



## **SENIOR DIRECTOR OF COMMUNITY DEVELOPMENT**

**This position will not be filled until September 1, 2022 at the earliest.**

**Hanover County Administration is seeking a Senior Director of Community Development to lead our excellent team of professionals in both our Planning and Building Inspection Departments. The perfect leader for this role will consider themselves a dynamic leader in the Community Development arena who is passionate about being a public servant, excels under pressure, and enjoys problem solving. If you have these characteristics and more, we encourage you to apply for this opening!**

**General Description:** This is an executive level, professional position. The incumbent oversees and manages the operations of both the Planning and Building Inspection departments, as well as the Comprehensive Plan.

**Organization:** The Community Development Director reports to the Deputy County Administrator and supervises multiple departments and staff.

### **Essential Functions:**

- Directly supervises the Planning Director and Building Official, as well as admin staff and the Comprehensive Plan manager. Ultimately oversees the activities of the Planning and Building Inspection Departments.
- Serves as advisor to the Board of Supervisors, Planning Commission and other municipal officials on questions relating to the Planning and/or Building Inspection departments.
- Manages and oversees the operations of all related Committees (i.e. Historical Commission, AFD Advisory Committee, etc.)
- Liaison to all related regional bodies (i.e. PlanRVA)
- Creates any necessary policies and works with staff on their execution.
- Manages the proffer process (i.e. collection, tracking, application, guidance, etc.)
- Manages all related policies and ensures that policies are effectively carried out
- Directs financial operations of both departments, including developing and monitoring of budget.
- Formulates and oversees the executing of a long-range comprehensive planning program for the balance development of the community.
- Directs the formulation, modification, maintenance and interpretation of detailed plans for the physical development of the County.
- Prepares reports and makes presentations as needed.
- Directs and works with the Planning Director and Building Official on all relevant website updates

Hiring range is \$150,000 - \$160,000, plus excellent benefits. For more information or to apply for this position, please visit our career site at [www.hanovercountyjobs.com](http://www.hanovercountyjobs.com) (804) 365-6075.