City of Forsyth

Job Description

JOB TITLE: Community Development Director

POSITION: 800-802

FLSA STATUS: Exempt

REPORTS TO: City Manager

**JOB SUMMARY:**

The Community Development Director is responsible for managing the City's comprehensive planning activities and capital improvement programs and ensuring compliance with the City's development regulations and zoning ordinance. Supervises and coordinates the work of Department staff. Duties include preparing and presenting analytical reports to the Planning and Zoning Commission, City Council, Mayor, and City Manager. Attends and makes presentations at various City meetings including City Council, Planning and Zoning Commission, Design and Review Board, Historic Preservation Commission, internal staffing, and various public hearings. Prepares and submits annual departmental budget requests and monitors expenditures and revenues in accordance with the adopted budget. Work is performed independently under the general supervision of the City Manager.

## QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*The following duties are representative of the work required for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

* Serves as primary zoning officer for the City of Forsyth, ensuring that all development regulations and zoning codes are followed and updating zoning ordinances as necessary.
* Renders staff interpretations of zoning ordinances and development regulations and Answers questions regarding adopted codes and ordinances and related procedures on development plans, zoning applications, and land use.
* Drafts changes to zoning ordinances and prepares continuous updates to City maps.
* Reviews special exceptions and variance applications to zoning.
* Meets with developers to review plans and plats for compliance. Reviews and approves preliminary and final plats. Interacts and cooperates with local government officers and agencies to encourage and develop new business activity and retention and expansion of existing businesses.
* Develops a strong working relationship among adjacent counties (particularly those in the I-75 Central Corridor Coalition) and builds working partnerships with local organizations, Chambers of Commerce, developers, corporate leaders, business owners, state and federal community development officials, public school officials, and the general public in order to promote Forsyth.
* Facilitates First Step Meetings to assist new projects or developers looking to locate in the City of Forsyth.
* Lead the implementation of community development strategies, including prospect development and structuring and closing of deals for Forsyth.
* Maintains regular contact with tourism-related businesses and attractions in the area to assist in the growth and expansion of the city’s tourism industry.
* Works with City Manager to develop and maintain the annual budget for the community development department.
* Establish current and long-range goals, objectives, plans, and policies for the department.
* Prepares agendas for the Planning & Zoning Commission and Design & Review Board.
* Maintains the City's Comprehensive Plan and performs other current and long-range planning activities regarding growth management, transportation planning, annexation, etc.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

The Community Development Director must be knowledgeable of the following principles, procedures, and concepts:

* Knowledge of principles and practices of urban, regional, and community planning.
* Knowledge of principles and techniques of community and industrial development.
* Knowledge of city development regulations, zoning ordinances, and land-use policies.
* Knowledge of governmental regulatory codes and construction methods pertaining to infrastructure development and building construction.
* Knowledge of basic techniques of residential and commercial construction and construction management.
* Knowledge of state laws and policies, particularly those superseding local control.
* Skill in the operation of a personal computer, including the Microsoft Office software suite, and basic skill in the use of printers, scanners, and fax machines.
* Ability to manage multiple tasks under strict deadlines.
* Ability to communicate effectively, both orally and in writing.
* Ability to read and interpret engineering drawings.
* Ability to work with a diverse development and business community.
* Ability to plan, direct and supervise subordinate personnel.
* Ability to establish and maintain effective working relationships with government officials, City employees, citizens, developers, business leaders, and others.

## MINIMUM TRAINING AND/OR EXPERIENCE TO PERFORM ESSENTIAL JOB FUNCTIONS:

Completion of a bachelor’s degree in business or public administration, economics, political science, urban planning, marketing, public relations, or a related field and at least two years of related experience in project management, economic development, or planning and zoning administration; or any equivalent combination of education and experience which provides the requisite knowledge, skills, and abilities for this job.

**NECESSARY SPECIAL REQUIREMENTS:**

Possession of valid State of Georgia Driver's License (Class C) and a satisfactory Motor Vehicle Record (MVR).

**SUPERVISORY CONTROL AND RESPONSIBILITIES:**

The Community Development Director supervises the Main Street/DDA Coordinator and an Administrative Assistant.

**TRAVEL:**

The Community Development Director travels frequently throughout the City of Forsyth and is sometimes required to travel to various locations throughout State for meetings, conferences, workshops, etc.

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

LANGUAGE SKILLS:

Ability to read and understand written materials. Ability to effectively communicate information to supervisors, co-workers, and the general public.

MATHEMATICAL SKILLS:

Ability to work with basic mathematical concepts such as addition, subtraction, multiplication, and division.

COMMUNICATION SKILLS:

Must be able to effectively communicate orally and in written form in a professional manner in order to give or exchange information, resolve problems, and/or provide service. In addition, this position requires extensive contact with other employees, the general public, and public officials, often involving problem-solving circumstances.

REASONING ABILITY:

Ability to interpret and understand a variety of forms, reports, manuals, regulations, and other means of instruction and guidance.

PHYSICAL DEMANDS:

The 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 essential functions.This position requireslight-to-medium demands with regular periods of sitting, standing, walking, computer use, and occasional lifting of lightweight objects. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee sits in an office or computer room. The noise level in the work environment is usually moderately quiet. The work environment is primarily an indoor office work area, although the incumbent is occasionally required to work outdoors and is exposed to inclement weather conditions.

*I, the employee, understand that this document is not to be construed as a contract, either implied or explicit. All information contained herein is merely an attempt by the City of Forsyth to explain the essential duties that I am expected to perform. I understand that, at my supervisor’s discretion, additional duties and responsibilities may be placed upon me at any time.*

*Employees’ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Supervisor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*