



**CITY OF JASPER**  
**JOB DESCRIPTION**

**A. IDENTIFICATION INFORMATION**

- 1. Job Title: DEVELOPMENT DIRECTOR**
- 2. Department: Planning & Development    Division: N/A**
- 3. FLSA Classification: Exempt                      Pay Grade: 70,000 – 100,000**

**B. INTRODUCTORY STATEMENT**

The responsibilities of this position span complex professional planning, development review, zoning administration, enforcement, building permits and special projects. Work includes supervision of professional, technical and support staff and management of outside contractors. Position shall function with a high degree of independence while utilizing sound professional judgement in planning and organizational development. The Planning and Community Development Director will be committed to the mission, vision and values of the City and demonstrate ethical conduct, community stewardship, individual initiative, and responsive service. Position shall demonstrate effective performance through clear, concise communication; collaboration; proper allocation and utilization of resources; sound decision-making; personal accountability and responsibility. Position will have knowledge of planning, zoning, and land use principles, including interpretation and implementation of laws, codes, rules, and regulations. Position should be skilled in providing positive, solutions-oriented, and effective customer service. And will promote a culture of teamwork by treating coworkers, stakeholders, and applicants with respect and dignity while engaging in open dialogue.

**C. ESSENTIAL JOB FUNCTIONS**

These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position.

1. Prepares studies, designs, reports, and plans as component parts of major planning and development projects, including long-range planning documents, impact fee studies, capital improvement programs, thoroughfare planning, subdivision ordinance revisions, and zoning ordinance amendments.
2. Assists with annexation and development agreement procedures and processes, including the enforcement of active development agreements.
3. Explains planning and permitting processes and regulations to citizens, property owners, realtors, consultants, developers, and the general public; this includes zoning changes, plats, site plans, variances, conditional use permits, rezones, annexations and all other planning and permitting processes.
4. Responsible for all city planning and development services and activities, including land development, comprehensive long and short-term planning, business licensing, historic

preservation and recommends and administers planning activities, ordinance development, policies, and procedures.

5. Develops, oversees, and reviews proposed changes to ordinances and policies affecting the Community Development Department and ensures compliance with legal requirements including state, local, and federal regulations, and directives.
6. Reviews applications for zoning permits, site plans, subdivision plats, annexations, rezoning, variances, and other development plans, ensuring conformance with City regulations and provides comments and recommendations.
7. Establishes and maintains cooperative working relationships with a variety of citizens, public and private organizations, boards, and commissions at the local and state levels.
8. Coordinates fostering of partnerships among public, private, and intergovernmental agencies to ensure the efficient construction and implementation of public agency projects.
9. Provides information to the public regarding zoning and land use regulations, permitting processes, site requirements, subdivision platting, and other development requirements and processes.
10. Selects, supervises, and evaluates Department personnel; oversees employee relations and grievances and oversees supervisory training and staff development programs.
11. Researches and provides information with the aid of the City Clerk to elected and appointed officials, other city staff and the general public on matters related to development regulations, zoning codes, general city codes, etc.
12. Meets with the general public regarding complaints and other city matters.
13. Meets with vendors to discuss potential and proposed city projects; reviews plan for compliance; attends pre-construction meetings.
14. Assists in processing and preparing staff reports related to re-zoning, conditional use permits, annexations, variances, special exceptions and appeals.
15. Obtains property easements from citizens to allow completion of projects.
16. Directs and oversees the coordination of the department budget.
17. Prepares and presents staff reports to the Planning & Zoning Board, the Board of Appeals and the Mayor and City Council.
18. Acts as City representative on behalf of the Mayor and Council on local, state, and regional matters related to planning, land use, development, and related matters.
19. Maintains GIS information on location of fire hydrants, water and wastewater lines.
20. Performs other related duties as assigned by the City Manager.

#### **D. JOB FACTOR SPECIFICATIONS**

##### 1. Job Requirements

###### a. Knowledge Skills and Abilities

1. Advanced knowledge of Land Use and General Planning and Zoning processes; principles and practices of urban planning and development.
2. Fundamental understanding of laws underlying general plans, zoning, and land divisions; the ability to interpret, administer, and apply state and local policies, procedures, laws, codes, and regulations.
3. Understanding of property boundary descriptions, local zoning and subdivision regulations, and the ability to learn to interpret them.
4. Understand, interpret, and utilize documents and maps, current literature, information sources, and research techniques in the field of urban planning.

5. Advanced knowledge of the inter-relationships between the planning and the construction of a variety of infrastructure projects.
6. General knowledge of civil engineering, design, and construction.
7. General knowledge of administration, budgeting, and program management.
8. Knowledge of development regulations concerning land use and environmental matters.
9. Basic principles of Geographic Information Systems (GIS) applicable to municipalities.
10. Knowledge of stormwater management principles.
11. Ability to work with a diverse group of constituencies with the potential for conflicting viewpoints and agendas.
12. Knowledge of research, statistical analysis, and report preparation principles.
13. Knowledge of relevant federal, state and county laws, city ordinances and department policies and procedures.
14. Communicate clearly, concisely, and effectively, both orally and in writing; the ability to prioritize tasks and work on multiple projects during the same time period.

2. Responsibility

- a. This position has day to day direct supervisory responsibility over departmental personnel as assigned by the City Manager.

3. Personal Work Relationships

- a. Contacts are typically with co-workers, elected and appointed officials, business owners, representatives of other governmental agencies, vendors, contractors, architects, engineers, builders and the general public.
- b. Contacts are typically to exchange information, motivate persons, negotiate matters, resolve problems and provide services.

4. Physical Effort and Work Environment

- a. The work is typically performed while sitting at a desk or while intermittently sitting, standing, stooping, walking, bending; and outdoors, occasionally in cold or inclement weather. The employee occasionally lifts light and heavy objects and distinguishes between shades of color.

5. Guidelines

- a. Guidelines include federal general codes and ordinances, land development regulations, state laws, Regional Commission guidelines, Water Planning District guidelines and Georgia Department of Transportation regulations. These guidelines require judgment, selection and interpretation in application. This position assists in the development of department guidelines.

6. Complexity and Scope of Work

- a. The work consists of varied administrative, supervisory and management duties of projects. The wide-range of programs and services provided contributes to the complexity of the position.

- b. The purpose of this position is to manage and facilitate the city's operations as it relates to working interdepartmentally between all city departments. Successful performance helps ensure the efficiency and effectiveness of those operations.

7. Qualifications

- a. A Bachelor's Degree in planning, public or business administration, urban policy, civil engineering, or a related field. A Master's Degree in a similar field is preferred.
- b. Minimum of five years of progressively responsible planning experience, including administration, policy making, and zoning administration responsibilities. Three years of supervisory experience preferred.
- c. Knowledge and level of competency commonly associated with the completion of an associate degree in a course of study related to the occupational field or experience therein.
- d. Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.

8. Licenses and Certifications Preferred:

- a. Certification or candidate status as a professional community planner (AICP) is highly preferred.
- b. Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.

9. Supervisory Controls

- a. The City Manager assigns work in terms of department goals and objectives. The manager reviews work through conferences, reports and observation of department activities.

**E. APPROVAL SIGNATURES**

**I have read and understand the attached job description for the position of Development Director with the City of Jasper.**

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Employee (print)

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Employee (signature)

Date

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Department Head (print)

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**Department Head (signature)**

**Date**

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**City Manager (print)**

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**City Manager (signature)**

**Date**