

DIRECTOR of COMMUNITY & ECONOMIC DEVELOPMENT (Open Until Filled)

Cumberland County is accepting applications for its Director of Community & Economic Development. This is an executive level, professional position that oversees and manages the operations of the Building Inspection and Planning/Zoning departments as well as implements the County's economic development function. Work is performed under the general supervision of the County Administrator.

Essential Functions/Typical Tasks:

- Directly supervises the Planning and Zoning Administrator and Building Official while ultimately overseeing the activities of those respective departments.
- Develops plans, ordinances, amendments, studies, and strategies in response to existing or anticipated needs as directed or apparent.
- 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. –
- Directs financial operations of both departments, including developing and monitoring the budget.
- Presents information, responds to questions, and makes recommendations to the Board of Supervisors, community organizations, and the public.
- Recommends and prepares ordinance amendments.
- Assists staff with code enforcement activities. - Serves as the department liaison to the Economic Development Authority.
- Develops and initiates actions to implement the County's economic development strategy. - Implements marketing programs for new and existing businesses.
- Assists developers with the project review and approval process, and coordinates development activities with other County departments; including economic incentives.
- Maintains accurate and current demographic and business information.
- Represents the County on all required Boards and Commissions

Knowledge, Skills, and Abilities:

Thorough knowledge of municipal ordinances governing zoning and related codes, through knowledge of planning practices and procedures. Must possess skills which exhibit extensive knowledge of and proficiency in the field of local government planning including comprehensive planning, zoning, site plan review. Requires knowledge of the general principles of economic development, including commercial real estate, planning, and marketing. Must have the skills and ability to work in multiple areas simultaneously. Education, Training, and Experience: Requires Bachelor's Degree from an accredited university or college (Master's degree in public administration or any economic development field of study preferred). Have eight years of progressively responsible experience in related fields or any equivalent combination of education,

experience or training sufficient to demonstrate the knowledge, skills, and abilities of the position.

Special Conditions: - Criminal records check, valid Commonwealth of Virginia Driver's License, 12-month probationary period, work beyond normal work schedule.

For job description and county application, please contact Jennifer Crews at 804/492-3563 or visit <https://www.cumberlandcounty.virginia.gov/employment>. Submit completed county application and resume to Cumberland County, Attn: Jennifer Crews, P.O. Box 110, Cumberland, VA 23040.

The annual salary range is \$70,000 to \$80,000.

Position is open until filled.

Cumberland County does not discriminate on the basis of race, color, national origin, religion, sex, age, marital status, creed, or disability in its programs, activities or employment practices.