Title: Director of Community Development

Department: Community Development

Location: 122 East Main Street, Bedford, VA 24523

Hours: 8:30 am – 5:00 pm, with flexibility as required

Description: The Director of Community Development performs highly responsible professional planning, supervisory, and administrative work by directing and managing the personnel and functions of the Community Development Department, including the Administrative, Planning / Zoning, Building Inspections, GIS, Natural Resources and Code Enforcement Divisions. Shall provide leadership and guidance for planning, land use, building inspections, code enforcement programs, and coordination of the comprehensive plan. Candidate will develop and implement departmental policies and procedures; respond to inquiries and requests relating to the County’s many community development programs; develop goals and objectives for each area of responsibility; review the status of major projects; evaluate staff performance; plan short / long-range programs; provide technical and professional guidance, monitor the execution of the department’s annual budget, and assist other County departments, County Administration, the Board of Supervisors, outside agencies, and the public at large. Will serve as liaison with citizen committees such as the Planning Commission and Board of Appeals. Work is performed under the general supervision of the County Administrator with latitude for independent judgment and action, both unilaterally and as authorized by County Administration.

Requirements

Minimum Requirements Include:

- Bachelor's degree from an accredited college or university with major course work in Community Development, Planning, Public Administration, or related field.
- A minimum of five years of progressively responsible experience, with two years Community Development experience.
- Considerable management and supervisory experience with ability to plan, organize, and direct the work of subordinate employees.
- Comprehensive knowledge of the advanced principles/practices of municipal planning and community development.
- Comprehensive knowledge of economics, municipal finance and sociology as they apply to county planning.
- General knowledge of landscape architecture and traffic engineering.
- General knowledge of principles / practices of civil engineering as they relate to planning and subdivision design and control.
- General knowledge of CAD and GIS.
- Ability to interpret / analyze technical / statistical information and to prepare / present technical oral / written reports.
- Ability to establish and maintain effective working relationships with area employees, officials, other agencies and the general public.
- Valid Commonwealth of Virginia driver’s license, proof of insurance required to drive county business, and acceptable driving record.

Bedford County maintains a safe, drug-free workplace for its employees. Drug screening, driving record check, a criminal background check, and previous employer references are required for all positions as conditions of pre-employment.

EOE / ADA / Minorities / Females / Vets

Hiring Range: $79,592 - $100,000

Apply: Online: https://www.bedfordcountyva.gov/jobs. In Person: Bedford County Administration Building, 122 East Main Street, Suite 202, Bedford, VA 24523

Please provide cover letter, resume, and salary requirements.

Date Posted: February 12, 2020

Deadline: March 6, 2020