

Job Title: Community Development Director

Full Time Part Time Temporary Seasonal

Department: Community Development

Closing Date: Open Until Position Filled

Application Information:

Interested and qualified people should complete a City of Tallapoosa Employment Application at Tallapoosa City Hall, 25 E. Alabama Street, Tallapoosa, GA 30117 or available on the city website (www.tallapoosaga.gov) Resumes can also be attached.

Contact Name: Suzy Montalto, City Clerk

Contact Number: 770.574.3105 | smontalto@tallapoosaga.gov

Position Summary

The City of Tallapoosa is seeking a Community Development Director. The position requires an energetic, results-oriented professional enthusiastic about the future of the City of Tallapoosa. The individual will manage direct and supervise community development activities for the city. Formulates long-range goals for the organization and develops policy and provides high level management support to the City Manager.

Essential Duties and Responsibilities

- Provide high level supervision of the Community Development Department staff.
- Assist the City Manager with the city council, authorities and committees; attend City Council and other public meetings to assist and/or represent the City Manager as needed.
- Participate in the development of short- and long-term city goals, plans, programs, policies, and service delivery methods with other city leaders.
- Assist the city manager in the preparation of the annual city budget and capital improvement budget and assist in the budget presentation to the city council.
- Develop and supervise the work plan for any assigned area.
- Oversee and direct special projects and programs as needed.
- Maintain current knowledge of city, state and federal issues and requirements related to municipal government.
- Serve on the County Emergency Management Team.
- Administers the city zoning ordinance: drafts new ordinances, supervises the enforcement of existing ordinances, administers rezoning and appeals, and acts as liaison on the Tallapoosa Planning Commission.
- Administers the city building codes, including directing the issuance of permits and supervising the provision of building inspection services. Prepare reports and maintains inspection records.
- Maintains the city's portion of the joint comprehensive plan with Haralson County, including intergovernmental coordination with state and local agencies. Performs other long-range planning activities regarding growth management, transportation planning, downtown development, etc.
- Writes, implements and coordinates federal and state grants, including TE Grant, CBDG, LDF, RAF, LMIG, Urban Forestry, etc.

- Issues certificates of occupancy for structures; determines load requirements.
- Maintains official city records and executes extensive, comprehensive clerical duties.
- Routinely reviews and recommends amendments to city ordinances as needed.
- Performs other related duties as assigned.

Knowledge and Skills

- Knowledge of techniques and materials used in building construction.
- Knowledge of the state laws, local ordinances, and construction and trade codes governing the building inspection and zoning administrator processes.
- Knowledge of planning and zoning principles, techniques and practices.
- Knowledge of current trends in local, regional, state and federal planning and legislation affecting city planning and development.
- Considerable knowledge and skills in drafting regulations, policies and texts of ordinances and codes, including those that govern construction, zoning, signs and housing.
- Ability to present findings and recommendations concisely, comfortable with public speaking and communicate effectively in oral and written form.
- Ability to interpret, and apply complex rules, regulations, codes and ordinances; ability to interpret plans, drawings, blueprints and specifications.

Qualifications

- Knowledge and level of competency commonly associated with a bachelor's degree in urban planning or a related field and 3 years of responsible management experience in municipal planning or community development or any equivalent combination of experience and training.
- Requires a valid State of Georgia driver's license and maintains a satisfactory motor vehicle report (MVR).
- Applicants must be able to pass a background check and drug screening.