

**JOB TITLE:**                    **Community Development Director**

**PREPARATION DATE:**    March 15, 1995

**REVISION DATE:**            July 1, 2019

**DEFINITION:**

Employee in this position is under general direction of the City Manager. Work performed is professional and supervisory in the areas of planning and zoning, community development, building, plumbing, mechanical inspection, codes enforcement, historic zoning and flood plain management.

**EQUIPMENT/JOB LOCATION:**

Work is performed in general office type environment. Due to a diversity of responsibilities of this position, the physical requirements are subject to change from situation to situation. May be required to lift and move ledgers, plans, maps, records, journals, books, etc. which can be heavy. Must intermittently sit, stand and stoop. May be required to make on-site inspections. Must be able to operate office equipment including computers.

**ESSENTIAL FUNCTIONS OF THE JOB:**

Work involves responsibility for providing staff support to the Savannah Municipal/Regional Planning Commission, Board of Zoning Appeals and Historic Zoning Commission. Assist the Contracted Planning Office in maintaining and updating the master plan and zoning ordinance. Responsible for interpreting zoning ordinances to the general public and for ensuring recommendations and objectives from the planning and historic zoning commission are carried out. Responsible for preparation and administration of grant applications and responsible for supervising the Code Enforcement Officer.

Assumes the administrative responsibilities as relates to presentations and reports for the planning commission, city commission and historic commission, including the preparation of the agenda for all meetings, gathering of planning data, preparing special reports, general meeting preparations and the necessary public contacts.

Recommends the desirability for establishment, abolition, and consolidation of ordinances, resolutions, regulations and capital improvement schedules as relates to overall development of the master plan.

Confers with civic leaders, government officials, industrialists, educators, financiers, and the general public in order to ascertain factual basis for planning projects and studies.

Attends meetings of the City Commission, Planning Commission, BZA and Historic Zoning Commission

Interprets and explains codes and reviews site plans and subdivision plats.

Issues building, plumbing, sign and flood permits and supervises the inspection of new construction.

Performs related work as required.

**REQUIRED KNOWLEDGE AND ABILITIES:**

Extensive knowledge of the principles and practices of construction, public planning and zoning administration. Knowledge of the Municipal Code, rules and regulations of the city and ability to prepare proposed code changes.

Thorough knowledge of public administration with particular reference to county and municipal administration and management.

Considerable knowledge of current available grants and grant regulations.

Considerable knowledge of modern office practices, procedures and appliances.

Considerable knowledge of site plans, subdivision plats, and blueprints.

Ability to represent the department on policy, technical and procedural matters and to establish and maintain effective working relationships with a wide range of individuals and groups.

Ability to present ideas clearly and concisely, orally and in writing.

Ability to establish and maintain an effective working relationship with the public and other employees.

**QUALIFICATIONS:**

Any combination of training and experience equivalent to:

Considerable professional responsible experience in a public planning program, general construction knowledge, including experience in an administrative capacity; with a degree from an accredited college or university.

Degrees may be substituted with the successful completion of two years of college, supplemented by courses in planning, political science, public administration, business or related fields, or five (5) years related experience.

Current certification as Building, Plumbing and Mechanical Inspector through the State of Tennessee. A non-certified individual must obtain certification within 12 months of employment as Building Inspector with Plumbing and Mechanical Certifications following.

Experience in responsible municipal governmental capacity or related field and work requiring communication with the general public.