

COMMUNITY DEVELOPMENT DIRECTOR

Administration Building
Pulaski County

Department: Community Development

Reports to: County Administrator

Supervision Exercised: Building Official, Building/Zoning Technical Assistant, and Community Development Secretary/ Receptionist

Supervision Received: Minimal instruction and supervision after orientation and probationary period.

Classification (FLSA): Exempt/Full time

JOB SUMMARY

The essential functions for this position are to oversee the Community Development Department, including, but not limited to, the planning and zoning office, building office, and front desk staff. Performs difficult technical work overseeing the administration of zoning, subdivision, land development standards, long-range planning, and other related activities and duties. Responsible for enforcement of zoning, land development, and subdivision regulations. Staffs several boards and commissions and serves on multiple boards and commission on behalf of Pulaski County. Does related work as required. Reports directly to the County Administrator. Should operate at the executive level to interact with elected officials, appointed officials, and the public.

RESPONSIBILITIES (Essential Functions):

- Supervise at least four (4) professional staff members.
- Oversee office budget, office purchasing, and other typical administrative functions of managing an office.
- Act as the Planning & Zoning Administrator for the County.
- Administer the zoning, land development, and subdivision regulations as adopted by Pulaski County, including enforcing violations and writing official zoning determinations.
- Oversee long-range planning for Pulaski County, including performing studies, writing reports, and evaluating future conditions for growth and land development.
- Provide information and assistance to citizens, staff, developers, attorneys and county appointed and elected boards through meetings, phone calls, letters and emails.
- Prepare agendas for, act as Secretary to, write staff reports for, and present to the Pulaski County Planning Commission and Board of Zoning Appeals.
- Assemble items and present to the Pulaski County Board of Supervisors.
- Meet with citizens, design professionals, and contractors to provide guidance on draft plans or development ideas.

- Performing all duties of the UDO Administrator as outlined in the Pulaski County Unified Development Ordinance, including reviewing and approving all zoning permits, site plans, and subdivisions.
- Conferring with County staff and various State agencies, as well as utility company representatives, on planning and zoning related issues.
- Prepare proposed amendments to County zoning, land development, and subdivision regulations; Official Pulaski County Zoning Map; Pulaski County Comprehensive Plan; and the Future Land Use Map.
- Serve on various boards and commissions including, but not limited to, the New River Valley Metropolitan Planning Organization (MPO) Technical Advisory Committee, New River Valley Airport Commission, Indoor Plumbing Rehabilitation Oversight Board, New River Valley HOME Consortium Board of Directors, and various regional committees as needed.
- Act as a liaison to the Friends of Claytor Lake Board of Directors and represent Pulaski County on various technical advisory committees and review groups for Claytor Lake.
- Support economic development activities and initiatives.
- Coordinate and run community meetings and other public meetings for a variety of projects and tasks.
- Provide grant administration for various grants, including, but not limited to, CDBG, HOME, and VDOT grants used on County projects.
- Provide project management, including directing consultants, writing RFP's, overseeing budgets, and executing contracts, for the planning and design of County projects related to housing, community services, parks, and other related Capital Improvements.
- Performs other related duties as required

KNOWLEDGE, SKILLS AND ABILITIES:

- Comprehensive knowledge of planning, zoning, and community development principles.
- General knowledge of building codes, surveying, site design, land development, and engineering standards.
- Dexterity required to operate keypads, push buttons and switches and related facility.
- Physical ability to perform typical office tasks, as well as perform site inspection under varying climatic conditions and terrain.
- Strong verbal and written communication skills.
- Ability to effectively work with various community stakeholders, design professionals, non-profit organizations, neighborhood groups, elected and appointed officials, and the general public on a wide variety of issues related to planning, zoning, and land development.
- Supervise, provide guidance to, and support staff in various community development, planning, and zoning activities.
- Ability to communicate effectively on a variety of levels, either orally or written form.
- Ability to establish and maintain effective working relationships with County officials, boards, associates, employees and the general public.

EDUCATION AND EXPERIENCE:

Required: A Bachelor’s degree in planning, landscape architecture, architecture, geology, or a related field; minimum of four (4) years of experience in the planning or a related field; project management experience for planning and design of capital improvement projects; general knowledge about a wide range of planning topics; computer skills necessary to work in various Microsoft Office programs and ESRI ArcMap; ability to interpret and draft codes and ordinances; be proficient at public speaking; and be able to work effectively in a team environment. Possession of a valid appropriate driver’s license issued by the Commonwealth of Virginia.

Preferred: Master’s Degree in planning or related field, AICP certification, minimum of two (2) years of supervisory experience, experience working with or supervising building inspectors, and the ability to operate a motor boat.

PHYSICAL REQUIREMENTS:

The position requires constant use of the visual and auditory senses, as well as dexterity required to operate keypads, push buttons, and switches. Ability to sit at a desk and operate computer, calculator, and other devices; ability to read and write and to exchange information; ability to walk, squat, kneel or bend to file papers; ability to lift and carry up to 40 pounds; ability to traverse steep terrain and stairs; ability to work independently in the absence of specific instruction; and the ability to meet the public courteously and effectively.

SPECIAL REQUIREMENTS:

Obtain American Institute of Certified Planners (AICP) certification within 2 years of beginning employment. Abide by the AICP Code of Ethics, even before obtaining AICP certification.

Ability to assist the Emergency Operations Center Management Team in the event of a local emergency including but not limited to pre- and post- disaster response.

Valid Virginia Driver’s License.

I have read, understand and accept the duties, standards and expectations required of this position. I hereby affirm my good faith compliance with all county policies and procedures.

Employee: _____

Date: _____

Note: This job description is not intended to be all –inclusive. An employee will also perform other reasonably related job responsibilities as assigned by the County Administrator, department head or supervisor.

Pulaski County reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. The job description does not constitute a written or implied contract of employment.