

**CITY OF ROSWELL, GEORGIA**  
**CLASSIFICATION SPECIFICATION**

<b>Code:</b>	<b>C401</b>
<b>FLSA:</b>	<b>E</b>
<b>WC:</b>	<b>8810</b>
<b>PG:</b>	<b>520</b>
<b>EEO:</b>	<b>1</b>

**CLASSIFICATION TITLE:       COMMUNITY DEVELOPMENT DIRECTOR**

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**PURPOSE OF CLASSIFICATION**

The purpose of this classification is to perform professional work at the director level by providing leadership and guidance over all operations of the Community Development Department. Performs managerial tasks that involve setting priorities, ensuring compliance with development regulations and zoning ordinances, interpreting rules and regulations governing departmental operations, developing and implementing policy and procedure and directing all assigned support functions. Work is performed under the general direction of the City Administrator.

**ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, establishing employee 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 efficient and effective operations of the department; provides leadership and guidance to the department; implements and updates a work program for the department; develops and implements operating procedures; oversees the implementation of policies established by the Community Development Committee.

Develops and implements 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.

Reviews, analyzes and interprets data related to economic development matters; assists in coordinating economic development activities and establishing office objectives; ensures activities are in support of City goals.

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.

Performs various public relations tasks; receives and responds to public complaints; monitors customer survey results.

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, 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.

## **ADDITIONAL FUNCTIONS**

Performs other related duties as required.

## **MINIMUM QUALIFICATIONS**

Bachelor's degree in Public Administration, Urban and Regional Planning or closely related field required, Master's degree preferred; ten years of experience in technical planning and management; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Georgia driver's license.

## **PERFORMANCE APTITUDES**

**Specific Knowledge, Skills, or Abilities:** Must be able to learn, comprehend, and apply all city or departmental policies, practices, and procedures necessary to function effectively in the position. Must possess comprehensive knowledge of theories, practices and procedures of community and land use planning, economic development, zoning, land development, construction and building. Must have a comprehensive understanding of City, County, State and federal codes, ordinances and regulations pertaining to land development planning and permitting. Must have comprehensive knowledge of management and budgeting principles and practices. Must have comprehensive knowledge of the concepts and functions of Geographical Information Systems (GIS). Must have the ability to review, understand and interpret design drawings, site plans, construction specifications, engineering plans, maps, and plats. Must possess the ability to develop long-term plans and programs related to development.

**Data Utilization:** Requires the 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.

**Human Interaction:** Requires the ability to function in a managerial capacity for a division or organizational unit. Includes the ability to make decisions on procedural and technical levels.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to start, stop, operate and monitor the functioning of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize consulting and advisory data and information, as well as reference, descriptive and/or design data and information as applicable.

**Mathematical Aptitude:** Requires the 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.

**Functional Reasoning:** Requires the 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.

**Situational Reasoning:** Requires the 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.

## ADA COMPLIANCE

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, 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 workstation.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

*The City of Roswell is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*