

## **JOB DESCRIPTION CITY OF OAKWOOD, GEORGIA**

**JOB TITLE:** Community Development Director

**DEPARTMENT:** Planning and Development

**JOB SUMMARY:** This position is responsible for work related to the administration of zoning, plan review, land subdivision and other development-related activities, and is primarily responsible for the development and maintenance of the city's development regulations and comprehensive plan.

### **ESSENTIAL DUTIES:**

- Provides information and assistance to contractors, developers, engineers and the general public relating to planning and zoning matters; responds to complaints and questions; researches problems and initiates problem resolution.
- Coordinates and review residential, commercial and industrial development project plans, along with related plats and deeds, to assure compliance with city ordinances and regulations.
- Ensures that items brought before the Planning Commission and Mayor & City Council are properly advertised and noticed.
- Conducts useful research that may be brought before the Planning Commission and Mayor & City Council.
- Attends meetings of the Planning Commission and Mayor & City Council to present recommendations, comments and concerns relating to specific development projects, annexation/zoning requests, proposed ordinances and comprehensive plan amendments.
- Maintains a current knowledge of court rulings on zoning, subdivision and other development-related regulations.
- Consults with and disseminates information to the City staff, Planning Commission members, elected officials and appropriate affected agencies regarding planning and development activities.
- Reviews all ordinances to ensure they are up to date and modern practices are being implemented and followed; assists in the development of new development-related ordinances and amendments to existing ordinances.
- Ensures that city zoning classification map is properly maintained.
- Responsible for the development, maintenance, and review of the city's comprehensive plan and five-year capital improvements plan.
- Complies and/or monitors various administrative and statistical data pertaining to departmental operations, performing research as needed; analyzes development trends.
- Attends professional development workshops and conferences to stay abreast of development trends.
- Responsible for ensuring the city's historic district is properly administered.

- Represents the city at local events, meetings, and conferences that pertain to planning and/or community development.
- Serves on any committee or local group as designated by the City Manager.
- Works with the City Manager on special projects and assists with other agencies, groups, developers, and consultants with events, reports, and projects as needed.
- Attends City Council meetings and assists in providing clarification of reports, recommendations, and project statuses.
- Develops department budget requests, reports, and studies; recommends action to the City Manager.
- Directs, supervises, trains, and evaluates personnel.
- Performs other related duties as assigned.

### **OTHER DUTIES**

This position acts as liaison between the city and business community to expand the City's tax base, employment base and improve the overall quality of life. Activities are focused in the following areas:

- Traditional economic development activities such as business attraction, retention and expansion programs and initiatives.
- Provides support to attract and recruit new business and industry to the City by marketing of available sites and industrial parks and facilitating industrial, office and retail development site/community visits
- Focuses efforts on business attraction activities related specifically to City identified economic development targets.
- Oversees economic development recruitment activities pertaining to City owned property.
- Markets the community through, but not limited to, participation in quarterly commercial broker meetings with Hall County real estate professionals, maintaining a unified point of contact with statewide developers, site location consultants, developers and commercial brokers.
- Responds to businesses inquiring (RFI's) about local economic development activities and opportunities.
- Confers with the City Manager to gather City information and brochures to be used in the preparation and development of information packages;
- Coordinates economic development projects with the Gainesville-Hall County Economic Development Council, Greater Hall Chamber of Commerce Vice President of Economic Development and private developers.
- Monitors and analyzes proposed local, state and Federal legislation and regulations relating to economic development, and reports findings, trends and recommendations
- Recommends policy initiatives designed to further city's economic development goals.
- Attends Oakwood City Council meetings as requested to report accomplishments by providing detailed, clear and concise oral and written activity/performance reports.
- Performs other related duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

- Knowledge of the state laws, local ordinances, and construction and trade codes governing the zoning, permitting, planning, and inspection processes.
- Knowledge of city policies and procedures.
- Knowledge of planning, zoning and development theories, techniques, principles and practices.
- Knowledge of the geography of the city, including municipal boundaries, streets, subdivisions and zoned areas.
- Knowledge of the economic and demographic profiles of the city.
- Knowledge of computer operation and applications.
- Knowledge of the principles and practices of effective public relations.
- Knowledge of the techniques, materials, and equipment used in building construction.
- Skill in reading and interpreting blueprints, maps, aerial photographs, and sit plans.
- Skill in collecting, analyzing, and interpreting data.
- Skill in utilizing measurement tools and engineering rulers.
- Skill in reviewing site plans and subdivision plans.
- Skill in operating such office equipment as a computer, calculator, and copier.
- Skill in interpersonal relations.
- Skill in preparing and delivering public presentations
- Skill in oral and written communications.
- Skill in management and supervision.

**SUPERVISORY CONTROLS:**

The City Manager and/or Assistant City Manager assign work in terms of departmental goals and objectives. The work is reviewed through conference, reports, and observation of department operations.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:**

The position has direct supervision over Planning and Development staff and consultants.

**GUIDELINES:**

Guidelines include city ordinances; zoning resolutions, codes and regulations, and federal and state regulations. These guidelines require judgment, selection, and interpretation in applications.

**COMPLEXITY:**

The work consists of varied technical and administrative duties in the interpretation and application of development-related regulations. The number and diversity of codes to be enforced, the variety of situations encountered, and the time constraints contribute to the complexity of the work.

**SCOPE AND EFFECT:**

The purpose of this position is to conduct research and develop recommendations regarding planning and development activities for the city. Successful performance helps ensure the quality and safety of development projects and sets trends for future growth.

**PERSONAL CONTACTS:**

Contacts are typically with the City Manager, Assistant City Manager, co-workers, contractors and subcontractors, real estate personnel, property owners, developers, local and state elected officials, architects, engineers, and the general public.

**PURPOSE OF CONTACTS:**

Contacts are typically to give and exchange information, resolve problems, provide services, and justify, defend, negotiate or settle matters.

**WORK ENVIRONMENT:**

The work is typically performed in an office. Some work is performed at field sites as necessary when conducting research.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED  
TO PERFORM ESSENTIAL JOB FUNCTIONS**

**PHYSICAL REQUIREMENTS:**

Must be physically able to operate a variety of office equipment, such as a typewriter, computer, printer, facsimile machine, copy machine, telephone, transcriber, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds frequently. Physical demand requirements are at levels of those for sedentary work.

**DATA CONCEPTION:**

Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

**INTERPERSONAL COMMUNICATION:**

Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving assignments and/or directions to co-workers or assistants.

**LANGUAGE ABILITY:**

Requires the ability to read a variety of informational documentation, directions, instructions and methods and procedures. Requires the ability to write reports and essays with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and well-modulated voice.

**INTELLIGENCE:**

Requires the ability to learn and understand basic principles and techniques; to make independent judgments in absences of supervision; to acquire knowledge of topics related to primary occupation.

**VERBAL APTITUDE:**

Requires the ability to record and deliver information, to explain procedures, to follow verbal and written instructions.

**NUMERICAL APTITUDE:**

Requires the ability to utilize mathematical formulas, add and subtract totals, multiply and divide; determine percentages; determine time and weight.

**FORM/SPATIAL APTITUDE:**

Requires the ability to inspect items for proper length, width, and shape, visually with office equipment and recording devices.

**MOTOR COORDINATION:**

Requires the ability to coordinate hands and eyes in using automated office equipment.

**MANUAL DEXTERITY:**

Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have the ability to use one hand in twisting or turning motion while coordinating other hand with different activities. Must have minimal levels of eye/hand/foot coordination.

**COLOR DISCRIMINATION:**

Requires the ability to differentiate colors and shades of color.

**INTERPERSONAL TEMPERAMENT:**

Requires the ability to deal with people beyond giving and receiving instructions. The worker needs to relate to people in situations involving more than giving or receiving instructions such as in interpreting assignments and instructions. Must be adaptable to performing under moderate stress when confronted with an emergency.

**PHYSICAL COMMUNICATION:**

Requires the ability to talk and/or hear: (Talking – expressing or exchanging ideas by means of spoken words). (Hearing – perceiving nature of sounds by ear).

**MINIMUM QUALIFICATIONS**

- Bachelor’s Degree from in Urban Planning, Business Administration, Public Administration or related field;
- Five (5) years of professional-level responsible related experience working for a public or private agency with a primary focus on urban planning, economic development, redevelopment, real estate, marketing, or public administration affecting the community; or any combination of education, training and experience which provides the job skills and knowledge necessary for success in the position.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the community development in order to coordinate work within the department.

- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.

**Salary Range:** Pay Grade 22 / Pay Step is DOQ