



Director of Community Development and Zoning

Summary & Scope of Responsibilities:

Under the general direction of and in collaboration with the Town Manager performs professional, administrative, and supervisory work in coordinating the activities of the Department of Community Development and Zoning. This individual provides a full range of management, technical, administrative, and field services in order to maintain and implement the Zoning Ordinance, Subdivision Ordinance, Comprehensive Plan, and sections of the Town's Code of Ordinances. The position fills the following roles: Planning Manager, Zoning Administrator, and Director of Community Development. The incumbent manages the activities of professional/technical and clerical staff engaged in comprehensive planning, zoning, subdivision/site plan review, GIS, economic development, parks and recreation, and code enforcement.. Work also involves serving as technical advisor to the Town Manager, Clerk to the Planning Commission, and Clerk to the Board of Zoning Appeals. Employee is responsible for preparing the department's proposed budget and monitoring expenditures. Employee is also responsible for overseeing the compilation of monthly and special reports. Employee must exercise tact and firmness in dealing with the general public, volunteers, developers, contractors, and public officials. This individual is also responsible for performance management activities for department employees, to include annual performance appraisals.

Reporting Relationships: Reports directly to the Town Manager.

Essential Tasks & Responsibilities:

- Oversees coordination of all applications for land use, zoning, and development to include meeting with developers prior to application, pre-clearing site inspections, and monitoring of sites after development.
- Oversees interpreting, maintaining, and updating the Zoning Ordinance, Subdivision Ordinance, and the Comprehensive Plan.
- Ensures coordination with various regional, state, and federal agencies involved in development and land use regulation.
- Serves as staff liaison to Town Council, Planning Commission, and Board of Zoning Appeals.
- Oversees enforcement of applicable Codes and ordinances to include Zoning Code, in addition to all State and/or Federal standards.
- Works with Town Manager to prepare annual department goals/work plans and budget,

monitors revenues and expenditures for department.

- Prepares public notices and advertisements, as well as provides staff reports for all rezoning applications, conditional use permits, and variances.
- Provides staff reports on special projects assigned by Town Manager.
- Evaluates proffers and makes recommendations.
- Manages the staff assigned to Community Development and Zoning.

Other Responsibilities & Tasks:

- Prepares code amendments.
- Reviews proposed legislative changes.
- Provides technical assistance for plan review, ensuring accuracy, completeness, and compliance with all applicable Town and State Codes.
- Serves as leader and role model to other employees.
- May be required to represent the Town at networking or other municipal development events.
- Maintains and adheres to quality and safety standards and departmental goals and workplace values.
- Coordinates with other department representatives to maintain a seamless approach to the health, safety, and general welfare of all residents, visitors, and business patrons of the Town.
- Oversees approval of all zoning permits.
- Works closely with the Code Official, Town Manager, and Town Attorney in enforcement of Zoning, Subdivision, and Town Code of Ordinance.
- Works closely with Town Clerk in coordinating planning commission and perhaps other agendas and packet preparation.
- Supports field staff in conducting field inspections relative to violations.
- Provides public education as necessary regarding the process of development and all provisions of the Zoning and Subdivision ordinances.
- Prepares and delivers timely and effective performance evaluations for direct reports annually.
- Possesses relevant management skills and practices to include budgeting, policy and procedures development, and personnel supervision.

Knowledge, Competencies & Technical Skills:

- Knowledge of, and three years of experience using, Microsoft Office Suite (Word, Excel, PowerPoint, Publisher and Outlook).
- Use of proper English grammar demonstrated in written communication and speech.
- Valid Virginia Driver's License.
- Excellent time management and organizational skills.
- Ability to analyze complex issues and develop implementable solutions.
- Ability to make presentations to various audiences and use of audio-visual equipment.
- Ability to communicate/educate the public, contractors, engineers, elected officials and

co-workers effectively and successfully.

Expected Hours & Travel:

Salaried position that is expected to work as many hours as required. Minimal travel, however, occasional travel to conferences and/or other educational opportunities.

Required Education & Experience:

- A Bachelor of Science degree (Master's degree preferred) in urban planning, public administration, business administration, or a combination of education, training, and experience to sufficiently demonstrate the knowledge, skills, and abilities needed for this position.
- Specialized technical training in zoning.
- Knowledge of zoning and land use regulations – must have acquired a Certified Zoning Administrator (CZA) designation through the Virginia Association of Zoning Officials (VAZO) or have the ability to acquire certification within one year.

Desired Experience:

- Certification as a professional planner through the American Institute of Certified Planners (AICP) or the ability to be certified by the AICP within one year of appointment to the position of Director of Community Development and Zoning.
- Comprehensive knowledge/experience preferred in overseeing Economic Development incentives and activities.
- Ability to utilize Geographic Information Systems.

AAP/EEO Statement: This position description provides a general overview of the environmental conditions inherent in the job setting, as well as the physical, mental, and sensory requirements necessary to perform the essential functions of this position.

The Town follows the requirements of the Americans with Disabilities Act (ADA) in all hiring and employment decisions. The Town will not discriminate on the basis of disability in its hiring and employment practices and will make reasonable accommodations for the known physical or mental limitations of a qualified applicant or employee with a disability upon request unless the accommodation would cause an undue hardship on the operation of the Town's business. Persons with disabilities are encouraged to contact the Director of Human Resources (at 315 Douglas Ave. Colonial Beach, VA, 22443) when accommodations and job modifications may be necessary.

Non-Discrimination in Employment

The Town does not discriminate in employment on the basis of race, color, religion, sex, pregnancy, national origin, political affiliation, marital status, disability, genetic information, age, parental status, military service, or other non-merit factors.

Duties and Responsibilities may change: This position description is subject to change at any time as the needs of the Town change. Nothing set forth herein restricts the Town's right to assign or reassign duties and responsibilities to this position at any time with or without notice.

Position open until filled. Applications may be obtained from Town Hall, 315 Douglas Avenue, Colonial Beach, VA 22443, or online at <https://colonialbeachva.net/233/Apply-for-Employment>. Return completed applications to Susan Richardson, Human Resources via email at srichardson@colonialbeachva.gov.