

COMMUNITY DEVELOPMENT DIRECTOR

Pay Range: \$55,000 - \$80,000/yr

FLSA Status: Exempt

JOB SUMMARY

The person in this position plans and administers activities related to Community Development. This includes grant writing, grant administration, housing planning, community enhancement, and historic preservation. Direct reports to the City Administrator.

The ideal candidate is high functioning and self-motivated. The Community Development Director is expected to cultivate relationships with the Mayor, City Council, City Administrator, other departments, and with community leaders, developers, agencies, and stakeholders; and use key performance indicators to set department goals and track progress, learn from past mistakes and take corrective action, and improve overall department efficiency and responsiveness.

ESSENTIAL JOB FUNCTIONS

- Provides leadership through planning, organizing, directing activities of the department to achieve goals related to studies within available resources;
- Reviews existing department processes and makes enhancement or new processes as appropriate;
- Standardizes procedures to improve efficiency and effectiveness of the operations of the department;
- Coordinates with other departments and agencies as needed;
- Exercises discretion and independent judgment regarding preparation and expending the division budget based on resource requirements and program objectives and goals;
- Monitors the budget to assure compliance with approved budget levels and standards;
- Researches grant programs; prepares grant applications; oversees and administers grants;
- Leads the affordable housing initiatives, CHIP and CDBG grant programs.
- Manages assigned contracts and program areas to achieve goals within available resources; reviews progress of contracts and holds contractors accountable for terms of contracts;
- Represents the City in various state and national professional associations; Makes presentations to elected officials and community members;
- Attends evening meetings and occasional weekend events;
- Attends training, seminars and conferences, and conducts research to stay abreast of legislation and trends; and
- Performs other related duties as required.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

- The ideal candidate has a BS degree in Planning, Public Administration, Economic Development, or related field plus ten (10) or more years of progressively responsible professional experience in planning or related field; or equivalent combination of education and experience.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of management practices and principles;
- Knowledge of fiscal management, including budget preparation, expenditure control and record keeping;
- Knowledge of grant procedures;
- Ability to develop and administer budgets;
- Ability to facilitate public input processes and public meetings;
- Ability to mediate disputes and bring groups with opposing goals to resolution on issues in order to move forward with a project;
- Ability to draft, negotiate and oversee contract administration and to work with contractors to enter into agreements on behalf of the City and monitor work performed under contracts;
- Ability to make effective written and oral presentations;
- Ability to develop goals and long-range plans for the department;
- Ability to analyze and evaluate departmental operations and develop and implement plans to improve departmental efficiency;
- Ability to manage multiple projects at one time; and
- Ability to establish and maintain effective working relationships
- Knowledge of the operation GIS and GPS software applications;
- Knowledge of GIS mapping, database management, map automation and analysis; and
- Knowledge of database and file management systems;
- Knowledge of the City's comprehensive plan, Georgia Planning Act, Georgia DCA minimum standards, and ARC regional policies;
- Knowledge of CDBG program policies and procedures;
- Knowledge of development regulations for land use and environmental matters; and
- Knowledge of SPLOST, intergovernmental and contractual agreements, and provisions.

CERTIFICATIONS:

- Certification by the American Institute of Certified Planners (AICP) or equivalent professional accreditation in a related field is preferred but not required.

WORK ENVIRONMENT

- The incumbent works in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.

TO APPLY: Send resume and cover letter to jdebin@wga.gov.

DEADLINE: Listing will remain active until filled.