



Community Development Director

Community Development

Position # : CDD 501
FLSA: Exempt
Grade: 27

JOB SUMMARY

This position is responsible for directing the county's community development, planning, and building inspection functions.

MAJOR DUTIES

- Assists the Deputy County Administrator with special projects, ordinance amendments, and other items to be presented to the Planning Commission, Board of Supervisors, and Board of Zoning Appeals.
- Trains, assigns, directs, schedules, supervises, evaluates and disciplines personnel.
- Performs project management functions; provides advice and support to the Planning Commission and the Board of Supervisors.
- Reviews and approves the payment of accounts payable.
- Reviews, approves, and recommends training course and classes for department staff.
- Directs the provision of customer service to property owners, developers, and agencies.
- Directs the processing of applications, rezoning requests, conditional use permits, site plans, subdivision plats, and projects.
- Directs the processing of building permit applications.
- Directs the investigation and resolution of zoning complaints.
- Directs the processing of temporary event permits.
- Directs the review and processing of revisions and amendments to the County Comprehensive Plan.
- Prepares the department budget; monitors expenditures under the current budget.
- Maintains a current knowledge of professional, technical, and legal trends relating to planning and zoning issues.

- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of planning and zoning theories, principles, and practices.
- Knowledge of community development principles and practices.
- Knowledge of the county zoning ordinance and other county regulations and policies.
- Knowledge of the techniques and materials used in building construction.
- Knowledge of state laws, local ordinances, and construction and trades codes governing the inspection process.
- Knowledge of the geography of the county, including roads, streets, subdivisions, and zoned areas.
- Knowledge of county and department policies and procedures.
- Skill in management and supervision.
- Skill in directing planning and zoning operations.
- Skill in reading and interpreting blueprints, maps, and aerial photographs.
- Skill in budgeting.
- Skill in operating a computer and related drafting equipment.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Deputy County Administrator assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

GUIDELINES

Guidelines include relevant state and federal laws, county ordinances, and county and department policies and procedures. These guidelines require judgment, selection, and interpretation in application. This position develops department guidelines.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied technical and management duties related to the county's community development functions. The number and diversity of duties contribute to the complexity of the work.

- The purpose of this position is to oversee the operations of the Community Development department. Successful performance helps ensure that construction in the county meets established standards of quality and safety and sets trends for future growth.

CONTACTS

- Contacts are typically with co-workers, other county employees, general and subcontractors, real estate personnel, business leaders, property owners, developers, surveyors, local and state elected officials, architects, engineers, and the general public.
- Contacts are typically to give or exchange information, resolve problems, motivate personnel, and negotiate, defend, or settle matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table. The employee must frequently lift light objects, occasionally lift heavy objects, and distinguish between shades of color.
- The work is typically performed in an office and outdoors at construction sites.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Zoning Administrator (1), Environmental Coordinator (1), Erosion and Sediment Inspector (1), Planner (1), and Planning and Zoning Technician (1).

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field; master's degree preferred.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require five to eight years of related experience.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Virginia for the type of vehicle or equipment operated.