

Planning and Development Director



<u>Job Title:</u>	Planning and Development Director
<u>FLSA Status:</u>	Exempt, Salary
<u>Pay Classification:</u>	TBD
<u>Department:</u>	Planning and Development Department
<u>Reports To:</u>	City Manager

Job Summary

In this role, you'll work closely with our active Downtown Development Authority, the new Riverlands Development Authority, and the Housing Authority to bring vibrant projects to Sugar Hill. With initiatives like a land trust for affordable housing and new parks and greenspaces, you'll have the opportunity to contribute to meaningful work in our thriving city.

As the Planning and Development Director, you'll lead the Planning and Development Department, guiding a talented team in delivering high-quality services across planning, permitting, inspections, code enforcement, and community development. You will oversee the creation and implementation of long-range plans, ensuring they align with the city's strategic vision and comply with state and federal regulations. This full-time, exempt position reports directly to the city manager.

Core Responsibilities

While the planning and development director may receive assignments outside of those responsibilities listed here, they will be primarily accountable to:

- Lead the Planning and Development Department's daily operations, ensuring the effective delivery of services, including planning, permitting, inspections, code enforcement, GIS, and community development.
- Recruit, train, and mentor a talented team, empowering them to deliver high-quality planning and development services while overseeing key projects and initiatives.
- Develop, implement, and maintain the city's long-range plans, zoning ordinances, and land development policies, ensuring they align with the city's strategic vision and comply with state and federal requirements.

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Typical Duties

Each position in this classification may not include all the duties listed below nor do the examples cover all duties that may be performed. Under limited supervision, the planning and development director:

- Supervises and coaches department staff in the areas of long-range planning, current planning, GIS, development review, building review, and code enforcement.
- Ensures all department staff and planning commission are appropriately trained.
- Develops goals, objectives, policies, and procedures for the department.
- Prepares and administers department operations budget.
- Reports events and activities to city manager, city council, and planning commission in written and oral form ongoing and through presentations at regular and special called evening meetings.
- Maintains the codes of ordinances related to planning, zoning, and land development, updating as state and federal statutory and case law require and as an implementation tool of planning policy
- Ensures that the city manager, city council, and planning commission are kept informed on the condition of the department and about any trends, events, or emerging issues of significance to the city's success.
- Oversees the preparation and implementation of the comprehensive plan and other planning initiatives and adheres to state requirements for plan updates and reporting.
- Reviews all departmental reports and presentations to ensure quality, accuracy, precision and alignment with the city's vision, goals, and strategic initiatives.
- Reviews solicitations for consultant services related to department operations, and manages the projects and contracts on behalf of the city.
- Tracks and evaluates planning-related legislation and applicability to city projects and initiatives.
- Oversees the organization and administration of planning commission and other public meetings, and exercises leadership to ensure those proceedings are conducted within appropriate legal framework, fairly, effectively and professionally.
- Oversees the development and building process by guiding staff through plan reviews and inspections, while also stepping in to personally conduct reviews and site inspections as needed.
- Administers applications and grants related to projects and functions of the department.

Essential Competencies

To sufficiently perform the job requirements for the planning and development director role, he or she must possess the mental development, interpersonal awareness, and technical skills to:

- Advanced knowledge in theory, principles, and techniques of the planning profession, land use law, and development process.

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- Advanced knowledge of federal, state, and local laws, ordinances, and codes related to a wide variety of planning topics.
- Advanced knowledge of principles of personnel management, including supervision, training, and performance evaluation.
- Advanced knowledge of the methods and techniques of research and analysis.
- Advanced knowledge of the principles of budgeting and local government finance.
- Advanced knowledge of real estate terminology, laws, practices, principles, and regulations.
- Considerable knowledge of computer applications including Microsoft Office, Microsoft Teams, database management, GIS programs and applications, and Internet applications.
- Effective and persuasive leadership comfortable with all levels of staff, appointed and elected officials, public stakeholders, and others.
- Proven management skills and ability to manage day-to-day operations.
- Strong written and oral communication skills, including editing, oversight, or preparation of technical reports, and the presentation of information to government entities and various committees.
- Strong interpersonal and public relations skills to work effectively with various officials, staff, citizens, and other customers.
- Strong organizational skills.
- Ability to understand and manage high-profile, sensitive, or controversial political situations.
- Strong problem-solving and negotiation skills.
- Ability to exercise sound and independent judgment within general policy guidelines.

Supervisory Controls

The planning and development director reports directly to the city manager and often works on assignments collaboratively with other senior staff within the City of Sugar Hill. This position supervises employees, providing professional administrative, customer service, permitting, inspections, code enforcement, development review, building review, GIS, and planning services.

Work Environment

While performing the duties of planning and development director, the employee primarily works indoors but may perform work outdoors and be exposed to moderate temperature extremes; wet, humid conditions; and potential dust from wind erosion. He or she is regularly required to speak, listen, walk on level ground and potentially unstable development sites as well as attend evening and possible weekend meetings.

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Minimum Qualifications

- Master's degree in planning or related field **and**
- At least six (6) years of professional planning experience **and**
- At least two (2) years of experience in a supervisory role **or**
- Any equivalent combination of education and experience including but not limited to demonstrated mastery of typical duties and essential competencies.

Licenses and Certifications

- Valid Georgia driver's license is required.
- American Institute of Certified Planners (AICP) is *preferred but not required*.

This job description is only a summary of the typical functions of the job and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The responsibilities, tasks and duties of the jobholder might differ from those outlined herein and other duties, as assigned, might be part of the job. The incumbent must be able to perform all of the core responsibilities of the job assignment.