

Director of Planning and Community Development

FLSA Status: *Exempt*

General Definition of Work

Provides strategic leadership and management of the City's Planning and Community Development Department (Planning, Zoning Administration, Storm Water & Erosion Sediment Control Enforcement, Building Inspections, and GIS – Geographic Information Systems). Performs complex professional work in providing planning and development services for the City.

Qualification Requirements

This senior level position is an integral part of the City's Management Team, thereby directing and managing the Planning and Community Development Department. The position serves as professional staff support to the City Council, Planning Commission, Board of Zoning Appeals and other bodies as assigned. The position serves under the general guidance of the City Manager or designee. Management and supervision is exercised over subordinate personnel.

Essential Functions

- Provides professional and technical planning assistance to the City Manager, City Council, Planning Commission and other bodies as assigned;
- Leads and manages the Planning & Community Development Department, thereby providing strategic planning, budgeting, personnel administration, work programming, and quality assurance to the department's various divisions (Planning, Zoning, Storm Water & Erosion Sediment Control, Building Inspections, and GIS – Geographic Information Systems).
- Serves as staff support to the City's Planning Commission, Board of Zoning Appeals, and other bodies as assigned;
- Receives, examines, and prepares recommendations on applications for rezoning, subdivision, building, and site development plans;
- Works in the field as necessary and conducts site visits to view areas of applications for rezoning, special use permits, subdivision, building and site development plans;
- Prepares and makes presentations to appropriate boards and commissions on recommendations requiring action;
- Administers and enforces zoning, subdivision, erosion and sediment control, and site development ordinances and codes; provides appropriate staffing and may serve for Zoning Administrator, Subdivision Agent and Program Administrator for erosion and sediment control;
- Develops medium and long-range plans, special studies and public workshops, and represents the City in multi-jurisdictional endeavors;
- Prepares and recommends revisions and additions to City's land use ordinances.
- Plans, organizes and directs activities of development in accord with City policies and budget;
- Prepares project plans and schedules as directed by the City Manager;
- Provides primary staff coordination between the Mount Rogers Planning District Commission and the City;
- Prepares and presents the Planning & Community Development Department budget;
- Serves as a chief point of contact for the City as it relates to citizen and applicant information for Development and Planning-related activities;
- Oversees planning and Community Development grant and project activities;
- Performs other duties as may be assigned.

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Knowledge, Skills and Abilities

Demonstrated leader who can lead and manage multiple, development program areas, including work flow product, budgets, projects, personnel, and local government – community relations; thorough knowledge of State statutes and City ordinances governing planning, zoning, building, stormwater, erosion & sediment control, and related development codes; thorough knowledge of planning principles and practices; knowledge of economic development procedures; general knowledge of geographic information systems (GIS) is required; ability to read and comprehend plans and policies; ability to communicate both orally and in writing; ability to establish and maintain effective working relationships with property owners, developers, City officials and the general public; ability to deal with citizens and community issues and enforcement-related matters; ability to effectively communicate with public media; ability to enforce ordinances and regulations in a firm, tactful and impartial manner; ability to work both as a leader and as part of a team and to adapt work habits and procedures as necessary to accommodate the organization; ability to utilize office software and email.

Education and Experience

Graduation from an accredited college or university with a Bachelor's Degree in planning or a related field. A minimum of five years of directly related and progressively responsible experience in planning, zoning and community development. Prior experience in municipal or city government is preferred. A Master's Degree in Planning or a related field is highly desirable. Additional education may be substituted for experience where applicable.

Physical Requirements

Must be able to sit for long periods of time while operating a computer and telephone. Must be able to conduct site visits and negotiate terrain with varying slopes and ground conditions, in varying weather conditions. In general, the job is performed in a climate-controlled office setting; however, frequent outdoor visits to sites with various terrains and in varying weather conditions may occur during all seasons of the year.

Special Requirements

Licenses and Certificates – AICP certification is desirable.

The successful applicant will possess and maintain a valid Virginia Motor Vehicle Operator's License

The City of Galax is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Galax City will provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with the employer.

This description provides information regarding the essential functions of the designated job, and the general nature and level of work associated with the job. It should not be interpreted to describe all the duties whose performance may be required of such employees or be used to limit the nature and extent of assignments such an individual may be given.