

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Deputy Director of Community Development

Department: Community Development

Pay Grade: 517

FLSA Status: Exempt

Job Code: C403

JOB SUMMARY

The purpose of this classification is to perform professional work at the assistant-director level by providing leadership and guidance over all operations of the Community Development Department, including the Administrative, Planning & Zoning, Engineering, Building, and Code Enforcement,. Assists the Director with managerial tasks that involve setting priorities, ensuring compliance with development regulations and unified development code, interpreting rules and regulations governing departmental operations, developing and implementing policy and procedure and directing all assigned support functions. Work involves management of the land development program, including the coordinate's assigned activities with other sections divisions, departments and outside agencies.

ESSENTIAL JOB FUNCTIONS

- Serves as Engineering Director.
- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, establishing employees' goals and completing employee performance appraisals; maintains standards through the effective coordination of activities; allocates personnel; provides recommendations and approval in the areas of new employee selection, transfers, promotions, disciplinary action, discharge, and salary administration; develops training programs.
- Performs managerial tasks to facilitate the efficiency and effectiveness of the department's daily operations: provides leadership and guidance to the department; implements and updates a work program for the department; develops and implements operating procedures; coordinates the implementation of policies established by the Community Development Director.

- Assists the Director with the development and implementation of the departmental budget; performs reviews on budget spending and related budget issues; monitors budgetary activity to ensure guidelines are maintained.
- Reviews, analyzes and interprets data related to development activities; administers and enforces all development rules and ordinances; reviews applications, plats and site plans for compliance with applicable codes; negotiates issues and resolves problems with citizens, developers, builders, contractors, government officials; directs and monitors on-site inspections on an as needed basis.
- Assists customers in person, via email, or over the phone with questions or concerns regarding services provided by the Department.
- Communicates with a wide variety of groups and individuals to provide and gather information; meets with department heads, developers and citizens; responds to the Mayor and City Council; prepares reports and related documents; represents the Department at regional and State meetings; meets with elected officials.
- Demonstrates an understanding of land use, including zoning and comprehensive planning, land development regulations, and building code.
- Performs various public relation tasks; receives and responds to public complaints; monitors customer survey results.
- Attends meetings, serves on committees, and makes presentations as needed; participates on review committees, policy committees, safety committees, or other committees; represents the department at community events.
- Performs administrative duties in support of the daily operations of the department; revises departmental forms and documents; develops and updates customer brochures and related materials; facilitates re-writing of ordinances.
- Operates a personal computer, printer, fax machine, phone system, and other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, and other system software used by the department.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience:

Requires a Bachelor's degree in Public Administration, Civil Engineering, Urban and Regional Planning or closely related field; six (6) years of experience in land disturbance/engineering management; or technical planning and management; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Licenses or Certifications:

- Georgia Soil and Water Conservation Commission (GSWCC) Level 2 Certifications is desired.
- Professional Engineer License in the State of Georgia is desired.
- Possess and maintain a valid Georgia driver's license with a satisfactory motor vehicle record (MVR).

Knowledge, Skills and Abilities:

- Knowledge of theories, practices and procedures of community planning, economic development, zoning, land development, construction and building.
- Knowledge and comprehensive understanding of City, County, State and Federal codes, ordinances and regulations pertaining to land development and planning.
- Knowledge of management and budgeting principles and practices.
- Ability to learn, comprehend, and apply all city or departmental policies, practices, and procedures necessary to function effectively in the position.
- Ability to review, understand and interpret design drawings, site plans, construction specifications, engineering plans, maps, and plats.
- Ability to develop long-term plans and programs related to development.
- Ability to synthesize, hypothesize, and/or theorize concerning data involving modification of existing policies, strategies and/or methods to meet unique or unusual conditions. Requires the ability to do so within the context of existing organizational theories and management principles.
- Ability to function in a managerial capacity for a division or organizational unit. Includes the ability to make decisions on procedural and technical levels.
- Ability to start, stop, operate and monitor the functioning of equipment, machinery, tools, and/or materials used in performing essential functions.
- Ability to utilize consulting and advisory data and information, as well as reference, descriptive and/or design data and information as applicable.
- Ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.
- Ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.
- Ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.

PHYSICAL DEMANDS

The work is sedentary to light which requires the ability to exert light physical effort, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station. Tasks also require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

WORK ENVIRONMENT

Work is regularly performed without exposure to adverse environmental conditions.

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

The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.