



Rock Solid

203 ELBERT STREET – PO BOX 70 – ELBERTON, GA 30635-0070
(706) 213-3100 – cityofelberton.net

JOB ANNOUNCEMENT

Community Development Director

Salary Range: \$85,000 – \$135,000 (Pay Grade 35)

Closing Date: Open Until Filled

Listing Category: Planning / Community Development / Main Street

The City of Elberton seeks candidates for the position of Community Development Director. The Community Development Director serves as a key member of the City of Elberton's leadership team and is responsible for directing, coordinating, and supervising a variety of community development functions. This position oversees an assigned portfolio of departments, complex initiatives and high-profile projects.

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- **Department Oversight:**
 - Provide leadership and daily supervision of the Planning, Zoning, Marshall, and Inspections, Main Street Elberton, Elbert Theatre, and Parks and Public Spaces divisions. Job duties include providing overall daily direction to approximately four supervisor level positions, approving time sheets and performing annual reviews.
 - Ensure efficient, transparent, and accountable operations in each area.
- **Policy and Program Development:**
 - Develop and recommend policies, procedures, and best practices for planning, zoning, and community development activities.
- **Planning and Zoning Administration:**
 - Oversee the enforcement of all zoning, land use, and development ordinances.
 - Assist in the periodic review, update, and implementation of the City's Comprehensive Plan and future development map to guide long-term growth
 - Serve as the primary point of contact and staff support person for the Planning Commission and Historic Preservation Commission.
- **Land Use & Building Permits**
 - Ensure compliance with City ordinances, state and federal regulations, and professional standards.
 - Supervise the City's code enforcement officer/building official.
- **Mainstreet and Downtown Development:**
 - Work with the DDA board and stakeholders to plan and implement projects that promote economic vitality, development, and aesthetics of the downtown area.
 - Provide leadership and oversight to the Mainstreet manager, ensuring the implementation of the Mainstreet Program to revitalize and maintain the community's historic commercial areas.
 - Serve as the primary point of contact for the commercial spaces and apartments owned by the City, coordinating with tenants, collecting rent payments, and working to fill vacant spaces.
 - Oversee projects that enhance public spaces such as the downtown square and public parks.

- **Grants and Applications**
 - Serve as the primary point of contact for grant applications, research, and administration.
 - Identify and pursue funding opportunities for community development projects and initiatives, including federal, state, and private grants and loans.
 - Administer grant funding and ensure compliance with all grant conditions, reporting requirements, and budgets.
- **Project Management and Implementation**
 - Work closely with the City Manager and other city departments to implement city development projects, ensuring alignment with City's strategic goals.
 - Monitor and track the progress of development projects, providing updates to the City Manager and other stakeholders.
- **Interdepartmental Collaboration**
 - Work with all city departments to ensure the coordination and successful implementation of community development projects.
 - Provide technical assistance and expertise to other departments in areas related to land use, planning, and zoning.
- **Community Outreach and Public Engagement:**
 - Promote community involvement and engagement through public meetings, workshops, and other outreach efforts to gather feedback on development plans.
 - Serve as a liaison between the City government and the community, addressing concerns related to zoning, land use, and other development issues.
- **Reporting and Administrative Duties:**
 - Prepare reports, presentations, and recommendations for the City Manager, City Council, and other stakeholders.
 - Oversee management of all City websites, ensuring accurate, timely, and user-friendly communication of City programs and services.
 - Manage the city's Revolving Loan Fund and ensure proper evaluation, tracking, and reporting of all loans.
 - Manage the city's Community Impact Grant Program.

Minimum Qualifications

- Bachelor's degree in Public Administration, Urban Planning, Community Development, Business Administration, or a closely related field. Advanced coursework in urban management or municipal planning is highly preferred.
- A minimum of five (5) years of progressively responsible professional experience in community development, land-use planning, or local government operations.
- Demonstrated experience in a supervisory or management capacity is required.
- A valid Driver's License

Preferred Qualifications

- A Master's degree and a deep understanding of Georgia-specific land use, zoning, and annexation regulations.
- Advanced technical skills in ESRI/GIS software and strategic long-term planning.
- Experience securing and managing state and federal grant funding to drive city initiatives.
- AICP certification and experience with the American Planning Association (APA)
- Certified Georgia Downtown Professional and experience with the Georgia Downtown Association (GDA) is preferred.

Knowledge, Skills, and Abilities

- Strong leadership, interpersonal, and communication skills.
- Ability to interpret and apply zoning ordinances, comprehensive plans, and development regulations.
- Proficiency in concurrently managing multiple projects and meeting deadlines.
- Excellent written and verbal presentation abilities.
- Proficiency in Microsoft Office Suite, Adobe Suite, ESRI Software Suite, and other software tools
- Knowledge of municipal operations, public budgeting, and intergovernmental relations.
- Demonstrated ability to build consensus and foster collaboration across departments and with community stakeholders.

Working Conditions

- Primarily office-based with frequent attendance at meetings, public hearings, and community events.
- Occasional outdoor site inspections or participation in City functions.
- May require working evenings, weekends, and occasional overnight travel to attend conferences and training courses as necessary.

Characteristics and traits that are essential to the success of the Community Development Director include:

- To be successful in this high-profile role for the City of Elberton, a Community Development Director must balance technical expertise with “soft” leadership traits that build community trust.
- Able to identify opportunities for growth, regional partnerships, and innovative funding that others might miss.
- Able to focus on results and continuous improvement, ensuring that every project aligns with the City’s Comprehensive Plan.
- Able to remain impartial and make wise, ethical decisions under pressure, particularly in “sensitive” political situations.
- Comfort and clarity when presenting complex technical data to the City Council, Planning Commission, or large public workshops.

Exceptional Benefits Package

The City of Elberton offers a premier compensation package:

- **Retirement:** A **defined benefit pension plan** (at no cost to the employee) and a 401-style plan with up to a **6% city match**.
- **Insurance:** Comprehensive Group Medical and Dental; Employer-provided Life and Long-term Disability insurance.
- **Paid Leave:** Generous accrual of vacation, sick leave, and paid holidays.

How to Apply

- A resume is required for all applicants. Interested candidates should submit materials via the [City of Elberton Job Portal](#).
- **Contact:** Cindy Churney, HR Director | 706-213-3105 | cchurney@cityofelberton.net

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