

CITY OF PERRY, GEORGIA

JOB ANNOUNCEMENT

POSITION OPENING: 16-08 **Post Dates:** 8/24/15 – 9/25/15

Classification Title: Director of Community Development

Salary Range: \$66,700 - \$91,400

Term of Appointment: Regular Temporary Part-Time

 6-month probation
 12-month probation

SUMMARY OF POSITION:

The Director of Community Development performs department level supervisory and technical work associated with zoning, enforcement of codes and ordinances, issuing of permits and licenses, and planning community facility projects.

Serves at the pleasure of Council. General administrative functions provided by City Manager.

Mixture of outdoor field work and office activity. Night meetings required.

EXAMPLES OF TASKS:

- Prepares budget requests for department and implements/monitors adopted budget.
- Ensures all staff provided opportunity for training and experience to advance in career track.
- Ensures duties and responsibilities specified for Building Official in the Perry Land Development Ordinance are accomplished.
- Responds to developer inquiries and coordinates development review process.
- Represents City as designated on planning boards, regional activities and development projects.
- Presents development requests to Mayor/Council.
- Inspects for compliance with building, plumbing, electrical, structure, heat and air conditioning and other components of the City’s building code for residential and industrial structures.
- Provides options/alternatives for improving development process based on citizen need.
- Coordinates application of grants related to redevelopment/development.

KNOWLEDGE REQUIRED FOR CLASSIFICATION:

- Knowledgeable in residential, commercial, institutional and industrial construction and building process and procedures.
- Knowledgeable in comprehensive planning processes.
- Knowledgeable in grant application process.
- Knowledgeable in regulatory environment pertaining to construction codes, soil erosion, transportation design and land use.
- Knowledgeable in personnel management, performance improvement and governmental organizations.

MINIMUM QUALIFICATIONS:

- Possession of appropriate bachelor’s degree from accredited college or university.
- At least five (5) years supervisory experience in related field.
- Thorough understanding of land use planning and regulatory controls/permitting.
- Possession of or ability to obtain valid driver’s license.
- Excellent written and verbal skills in business English.
- Previous ability to manage multi-jurisdictional organization.

THE CITY OF PERRY IS AN EQUAL OPPORTUNITY EMPLOYER AND A CERTIFIED DRUG FREE WORKPLACE