



PLANNING AND ECONOMIC DEVELOPMENT DIRECTOR

JOB SCOPE:

The Planning and Economic Development Director is responsible for managing and overseeing the planning, zoning, and economic development functions of the City of Clarkston. This role includes leading strategic initiatives that promote economic growth, development, and community improvement while ensuring compliance with local regulations and ordinances. The Director will supervise and provide guidance to the City Planner, Code Compliance Officers, the Permit Technician, and the Economic Development Coordinator to achieve departmental and citywide objectives.

MAJOR DUTIES:

- **Leadership and Supervision:** Direct and supervise the activities of the City Planner, Code Officers, Permit Technician, and Economic Development Coordinator, ensuring effective performance and adherence to policies and procedures
- **Planning and Zoning:** Oversee the development, implementation, and enforcement of zoning and land-use policies. Manage the review and approval process for development applications and ensure alignment with the City's comprehensive plan.
- **Economic Development:** Develop and implement strategies to attract and retain businesses, promote job creation, and enhance economic vitality. Work collaboratively with stakeholders, including developers, local businesses, and community organizations, to foster economic growth.
- **Code Compliance Oversight:** Ensure that code compliance staff effectively enforce municipal codes and ordinances related to building, safety, and land use. Provide direction and support for complex cases as needed.
- **Permit Management:** Supervise the Permit Technician in the processing of permit applications, ensuring compliance with city and state regulations and providing timely service to applicants.
- **Policy Development:** Recommend and implement policies, procedures, and programs to advance city planning and economic development goals.
- **Collaboration and Representation:** Represent the City in meetings with community groups, developers, and public agencies. Build partnerships and foster relationships to support development initiatives.
- **Reporting and Analysis:** Prepare and present detailed reports and analyses to city officials and stakeholders, highlighting current projects, potential development opportunities, and economic trends.

- **Budget Management:** Develop and oversee the budget for the Planning and Economic Development Department, ensuring fiscal responsibility and alignment with the City's financial goals.
- **Training and Development:** Provide training and professional development opportunities for department staff to enhance skill sets and knowledge of industry best practices.
- Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- Comprehensive knowledge of transportation and land use planning principles, budgeting practices, and relevant federal, state, and local regulations is essential.
- Familiarity with construction methods, materials, and city geography supports informed decision-making.
- Proficiency in zoning laws, urban planning practices, and economic development strategies, including code compliance and permitting processes, is critical.
- Strong skills in leadership, problem-solving, decision-making, communication, and project management are required, along with the ability to develop and implement policies.
- Technical expertise with office equipment and relevant urban planning software is also vital.

Key Competencies:

- Strategic Thinking
- Leadership and Team Management
- Effective Communication
- Problem Solving and Decision Making
- Community Engagement
- Attention to Detail

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

Guidelines: 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: This position requires a combination of office work and field visits. The Director may need to attend public meetings or events outside of regular office hours.

Supervisory and Management Responsibility: City Planner, Code Compliance Officers, Permit Technician, Economic Development Coordinator, Boards/Committees.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree in Urban Planning, Public Administration, Economic Development, or a related field (Master's degree preferred).

Experience: Minimum of five (5) years of professional experience in urban planning, economic development, or a related field, with at least two (2) years in a supervisory or leadership role.

Certifications: AICP certification or equivalent is a plus.

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 \$95,000 to \$110,000; 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 Director of Human Resources and Risk Management, [Dr. Dwight L. Baker](mailto:Dr.Dwight.L.Baker@cityofclarkstonga.com), 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.

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.

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