

TOWN OF GEORGETOWN
Position Description

CLASS TITLE: COMMUNITY DEVELOPMENT DIRECTOR

DEPARTMENT: PLANNING

PREPARED BY: EUGENE S. DVORNICK, JR., TOWN MANAGER

DATE: OCTOBER 10, 2024

SUMMARY STATEMENT

This position is appointed by and under the general supervision of the Town Manager. The Community Development Director is responsible for organizing and directing the full range of the Town's community development operations as they relate to planning, zoning, and economic development; residential and commercial ordinance administration; developing and implementing the Comprehensive Plan; and other special plans, projects, and authorities/commissions. This position will also supervise Planning Department personnel.

DESCRIPTION

Essential Duties and Responsibilities:

- Plans, organizes, directs, and evaluates the full range of activities within the Community Development (Planning & Zoning) Department.
- Evaluates work procedures, schedules, and workflow of the Department; studies and recommends policies and procedures to improve efficiency and effectiveness.
- Reviews ordinances, programs, and policies pertaining to the Department and recommends updates as needed to the Town Manager and Council.
- Leads the implementation and maintenance of the Town's Comprehensive Plan, Downtown Development District, feasibility studies, strategic plans, and other plans/studies as directed by the Town Manager.
- Coordinates the development and redevelopment activities of the town, assuring that projects are planned and implemented consistent with established objectives and the Town's Comprehensive Plan
- Oversees the processing of applications for zoning, building, permits, site plans, business licensing, and rental housing registration.
- Serves as the primary staff member to the Planning Commission and Board of Adjustments.
- Ensures that excellent customer service is provided to all members of the public
- Trains, motivates, evaluates, and coaches the Department's staff.
- Prepares and delivers agendas, reports, records, and related documents.

- Oversees compliance with all Town, State, and Federal regulations
- Supervises planning projects and programs related to land use planning and development in the Planning Department.
- Meets with applicants to review proposals and site plans, reviews site plans and subdivision site plans for compliance with Town ordinances and good planning practices.
- Represents the Town on committees for other agencies, as assigned.
- Prepares departmental budget request and monitors departmental budget activity.
- Provides professional advice to the Town Manager.
- Communicates and coordinates with other department heads and staff, as necessary.
- Performs other duties as required and/or assigned by Town Manager.

Supervision Received:

This position is appointed by the Town Manager and works under the supervision of the Town Manager.

Supervision Exercised:

This position exercises supervision over the Planning Personnel and other staff as assigned.

REQUIREMENTS

Knowledge, Skills, and Abilities:

- Ability to establish and maintain effective working relationships with supervisors, employees, other departments, officials, and the public.
- Ability to communicate effectively verbally and in writing. Ability to prepare written correspondence.
- Ability to analyze, interpret and apply ordinances.
- Ability to enforce ordinances, policies, and other regulations firmly, tactfully, and impartially, sometimes in demanding situations.
- Knowledge of Town and departmental work procedures
- Ability to organize work and maintain departmental efficiency.
- Ability to train and supervise departmental personnel.
- Ability to present a professional image.
- Must maintain elevated levels of accuracy and organizational skills.

Desired Education & Experience

Minimum Qualifications:

- Bachelor's degree in community planning, economic development, public administration, or related field.
- Five years of progressively responsible experience in planning, economic development, community development, housing, and/or redevelopment, including some supervisory experience.

Preferred Qualifications:

- American Institute of Certified Planners (AICP) certifications.
- Certified Economic Developer (CEcD) or Economic Development Finance Professional (EDFP) certifications.
- Master's degree in community planning, economic development, public administration, or related field.

Special Requirements:

The position will require attendance at public meetings during the evening hours on a periodic basis. Work may involve travel outside of the Town. Possession of a valid driver's license.

Physical Requirements

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made for an individual with disabilities to perform essential functions.

The employee must occasionally lift and/or move heavy loads.

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 the essential functions.

The noise level in the work environment is normally quiet.

SELECTION GUIDELINES

Formal application, submission of resume, rating of education and experience; oral interviews and reference check; job related tests may be required. Final selection is made by the Town Manager.

The duties listed above are intended only as illustrations of the several types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: Eugene S. Dvornick, Jr.
Town Manager

Effective Date: October 10, 2024

Revision History: