

Planning, Zoning & Community Development Administrator – Community Development (Department Head)

Job Description Community Development (Department Head)

Summary & Scope of Responsibilities: Under minimal direct supervision, performs professional, administrative, and supervisory work in directing and coordinating the activities of the Department of Planning, Community Development & Property Maintenance. This individual provides a full range of management, administrative and field services in order to maintain and implement the Zoning Ordinance, Subdivision Ordinance, Comprehensive Plan, and sections of the Code of Ordinances of the Town of Colonial Beach. The position fills the following roles; Planning Director, Zoning Administrator, Development Director, Property Maintenance Official, Subdivision Agent, and Environmental Planner. The incumbent directs the activities of professional/technical and clerical staff engaged in comprehensive planning, zoning, subdivision/site plan review and the implementation of the Virginia Building, Fire and Property Maintenance Codes. Work also involves serving as technical advisor to the Town Manager, Town Council, Planning Commission, and Board of Zoning Appeals. Employee is responsible for preparing the department's proposed budget and monitoring expenditures. Employee is also responsible for directing the compilation of monthly and special reports. Employee must exercise tact and firmness in dealing with the public, volunteers, developers, contractors, and public officials. This individual is also responsible for performance management activities for department employees, to include annual performance appraisals.

- Oversees coordination of all application for land use, zoning and development to include meeting with developers prior to application, pre-clearing site inspections and monitoring of sites after development
- Oversees interpreting, maintaining, and updating the Zoning Ordinance, Subdivision Ordinance and the Comprehensive Plan, as well as State Building, Fire and Property Maintenance Codes
- Ensures coordination with, and participation of various regional, state and federal agencies involved in development and land use regulation
- Serves as staff liaison to Town Council, Planning Commission, Local Board of Building Code Appeals and Board of Zoning Appeals
- Identifies compliance or violation with applicable Codes and ordinances to include Zoning Code, Inoperable Vehicle Code and other local, State and/or Federal standards
- Prepares annual department goals/work plans and budget; monitors revenues and expenditures for department
- Prepares public notices and advertisement, as well as provides staff reports for all rezoning, conditional use permits and variances
- Provides staff reports on special projects assigned by Town Manager
- Evaluates proffers and makes recommendations
- Manages the staff assigned to Planning and Zoning

Reporting Relationships:

- Reports directly to the Town Manager.
- If Town Manager isn't available or if the concern is about the Town Manager, the Community Development Department Head reports to the Deputy Town Manager.
- If the Deputy Town Manager is also absent, the next step is to report to the Mayor, Vice Mayor then subsequently council.

Other Responsibilities & Tasks:

- Prepares code amendments
- Reviews proposed legislative changes
- Provides technical assistance for plan review, ensuring accuracy, completeness, and compliance with all applicable Town and State Codes
- Serves as leader, mentor, role model to other employees
- May be required to represent the Town at networking or other municipal development events
- Maintains and adheres to quality and safety standards and Departmental Goals and Work Place Values
- Coordinates with other department representatives as may be required
- Oversees approval of all zoning permits
- Works closely with the Code Official, Building Official, Town Manager and Town Attorney in enforcement of Zoning, Building, Fire and Property Maintenance Codes as well as authorized Town Code of Ordinance and public nuisance regulations
- Works closely with Town Clerk in coordinating commission and board agendas and packet preparation
- Supports field and assists staff in conducting field inspections relative to violations
- Provides public education as necessary regarding the process of development and all provisions of the Zoning and Subdivision ordinances
- Prepares and delivers timely and effective performance evaluations for direct reports annually
- Management skills and practices to include budgeting, policy and procedures development and personnel supervision

Knowledge, Technical Skills & Competencies:

- An experienced level of departmental understanding and managerial skill-sets.
- Self-driven, mission focused desire for task accomplishment.
- Innovate, problem solving approach to citizen requirements.
- Immense background in Zoning and Planning Commission support.
- Proficient in all Micro Soft office products (excluding MS publisher).
- Proficient in GIS software
- Working knowledge general Internet related search engines and general query capabilities

Work Style & Values: Focus on customer-based operations designed to fuse ethical solution-sets to desirable outcomes while adhering to the ordinances and codes that regulate and/or

applicable to community development. proactively reach out to citizens and offer direction and guidance that supports (as best as possible) the citizens task.

Our proactive and synergistic approach to the pursuit of rapidly executing change initiatives will provide the groundwork for success. It's imperative that we provide our employees with a positive depiction of change given that hesitance to new ideas is common place. Your leadership will set the tone for our success as we bring our infrastructure into present times and standards.

Expected hours & Travel: Salaried executive level position that is expected to average over and above a 40 hour a week schedule (work load driving hours spent i.e. performance driven). Minimal travel however, occasional travel to conferences and/or grant initiatives under the new council will increase travel efforts but should remain within normal tolerance limits (2-3 weeks per year).

Required Education & Experience:

- A master's degree in urban planning (preferred), public administration, engineering, business administration or combination of education, training and experience to sufficiently demonstrate the knowledge skills and abilities needed for this position
- Certified as a professional planner via the American Institute of Certified Planners (AICP)
- Specialized technical training in zoning, building, and/or property maintenance
- Minimum of five years of municipal management, planning and customer service experience
- Knowledge of zoning and land use regulations
- Use of proper English grammar demonstrated in written communication and speech
- Valid Driver's license
- Excellent time management and organizational skills
- Ability to analyze complex issues and develop implementable solutions
- Ability to make presentations to various audiences and use of audio visual equipment
- Ability to communicate/educate the public, contractors, engineers, elected officials and co-workers effectively and successfully

Special Qualifications to be acquired within two years of appointment

- Requires State certification for Property Maintenance Official through DHCD
- Requires certification as a Zoning Administrator (CZA) through the Virginia Association of Zoning Officials (VAZO)

Chain of Command: This position answers and reports directly to the Town Manager

AAP/EEO Statement: This position description provides a general overview of the environmental conditions inherent in the job setting, as well as the physical, mental, and sensory requirements necessary to perform the essential functions of this position.

The Town follows the requirements of the Americans with Disabilities Act (ADA) in all hiring and employment decisions. The Town will not discriminate on the basis of disability in its hiring and

employment practices and will make reasonable accommodations for the known physical or mental limitations of a qualified applicant or employee with a disability upon request unless the accommodation would cause an undue hardship on the operation of the Town's business. Persons with disabilities are encouraged to contact the Director of Human Resources (at 315 Douglas Ave. Colonial Beach, VA, 22443) when accommodations and job modifications may be necessary.

Non-Discrimination in Employment

The Town does not discriminate in employment on the basis of race, color, religion, sex, pregnancy, national origin, political affiliation, marital status, disability, genetic information, age, parental status, military service, or other non-merit factors.

Duties and Responsibilities may change: This position description is subject to change at any time as the needs of the Town change. Nothing set forth herein restricts the Town's right to assign or reassign duties and responsibilities to this position at any time with or without notice.