**Summary Objective**

The purpose of this position is to manage, direct and supervise community development activities for the city.

This class formulates long-range goals for the organization, develop policy and position papers and negotiates with the chief administrative officer and/or elected officials.

**Essential Functions**

**The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.**

* Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
* Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
* Coordinates the comprehensive city planning process: develops land use and economic goals and objectives, plans capital projects, ensures public involvement in the process, and coordinates the documentation of a city plan.
* Administers the city zoning ordinance: drafts new ordinances, supervises the enforcement of existing ordinances, administers rezoning and appeals, and serves as a member of the area planning commission.
* Serves as official secretary to the Zoning Board of Appeals and Planning and Zoning Board; presents appeals to the boards and processes requests for zoning variances.
* Administers the city land development regulations: issues land development permits, provides information to the public on development issues, and processes appeals.
* Administers the city building codes, including directing the issuance of permits and supervising the provision of building inspection services.
* Supervises the work of departmental personnel, prepares the departmental budget, and monitors expenditures under the current budget.
* Administers city capital improvement projects, including assisting with the development of budgets, overseeing the design and implementation of improvements, and processing contractor payments.
* Manages the use of the Geographic Information System (GIS) for all departments.
* Facilitates the economic development of the city; oversees activities related to the Downtown Development Authority and related historic preservation functions.
* Administers the annexation process, including processing annexation petitions and meeting with the public to provide annexation information.
* Manages the acquisition of rights-of-way for the city: prepares acquisition documents, negotiates property acquisitions with owners, and records deeds or easements.
* Manages the grants acquisition process: prepares the annual Community Development Block Grant application for the city and prepares applications for other departments as requested.
* Oversees the work of the Americans with Disabilities Act (ADA) Coordinator for the city.
* Performs related work as assigned.

**Minimum Education and Experience Requirements:**

* Requires Bachelor’s degree in planning, engineering or a closely related field.
* Requires five (5) years of municipal government experience.

**Physical Demands:**

*Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.*

* Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations

**Unavoidable Hazards (Work Environment):**

*Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.*

* None

**Special Certifications and Licenses:**

* Must possess and maintain a valid state driver’s license with an acceptable driving history.

**Americans with Disabilities Act Compliance**

The City of Senoia is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

**Standard Clauses**

May be required to work nights, weekends and holidays to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

**Essential Safety Functions**

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed and employees are properly trained.