



## Director of Community Development and Planning

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### Summary Objective

The purpose of this position is to direct the County's community development and planning activities, directing, managing and coordinating with the County Administrator and department directors. This position works under administrative supervision, developing and implementing programs within organizational policies and reports major activities to executive level administrators through conferences and reports. Reports directly to the County Administrator.

### Essential Functions

*The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.*

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Plans, organizes and directs the planning and community development programs of the County including long and short-term planning, land use regulation and capital improvement plan.
- Directs the administration of the Virginia Uniform Statewide Building Code, the Virginia Erosion and Sediment Control Standards, the Virginia Stormwater Management Program, and FEMA's Community Rating System (CRS)/Floodplain program.
- Prepares and presents additions and revisions to zoning ordinances for consideration by the Planning Commission and the Board of Supervisors; Analyzes statistical and narrative data pertaining to county planning issues.
- Serves as staff liaison to the Planning Commission, the Board of Zoning Appeals, the Board of Building Code Appeals, the Citizens Transportation Advisory Committee, and departments on planning and developmental matters; Participates in meetings and public hearings to explain recommendations and planning proposals. Prepares agendas, staff reports, and makes recommendations.
- Responds to citizens' concerns regarding planning issues; Coordinates planning activities with local, regional and State agencies; Provides staff assistance to the Board of Supervisors, boards, commissions, and committees.
- Prepares ordinances to implement growth and development policies.
- Serves as zoning administrator and subdivision agent for the County.

- Consults with governmental officials on planning and community development issues; Advises public and private bodies on new or contemplated plans, projects or programs; prepares speeches, articles, reports and other presentations dealing with the planned development of the community.
- Prepares annual department budget requests and monitors expenditures.
- Applies for various grants, including, not limited to DHCD, VDOT, etc. programs.
- Administers/serves as project manager for various County projects including, but not limited to DHCD, VDOT, etc. projects.
- Performs related work as assigned.

**Minimum Education and Experience Requirements:**

- Bachelor's degree in urban studies, planning, economic development or related field. Master's degree in same preferred.
- Five (5) years of professional planning, zoning, community and economic development experience; or an equivalent combination of education, training and experience.

**Special Certifications and Licenses:**

- Must possess and maintain a valid state driver's license.
- Certified Zoning Administrator (CZA) through the Virginia Association of Zoning Officials (VAZO) certified preferred; Must obtain within 2 years of hire if not in current possession.
- AICP certification preferred;

**Salary**

Salary Range: Minimum starting at \$82,649.

Negotiable depending on qualifications and experience.

**Closing Date**

Open Until Filled

First review of applications to commence Monday, March 25, 2024

**To Apply**

Must submit a cover letter, resume, and completed employment application via email to:

[tbradshaw@southamptoncounty.org](mailto:tbradshaw@southamptoncounty.org).

County employment applications may be found on the County's website at:

[https://www.southamptoncounty.org/departments/human\\_resources/employment.php](https://www.southamptoncounty.org/departments/human_resources/employment.php)

Please contact Tina Bradshaw, Administrative Assistant, at (757) 653-3015 or via email should you have any questions regarding applying for the position.

Posted February 23, 2024