

## **TOWN OF DUMFRIES**

### **Community Development Director**

**Supervised by:** Town Manager

**Supervises:** Community Development Department

- Town employees
- Contractor support
- Temporary workers as assigned.

**Position Summary:**

Plans, organizes, directs and integrates the Town's planning programs and services; performs technical, administrative, and research tasks related to planning and zoning issues. Reviews development plans to ensure compliance with the Town's zoning ordinance(s), comprehensive plan and land development standards.

**Essential Job Functions:**

A Department Head in this position may be called upon to do any/all of the essential functions to operate a department/office, such as:

- Plans, organizes, directs and evaluates the performance of the personnel assigned to this department.
- Establishes personnel performance requirements and development targets; regularly monitors performance and provides coaching for improvement and development.
- Acts as staff liaison and provides complete, accurate and timely staff work for presentation to the Planning Commission, Board of Zoning Appeals, Architectural Review Board and Town Council meetings; informs and advises the same, as well as the Town Manager, on infrastructure, development, environmental and planning issues.
- Performs research and analysis for presentations on projects and planning issues.
- Interprets codes, regulations, plans, policies and functions for staff, committees, commissions, boards, Town Council and the public.
- Assembles the necessary consulting and volunteer resources to resolve a broad range of issues in current, advance, and special local/regional planning projects, capital improvement projects and code enforcement programs.
- Oversees the preparation of new ordinances and the amendment of existing ordinances, the municipal code and the comprehensive plan.
- Ensures conformance of plans and regulations through code enforcement strategies.
- Protection of natural resources and the preservation of the Town's unique character.
- Monitors local, county, state and federal developments in planning, economic and community development matters; evaluates their impact on programs and operations; implements departmental process improvement where warranted; represents the Town in regional conferences and forums.
- Reviews maps, site plans, zoning amendments, conditional use permits, and subdivision plats to ensure compliance with requirements and updates accordingly.
- Researches and drafts reports, ordinances, grants and correspondence pertaining to planning and zoning issues.
- Gathers and assembles necessary data in support of Town development objectives.
- Inspects development projects for compliance with approved site plans as part of the certification of occupancy process.
- Assists in preparing and implementing the comprehensive plan, zoning changes, citizens' petitions, and related land use proposals.

- Prepares meeting agendas, maps, charts, graphs, and various technical and compliance reports, and attends meetings as requested and assigned.
- Investigates complaints and ordinance violations and issues violation notices.
- Maintains cooperative relationships with peer agencies and other governmental units to coordinate the planning and zoning functions.
- Performs related work as required.

**Required Knowledge, Skills, Abilities and Minimum Qualifications:**

Minimum hiring requirements:

- Bachelor's degree with coursework in urban planning or related field.
- Three (3) years experience in building and engineering.
- Three (3) years experience in land use planning and/or zoning administration.

Requirements include thorough knowledge of the following:

- Principles, practices and techniques of modern land use planning and zoning and of municipal planning and land-use issues.
- Local, state and federal laws and regulations governing land use and zoning.
- Practices of plan review and site inspection.
- Compiling and evaluating complex plans, land-use, and zoning code guidelines for assimilation into GIS development and application (hands on use of GIS).
- Interpreting and applying planning and zoning guidelines and ordinances.
- Compiling and evaluating complex planning, land-use, and zoning code guidelines and formulating policy, standards, and service recommendations.
- Interpreting all maps, site plans, blueprints, specifications and construction drawings.
- Build effective working relationships and use good judgment, initiative and resourcefulness when dealing with builders, developers, architects, engineers, planners, property owners, the public, other professional contacts.
- Critically assess situations, solve problems, and work effectively within deadlines and changes in work priorities.

**Physical Requirements and Work Environment:**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk, hear and view and create documents. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stoop, kneel, or crouch. The employee must frequently lift and/or move items of light to moderate weight. While performing the duties of this job, the employee works in a business office setting and in the field. In the course of field activities, the employee is frequently exposed to outside weather conditions. The noise level in the work environment is usually quiet in the office, and may become moderate or potentially loud in field situations.

**Special Requirements:**

- Certified Zoning Administrator upon being hired.
- Possession of an appropriate driver's license valid in the Commonwealth of Virginia.