

# **City of Jonesboro**

## **JOB DESCRIPTION**

POSITION: Community Development Director  
REPORTS TO: City Manager  
OVERVIEW: This position is responsible for developing and administering planning and development activities. This position is also responsible for the administration of the city's zoning ordinance.  
Salary: \$65,000 min.

## **EDUCATION & DIRECTLY APPLICABLE EXPERIENCE**

Minimum requirements include graduation from a four-year college or university with an undergraduate degree in city/urban planning/economics, public administration, architecture or closely related field (master's degree desirable), supplemented by no less than three years' experience; or any equivalent combination of training and experience.

## **SUPERVISORY CONTROLS**

The work is performed under general supervision; the supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines, and priority of assignments. The supervisor provides additional, specific instructions for new, difficult or unusual assignments including suggested work methods or advice on source material available.

The employee uses initiative in carrying out recurring assignments independently but refers deviations, problems and unfamiliar situations not covered by instruction to the supervisor for clarification and direction.

## **SUPERVISION GIVEN**

This position does not supervise any other positions at the current time.

## **ESSENTIAL DUTIES**

- Facilitates economic development of the city; oversees activities related to development and related historic preservation functions.
- Develops short and long range plans; gathers, interprets and prepares data for studies, reports, recommendations.
- Coordinates the city's zoning, sign, and landscape ordinance and subdivision regulations.
- Coordinates the review of plans and administration of regulations with developers, engineers, planning staff, other city employees, and the general public; prepares reports for presentation to the City Council.
- Reviews and prepares zoning reports in conjunction with the City Manager, general public and other city employees;
- Reviews all special use, variance, zoning applications and site plans for compliance with the zoning and other related ordinances; conducts on-site inspections as needed
- Drafts amendments to the zoning ordinance as required.
- Ensures that land uses are located in proper zones and in compliance with zoning ordinances.
- Inspects all signs for compliances with construction, location, and setback requirements.

- Prepares zoning verification correspondence and answers public inquiries regarding zoning and other issues; mediates complex disputes between parties
- Promotes and oversees filming activities in the city.
- Manages the City's planning process; develops land use and economic goals and objectives, plans capital projects, ensures public involvement in the process, coordinates the documentation of a city plan.
- Screens citizen complaints and follows up with the proper departments.
- Files/retrieves and maintains materials/data from department's computerized and manual filing systems.
- Manages rights-of way for the city; works cooperatively with consultants.
- Administers the annexation process, including processing annexation petitions and meeting with the public to provide annexation information.
- Composes and types correspondence, memoranda, reports, forms, etc.
- Manages the grants acquisition process; works cooperatively with management and consultants to complete applications; prepares applications on as-needed basis
- Attends professional development workshops and conferences to stay abreast of economic development trends.
- Performs other duties, as assigned

#### **KNOWLEDGE REQUIRED BY THE POSITION**

- Knowledge of the developmental needs of the city.
- Knowledge of city codes, policies and procedures.
- Knowledge of federal regulations affecting city business, including ADA regulations.
- Skill in coordinating the implementation of public policy.
- Knowledge of urban planning principles and related laws.
- Knowledge of zoning principles, laws and regulations.
- Skill in utilizing a personal computer and various computer-aided design and other applications.
- Skill in preparing and delivering presentations.
- Skill in oral and written communication.

#### **SPECIAL SKILLS REQUIRED**

- Exceptional organizational skills
- Ability to multi-task
- Flexibility
- Ability to interact successfully with a variety of audiences.

#### **PHYSICAL REQUIREMENTS**

The work is mainly sedentary but may require some walking, standing, stooping, carrying of light items such as papers, books, and files.

To apply you may obtain an application from the City of Jonesboro City Hall located at 124 North Avenue Jonesboro, Georgia or contact the City Manager at [rclark@jonesboroga.com](mailto:rclark@jonesboroga.com).

**The City of Jonesboro is an Equal Opportunity Employer**