

**COUNTY OF LOUISA
DEPARTMENT OF COMMUNITY DEVELOPMENT
DIRECTOR**

Summary:

Reporting directly to the County Administrator, the Director of Community Development is responsible for land use and planning policies for the County of Louisa as established by the Louisa County Board of Supervisors. The Director of Community Development is responsible for zoning, subdivision, and site plan administration. The position also serves as Department Head for County Community Development activities, including planning, zoning, and building/code inspections.

Essential Functions of the Position:

- Performs independent work in the development of analyses and recommendations for the Board of Supervisors, Planning Commission and Board of Zoning Appeals. Plans, organizes, coordinates and directs the activities of the Community Development Department including planning, zoning, GIS, code enforcement, building inspections and related administration.
- Reviews subdivision and land use plans for conformity with principles of good planning and land use practices compatible with adjacent development and for compliance with subdivision and zoning regulations.
- Prepares long range planning studies relating to a wide variety of social, economic, physical and facility planning, including County infrastructure, affordable housing, land use and other long range policies.
- Prepares recommendations and offers interpretations relative to land use and zoning matters.
- Prepares, or oversees the preparation of, technical studies and reports.
- Responds to inquiries from the public regarding Community Development activities.
- Serves as a liaison with State, Federal, and local agencies on community planning and economic development issues.
- Prepares annual department budget and update of capital improvement program.

Additional Functions:

- Performs other duties as assigned by the County Administrator.

Required Skills, Knowledge and Abilities:

- The position requires a thorough knowledge of the philosophies, principles, practices and techniques of rural/urban planning and development;
- Knowledge of modern administrative methods of management, including budgetary development and personnel management.
- Thorough knowledge of the various ordinances, codes and regulations pertaining to planning, zoning, and code enforcement

- General knowledge of municipal finance and facility planning relative to capital improvement programming.
- Ability to present the results of research effectively in oral, written and graphic form.
- Ability to establish and maintain effective working relationships with volunteer associations and the general public.
- Excellent communication and organizational skills, both verbal and written, along with a proven ability to problem solve, using both sound judgment and tact and diplomacy is also crucial.

Education, Experience and Training:

A Bachelor’s Degree in Public Administration or a related field, along with Accreditation by the American Institute of Certified Planners is preferred **OR** any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities. A minimum of five years relevant experience, including three years of management/supervisory experience also required. Previous local government experience preferred.

Working Conditions:

- Environmental: Work is typically performed in an indoor/outdoor setting. The department is currently open to the public Monday through Friday from 8:30 a.m. until 5:00 p.m. This position will require a flexible schedule to accommodate the needs of the Department and the County to include evening, weekend and occasional holiday hours.
- Physical Effort: Light to moderate work, exerting up to 50 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. The employee is primarily subject to inside environmental conditions.
- Hazards: The employee is primarily subject to inside environmental conditions. Limited exposure to weather conditions.

Special Conditions or Requirements:

- Must be willing to submit to a criminal background and Motor Vehicles check.
- Must consent to drug testing consistent with Louisa County’s Drug-Free Workplace Policy.
- Must possess a valid Driver’s License.
- Must maintain a driving record consistent with insurance industry standards in order to drive a County vehicle.
- Twelve (12) month probationary period.

Disclaimer:

This information is of a general nature, and is not intended to be a comprehensive description of each and every duty. This position is also responsible for performing other duties as assigned.

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