

JOB OPPORTUNITY

Director of Development

Chamblee, GA Posted: Friday, August 3, 2011 End Date: Friday, August 19, 2011

The City of Chamblee, Georgia is seeking a competent and highly motivated individual to serve as Director of Development. This position makes a significant impact to the quality of life of our citizens as well as fosters a positive climate for development within the parameters outlined in city codes and zoning ordinances.

The Director of Development works under limited supervision and performs professional administrative work planning, directing, and overseeing the activities of the department. This position also performs work that involves coordinating and administering the City's economic development, planning, and zoning functions. The Director of Development reports to the City Manager.

ESSENTIAL JOB FUNCTIONS

- Reviews development plans and permit applications for compliance with the City's land use plan, development regulations, zoning ordinance and other development policies. Tracks all plans through the process and prepare reports for the City Manager and City Council.
- Reviews submitted construction drawings, site plans, landscape and tree protection plans, and subdivision plats for compliance with appropriate regulations.
- Coordinates with City Planner and City Manager to provide planning information and guidance to the public; communicates and works with developers regarding plans submitted to the City.
- Gathers information and prepares a wide variety of records and reports such as weekly status reports, news releases, general correspondence, etc. for the City Manager, City Council and Architectural Design Review Board.
- Obtains and prepares grant applications for various City projects; administers grants and other financial assistance received for City development projects, including State Transportation Funds, etc.
- Recruits new enterprise into the City tax base; designs/develops new economic development programs for the City.
- Prepares and administers Department's annual budget and oversees all expenditures to prevent over-expenditure of appropriations.
- Provides technical assistance to the City Planner, City Manager and City Council during the review of submitted development plans and zoning applications.
- Attends education classes, conferences and seminars for professional development.

- Performs other related duties as assigned by the City Manager.
- Receives and/or reviews various records and reports such as development plans and permits, construction drawings, and weekly status reports.
- Prepares and/or processes various records and reports such as annual budget and news releases.
- Refers to policy and procedures manual, codes / laws / regulations, publication and reference texts, etc.
- Operates a personal vehicle and variety of equipment such as computer, standard office equipment, etc.
- Uses a variety of standard office supplies and materials.
- Interacts and communicates with various groups and individuals such as the City Manager, City Council, City Planner, and the general public.

MINIMUM TRAINING AND EXPERIENCE

Requires a Bachelor's degree plus two years in planning, development, or a related field supplemented by two to three years of planning, development, or a related field experience; or an equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities.

Salary Range: \$61,129 - \$85,580

Please submit: 1) a cover letter, 2) resume, and 3) City of Chamblee Employment Application

All documents may be submitted by email to nford@chambleega.com subject line: Director of Development or fax to 770-986-5014. If you are mailing your documentation, please forward to Niles Ford, City Manager, City of Chamblee, 5468 Peachtree Road, Chamblee, GA 30341. Completed application packages must be received by 12 noon on August 19, 2011.