

Director of Community Development



The City of Brookhaven, located in metro Atlanta, is seeking highly qualified applicants for Director of Community Development in the Community Development Department. The Director of Community Development is responsible for overseeing planning and zoning, land development, building inspections, code enforcement and the Community Development Department for the City.

Bachelor's degree in city, urban and regional planning, architecture, urban design and economics, or a closely related field from an accredited college or university. Must have a minimum of seven (7) years of professional experience in planning and zoning. An equivalent combination of education and experience may be acceptable.

How to apply: Please submit your resume, cover letter and your current salary to Careers@brookhavenga.gov.

The City of Brookhaven is an equal opportunity employer.

Below is a copy of the full job description.

JOB SUMMARY

Supervises city and contract employees and oversees planning and zoning, land development, building inspections, code enforcement and other policies and programs. Ensures interdepartmental and other agency coordination.

ESSENTIAL JOB FUNCTIONS:

- Determines applicable codes, regulations and requirements for assigned projects.
- Reviews private project development plans for compliance with codes, regulations and standards, adequacy of applications for permits and compliance with approved plans.
- Coordinates and/or undertakes the development or update plans involving the municipal infrastructure.
- Oversees assigned projects to ensure contractor compliance with time and budget parameters for the project.
- Maintains city subdivision and land development standards.
- Responds to public or other inquiries relative to engineering procedures on specific projects and other information.
- Evaluates issues and options regarding municipal community development and makes recommendations.
- Maintains regular contact with consulting engineers, construction project engineers, city, county, state and federal agencies, professional and technical groups, and the general public regarding division activities and services.
- Reviews private project development plans for compliance with codes, regulations and standards, adequacy of applications for permits and compliance with approved plans.
- Ensures compliance with Georgia Department of Community Affairs reporting related to comprehensive planning requirements
- Prepares and administers departmental budgets.

- Plans the program of work for the department.
- Provides oversight of the processing and technical review of land use petitions in support of city management, city council, and various appointed boards including planning commission, board of appeals and design review board.
- Supports City Attorney in litigation, dispute resolution concerning land use petitions, permitting matters, code enforcement issues and other items.
- Develops and monitors public outreach efforts, public input processes and the department's general interface with the development community.
- Determines work procedures, prepares work schedules and expedites workflow.
- Assigns duties and examines work for accuracy and compliance with policies and procedures.
- Performs other related duties as required or assigned.

MINIMUM REQUIREMENTS TO PERFORM WORK:

- A Bachelor's degree in city, urban and regional planning, architecture, urban design and economics, or a closely related field;
- Seven (7) years of experience in planning and zoning or a closely related field;
- Or equivalent education, and/or experience.

Knowledge, Skills and Abilities:

- Knowledge of operations, management and strategies of a comprehensive planning program.
- Knowledge of principles and policies of regional and urban planning.
- Knowledge of zoning administration practices and methods.
- Knowledge of principles and practices of urban design and neighborhood revitalization.
- Knowledge of principles and practices of municipal budget preparation and administration.
- Knowledge of principles and practices of short and long term planning.
- Knowledge of principles of supervision, training, and performance evaluation.
- Knowledge of principles of management and organizational behavior.
- Knowledge of pertinent Federal, State and local laws, codes, and regulations.
- Knowledge of management skills to analyze programs, policies and operational needs.
- Skill in formulating, analyzing and effectively communicating development plans to the public, private developers, City management and City officials.
- Skill in training and motivating staff.
- Skill in preparing and delivering effective presentations.
- Skill in effective negotiation and mediation techniques.
- Skill in conflict management and resolution.
- Skill in analyzing problems and formulating realistic solutions.
- Skill in communication ideas and assignments to staff clearly and effectively.
- Skill in coordinating the implementation of public policy.
- Ability to plan, organize, direct, and coordinate the work of lower level staff.
- Ability to select, supervise, train, and evaluate staff.
- Ability to interpret and explain City policies and procedures.
- Ability to research, analyze and evaluate public service methods and techniques.
- Ability to delegate authority and responsibility.
- Ability to manage and direct the operations, services, and activities of the Community Development Department.
- Ability to identify and respond to community, Planning Commission, and City council issues, concerns and needs.
- Ability to develop and administer departmental goals, objectives, and procedures.

- Ability to analyze zoning requirements and policies and make recommendations for needed revisions.
- Ability to prepare and administer Community Development Department budget.
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Ability to interpret and apply Federal, State, and local policies, laws, and regulations.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.

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 the essential functions.

- While performing the duties of this job, the employee is frequently required to sit; talk and hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- The employee is occasionally required to walk.
- The employee must occasionally lift and/or move up to 10 pounds.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- While performing the duties of this job, the employee sits in an office or computer room.

WORK ENVIRONMENT:

This position works in a dynamic environment that requires the employee to be sensitive to change and responsive to changing goals, priorities, and needs. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- The employee may perform official business which will require limited local travel.
- Employee may be required to attend some evening and weekend meetings, and may be required to assist in special events.
- The employee regularly works in a normal office environment.

The City has the right to revise this position description at any time, and does not represent in any way a contract of employment.