attends professional development workshops and conferences to stay abreast of development theory changes and economic development trends.
- Performs other related duties as assigned.

CONTACTS

- Contacts are typically with co-workers, other county employees, builders, general contractors, property owners, business owner, developers, attorneys, local elected officials, architects, design professionals, law enforcement, federal and state officials, surveyors, engineers, and general public.
- Contacts are typically to give or exchange information, provide services and information, motivate personnel, and resolve problems.

KNOWLEDGE / SKILLS / ABILITY

KNOWLEDGE OF:

- Methods and practices of civil engineering, code enforcement, and landscape architecture.
- Principles of management, supervision, training, and performance evaluation.
- Modern principles and practices of public administration, community organization and citizen participation.
- Federal, State, and County laws, local ordinances and construction and trade codes governing the zoning, permitting, planning and inspection process.
- The geography of the county, including roads, streets, subdivisions, and zoned areas.
- Planning, zoning, land subdivision, and development theories, techniques and practices.
- principles and practices of budget preparation and budget administration
- Geographic Information Systems (GIS).
- County and department policies and procedures.

SKILLED IN:

- Analyzing problems; identifying feasible solutions; projecting consequences of proposed actions and implementing recommendations in support of goals.
- Personnel administration and in supervising and training others.

- Public speaking and interpersonal relations; to influence, motivate, advise and achieve support.
- Reading and interpreting civil and architectural plans and maps.
- The use of modern office equipment.
- Communicating clearly, concisely, and effectively, both orally and in writing.
- Dealing with the public.

ABILITY TO:

- Provide professional leadership and direction to all divisions of the Community Development Department.
- Perform responsible and difficult work involving the use of independent judgment and personal initiative.
- 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.
- Establish and maintain effective working relationships with staff, co-workers, elected officials, individual citizens, governmental agencies and departments, contractors, and vendors.
- Participate in long-range and strategic planning.
- Work effectively under pressure and deadlines with consistent interruptions.
- Perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.
- Effectively solve problems.

ADA MINIMUM REQUIREMENTS

Scope of Performance: The purpose of this classification is to administer, plan, organize, direct, coordinate and supervise the operations of the Community Public Development Department including comprehensive planning, zoning, residential and non-residential development review, business licensing, alcohol licensing, building permitting/inspections, storm water management, GIS, code enforcement/animal control. Successful performance helps ensure the effective enforcement of zoning and ordinances and the quality of construction in the county.

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Clear hearing and speech are required.

Environmental Factors: Essential functions are regularly performed in an office and outdoors, with possible exposure to adverse environmental conditions including inclement weather. Duties may occasionally involve exposure to noise, dust, and dirt requiring special precautions including protective clothing, such as masks, goggles or gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

The County Manager assigns work in terms of department goals and objectives. The employee works independently to organize staff and programs so the goals are met. The work is reviewed through reports, conferences, and observation of department activities.

MINIMUM QUALIFICATIONS / CERTIFICATIONS

- Bachelor's degree in, Public Administration, Public or Urban Development, Civil Engineering, Architecture, Environmental Science, Political Science or closely related field; a Master's degree is preferred.
- Minimum of five to ten years' experience at the managerial level overseeing planning, zoning, code enforcement, building inspections, and capital projects in a public sector organization; or an equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.
- Associated professional licenses closely related to the field, a plus.
- Applicant must possess a valid Georgia Driver's License and maintain a satisfactory Motor Vehicle Record (MVR).
- Applicant must pass a background check and drug screening.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I have read the above job description and understand the requirements.

Signature: _____

Date: _____

Witness: _____