

**CITY OF PERRY, GEORGIA**

**JOB ANNOUNCEMENT**

**POSITION OPENING:** 16-15      **POST DATES:** 12/17/2015 – 01/29/2016  
**CLASSIFICATION TITLE:** Director of Community Development  
**SALARY RANGE:** \$66,700 - \$91,400  
**TERM OF APPOINTMENT:** (x) Regular    ( ) Temporary    ( ) Part-Time  
**PROBATIONARY PERIOD:** 12-months

**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 direction, monitoring and performance evaluation provided by City Manager.

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

Supervises, monitors, and evaluates Department of Community Development staff. May be assigned to lead multi-discipline task group.

**EXAMPLES OF TASKS:**

- Prepares budget request for department and implements/monitors adopted budget.
- Ensures all staff provided opportunity for training and experience to advance in career track.
- Monitors performance of Building Official and staff in fulfillment of duties and responsibilities assigned.
- Responds to developer inquiries and coordinated development review process.
- Represents City as designated on planning boards, regional activities and development projects.
- Presents planning and development issues to Mayor/Council.
- Plans and monitors geographical information systems.
- Provides options/alternatives for improving development process based on citizen need.
- Coordinates application of grants related to redevelopment/development.
- Plans and monitors code enforcement operations management.
- Plans and coordinates assigned stormwater functions and databases.
- Other duties as assigned by Mayor/Council.

**KNOWLEDGE REQUIRED FOR CLASSIFICATION:**

- Knowledgeable in residential. Commercial, institutional and industrial construction and building processes and procedures.
- Knowledgeable in comprehensive planning processes.
- Knowledgeable in grant application process.
- Ability to interact with diversified groups.
- Knowledgeable in regulatory environment pertaining to construction codes, soil erosion, transportation design and land use.
- Knowledgeable in personnel management, performance improvement and governmental organizations.
- Knowledgeable in GIS systems, applications and formats.

**MINIMUM QUALIFICATIONS:**

- Proficient information technology operating skills.
- Possession of or ability to obtain information technology operating skills for GIS system.
- 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 Georgia driver's license.
- Excellent written and verbal skills in business English.
- Demonstrated ability to manage multi-functional organizations.

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