



PLANNING/ECONOMIC AND DEVELOPMENT MANAGER

JOB SCOPE:

This is a managerial position that will coordinate building, land disturbance and zoning application in-take and review process. This position is responsible for managing economic development, planning, land development, zoning, building and code compliance functions for the city. This position will be responsible for supervising consultant teams performing these functions and contracts for the city.

MAJOR DUTIES:

- Organizes the public information and participation system.
- Establishes departmental policies; directs and coordinates the work of personnel; interviews, hires, trains, assigns, supervises, evaluates, and disciplines employees.
- Supervises the Economic Development Coordinator
- Supports the work of various development boards including the Planning and Zoning Board, Historical Preservation Committee.
- Collects and evaluates land use, housing, population, employment, and natural resources data.
- Develops the community Comprehensive Plan to include long-range land use and transportation planning issues and policies.
- Prepares and delivers oral and written presentations at public hearings and meetings.
- Prepares reports for the City Council and other boards with summaries of issues and alternatives.
- Evaluates zoning and subdivision proposals for code compliance, conformance to the comprehensive plan, and agreement with development regulations.
- Evaluates environmental assessments/determinations for all non-exempt projects. Organizes public hearings for development proposals.
- Prepares staff summaries and recommendations on development proposals. Interprets development activities for the public.
- Prepares and publishes legal notices; notifies adjacent property owners and relevant agencies in accordance with local and state regulations.
- Analyzes and prepares annual department budgets.
- Carries out a continuous effort to improve operations, work processes; and works cooperatively and jointly to provide continuous improvement and customer-driven service.
- Performs other related duties as assigned.



KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of the principles and practices of transportation and land use planning.
- Knowledge of the principles and practices of budgetary development and management.
- Knowledge of the federal, state, and local laws related to land use and transportation planning activities.
- Knowledge of the methods and materials used in the construction and repair of transportation infrastructure.
- Knowledge of the geography of the city and other local areas.
- Knowledge of accepted planning practices and procedures.
- Skill in developing and implementing policies and procedures.
- Skill in problem solving and decision making.
- Skill in management and supervision.
- Skill in operating standard office equipment.
- Skill in oral and written communication.

Supervisory Controls: Work is performed under the general supervision of the City Manager.

Guidelines: Guidelines include City and Departmental policies, procedures, codes, and ordinances; Federal, State and Local laws.

Complexity: This position consists of a variety of managerial duties.

Scope and Effect: The purpose of this position is to ensure the effective and efficient daily operations of the Planning and Economic Development Department.

Personal Contacts: Contacts are typically with co-workers, attorneys, solicitors, vendors, developers, and the general public.

Purpose of Contacts: Contacts are typically to give and exchange information, provide services, resolve conflicts, and solve problems.

Physical Demands: The work is typically performed with the employee sitting at a desk and outside.

Work Environment: The work is typically performed in an office. Ability to work evenings. Some travel may be required to maintain training requirements.

Supervisory and Management Responsibility: Code Compliance, Boards/Committees, Economic Development.

**EQUAL OPPORTUNITY EMPLOYER:**

The City of Clarkston is an Equal Opportunity Employer. We do not discriminate on the basis of age, gender, race, color, national origin, religion, disability, or any other class or status protected by law.

IMPORTANT: By submitting your resume online, you hereby authorize the City of Clarkston to contact, obtain, and verify the accuracy of the information contained in this application from all previous employers, references, and educational institutions. You also hereby release from liability the City of Clarkston and its representatives for seeking, gathering, and using such information to make employment decisions and all other persons or organizations for providing such information.

You understand that any misrepresentation or material omission made by you on this application will be sufficient cause for cancellation of this application or immediate termination of employment if you are employed, whenever it may be discovered.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Planning, Public Administration, Geography or a related field is required. Master's Degree and AICP certification is preferred. Experience sufficient to thoroughly understand the diverse objectives and functions of the department in order to direct and coordinate work within the department, usually interpreted to require three to five years of related experience.

The Planning/Economic and Development Manager's starting pay will be commensurate with the chosen candidate's qualifications and experience. The targeted starting salary is between \$75,000 - \$86,000; negotiable depending on qualifications. The City of Clarkston also offers an attractive benefits package, including health benefits, dental, retirement plans, life insurance, sick leave, vacation leave, and paid holidays.

Interested candidates should submit a Resume, Cover Letter, and Professional References, to the City Clerk, Tomika R. Mitchell, via this online portal:

<https://www.cognitofrms.com/CityOfClarkstonGA/EmploymentApplication>

This position is open until filled.

No unsolicited letters, emails, telephone calls, or in-person submission will be considered in fairness to other potential candidates for this position.

The City of Clarkston is an Equal Opportunity Employer and a Drug Free Workplace.