


Department: Community Development	
Title: Director of Community Development	
Status: Exempt	

Summary Objective

The purpose of this position is to direct the City's community development activities, directing, managing and coordinating with the City Manager and department directors.

This position works under administrative supervision, developing and implementing programs within organizational policies and reports major activities to executive level administrators through conferences and reports.

Essential Functions

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Plans, organizes and directs the planning and community development programs of the City including long and short-term planning, land use regulation and capital improvement plan.
- Provide direction and management oversight of daily mission essential services of the Bureau of Building Inspections, the Virginia Erosion and Sediment Control Standards, the Virginia Stormwater Management Program, and FEMA's Community Rating System (CRS) program.
- Prepares and presents additions and revisions to zoning ordinances for consideration by Planning Commission and City Council; Analyzes statistical and narrative data pertaining to municipal planning issues.
- Serve as Staff Advisor to the Planning Commission, the Board of Zoning Appeals, the Board of Building Code Appeals in the absence of the Building Official, the Beautification Commission, and departments on planning and developmental matters; Participates in meetings and public hearings to explain recommendations and planning proposals.
- Responds to citizens' concerns regarding planning issues; Coordinates planning activities with local, regional and State agencies; Provides staff assistance to the City Council, boards, commissions and committees.
- Prepares ordinances to implement growth and development policies.
- Serves as zoning administrator, subdivision agent, and CRS manager for the City.

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- Serve as the Floodplain Manager who is the principal community administrator in the daily implementation of the City's flood loss reduction activities including enforcing the community's floodplain ordinance, updating flood maps, plans, and policies of the community, and any of the activities related to administration of the National Flood Insurance Program (NFIP). The Floodplain Manager will:
 - Explain floodplain development requirements to community leaders, citizens, and general public when requested.
 - Maintain records and documents that keep the community eligible to participate in the FEMA's NFIP and Community Rating System (CRS).
 - Maintain community management floodplain files, the Flood Insurance Rate Map (FIRM) files, the City's floodplain management program documents, building permits, variances, FEMA map revisions (LOMC's), elevation certificates (with original signature and seal).
 - In emergency situations, including disaster response and recovery, participate on the Emergency Response Team in a capacity specified by the City's Chief Administrative Officer.
- Consults with governmental officials on planning and community development issues; Advises public and private bodies on new or contemplated plans, projects or programs; prepares speeches, articles, reports and other presentations dealing with the planned development of the community.
- Prepares annual department budget requests and monitors expenditures for inspections, planning, Board of Zoning Appeals, and Beautification Commission.
- Administers the Department of Housing and Community Development Block Grant Program, the HOME program, the Litter Control Grant, and the Urban and Community Forestry Assistance Grants in accordance with federal guidelines.
- Administers the Neighborhood Enhancement Grant Program, the Neighborhood Block Organizing program, and the Adopt-a-Spot/Street program
- Performs related work as assigned.

Minimum Education and Experience Requirements:

- Bachelors' degree in urban studies, planning, economic development or related field.
- Five (5) years of professional planning, zoning, community and economic development experience; or an equivalent combination of education, training and experience.

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Special Certifications and Licenses:

- Must possess and maintain a valid state driver's license with an acceptable driving history.
- Credential as a Certified Zoning Administrator (CZA) by the Virginia Association of Zoning Officials or will obtain and maintain such a certificate within eighteen (18) months of beginning employment.
- Training in the National Flood Insurance Program (NFIP) with possession of a Certified Floodplain Manager (CFM®) Certificate or will obtain and maintain such a certificate within eighteen (18) months of beginning employment.
- Previous experience and/or training involving floodplain management is preferred.
- Registration with the American Institute of Certified Planners (AICP) or similar professional organization, professional license or certification preferred.
- Credential as a Certified Virginia Erosion and Sediment Control Program Administrator preferred.

Physical Demands:

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.
- This position involves work outside inspecting properties under construction, walking and driving in sometimes difficult terrain in varying weather conditions. Use of various inspection and GPS equipment that must be carried and manipulated outdoors.
- Visual and audio acuity are required to complete assignments.

Americans with Disabilities Act Compliance

The City of Franklin is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Standard Clauses

May be required to work nights, weekends and holidays to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

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Essential Safety Functions

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

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