

**Pittsylvania County**  
**Director of Community Development**

Are you bored with your current job and ready to take on a new and exciting opportunity? Do you like being challenged and provided the latitude to design a workplace that exudes your professional philosophy? Do you enjoy leading and being part of talented teams? If so, you should consider joining the Pittsylvania County team as its Director of Community Development.

Home of Smith Mountain Lake, Pittsylvania County is located in beautiful south-central Virginia and enjoys a diverse culture and thriving economy. With equal access to both vibrant downtown and a rural country living experiences, we have something for every preference.

Our organization seeks an experienced and accomplished Planning professional to become Pittsylvania's first Director of Community Development. Please apply at [www.pittsylvaniacountyva.gov](http://www.pittsylvaniacountyva.gov) before January 10, 2020.

**Our Director of Community Development will:**

Direct the activities of the County's planning, zoning, permitting, code enforcement, building inspections and geographic information systems (GIS) operations through the Department of Community Development.

What you will be responsible for:

- Plans, organizes and directs the planning, development code, building inspections, erosion and sediment control, zoning, subdivision and GIS programs of the County, in accordance with County policies and budget;
- Supervises, directs and evaluates assigned staff; processes employee concerns and problems; counsels, disciplines and completes employee performance evaluations; assists in the selection of department personnel; coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status and inspects completed work; assists with complex/problems and provides technical expertise;
- Serves as Zoning Administrator; administers, updates and enforces the zoning ordinance; interprets and enforces provisions of the zoning ordinance, state and local codes, laws, regulations, specifications, standards, policies and procedures; initiates legal actions necessary to correct deviations of noncompliance;
- Serves as Principal Planner, directs the development, preparation, update and maintenance of the Comprehensive Plan, and coordinates transportation planning with VDOT and County officials;
- Serves as Subdivision Agent, administers, updates and enforces the subdivision ordinance;
- Provides technical support to the Board of Zoning Appeals, Planning Commission, Board of Supervisors, and other boards/committees regarding assigned programs, and makes presentations and recommendations as required;
- Coordinates the review of all site plans; maintains official zoning map; oversees updates and corrections to ensure accuracy;
- Oversees permitting and building inspections functions through the supervision of employees and policies; renders advice and technical assistance as needed;
- Receives and responds to requests for information and complaints from the general public and land development professionals;
- Oversees the maintenance of the various official records; performs administrative tasks such as report preparation on appeal cases and other complex cases; makes and writes formal, legally binding, written interpretations of the zoning ordinance, proffers and conditions of development approval;
- Consults with officials of the County, State and Federal government in order to coordinate all phases of planning and community development;
- Serves as liaison and County contact with the West Piedmont PDC, and other regional planning organizations;

**Typical Qualifications:**

Graduation from an accredited college or university with a Bachelor's degree in planning, engineering, management or related field. A Master's degree in Planning or related field is preferred. Extensive experience in planning and community development, which includes considerable zoning and supervisory experience.

**Desirable Attributes:**

- Customer focused management;
- Excellent communication;
- Steadfast integrity;
- Proactive with a solution-oriented approach;
- Creative and collaborative in addressing daily challenges;
- Fiscally responsible.

**Supplemental Information:** The successful candidate will be provided a full benefits package that features, but is not limited to:

- Participation in Virginia Retirement System;
- Medical and dental insurance for employee and family coverage;
- 457 plan deferred-compensation option;
- Company paid and optional life insurance;
- Vacation, sick and holiday pay;
- Salary will be commensurate with qualifications in the following range: \$85,000-\$100,000.