

## ASSISTANT DIRECTOR OF COMMUNITY DEVELOPMENT

Goochland County is accepting applications for an Assistant Director of Community Development. This is a responsible professional planning position demonstrating extensive knowledge in areas of Community Development including planning, zoning, site plans, environmental, and building inspections. The incumbent will supervise and participate in advanced, highly complex professional planning activities and perform a variety of diverse duties with advanced planning knowledge.

### ESSENTIAL FUNCTIONS:

Project management responsibility for complex County, Community Development, and Planning and Zoning initiatives related to comprehensive planning, zoning, proffer administration, subdivisions, architectural design, transportation, plan of development, and environmental; Participates in planning and supervising section of community development with responsibility for work plan development including items such as recommending, implementation and interpretation of goals, objectives, policies, procedures, program enhancements/changes and budgets; Manages complex and sensitive professional planning projects; Assists the Director of Community Development on matters and functions as Director in their absence; Assigns work to professional staff and ensures proper training is provided; Leads public meetings and prepares related presentations; Provides detailed technical and professional analysis for comprehensive land use, environmental, and transportation planning; Administrates meetings and functions of the Planning Commission and Design Review Committee and other advisory committees; Responsible for the administration of the County's Overlay Districts and architectural review; Reviews development proposals, prepares staff reports, and makes presentations to Planning Commission; Works independently with elected and appointed County officials, and advises various boards, commissions, and elected officials on Community Development related issues; Advises County Administrator/Deputy County Administrator(s) as necessary; Provides guidance to lawyers, engineers, developers, citizens, and others regarding community development matters; Coordinates communications and cooperation with other State and County agencies; Analyzes and summarizes existing conditions, land use issues, growth trends, etc. in developing demographic projections. Prepares grant applications for State and Federal grants for community development and other community projects; Prepares ordinance amendments and advises County Attorney on Zoning/Subdivision Ordinance matters; Represents the County on regional boards; Performs other duties as assigned.

### KNOWLEDGE, SKILLS & ABILITIES:

Requires thorough knowledge of the principles and practices of planning, zoning, environmental, transportation, and building inspections. General knowledge of the various codes to include the zoning and subdivision ordinances and regulations pertaining to planning and pertinent federal, state and local laws, codes and regulations. Familiarity with Virginia Stormwater Management and FEMA flood regulations, federal and state environmental programs, Access Management regulations, Biosolids Application Monitoring and building code related items is desirable; Ability to plan, organize, and carry out research projects. Project management. Methods and techniques of effective report preparation and presentation. Ability to present results of research projects effectively in oral, written, and graphic form. Requires knowledge of the Comprehensive Plan, citizen participation techniques, and Geographic Information Systems. Thorough knowledge of computers and related technology. Ability to work effectively with representatives of other agencies. Requires valid Virginia Driver's License. Must be able to move around construction sites, climb and stoop in order to visually examine areas, structures or equipment. Must be willing to work outside in all types of weather and situations.

Requires a Bachelor's degree in planning, civil engineering, architecture, or related field and ten years of increasingly responsible professional experience, including some supervisory; Or, any equivalent combination of experience and training which provides the required knowledge, skills, and abilities. Master's degree is preferred. AICP certification desired. Local government experience is preferred.

### ADDITIONAL INFORMATION:

The hiring range is \$80,489 - \$86,000. The deadline to apply is 8/5/19. An online Goochland County Employment Application must be completed for consideration and may be found at [www.goochlandva.us/231/Employment-Opportunities](http://www.goochlandva.us/231/Employment-Opportunities). Background investigation, driving record check and pre-employment drug screen required. Goochland County is an Equal Opportunity Employer.