**DISCLAIMER**

**This job description is provided for general informational purposes, may not apply to your city's specific situation and should not be considered a comprehensive description of the job position. It should be used for comparative purposes only. The job description should be tailored to reflect the actual qualifications and job duties relevant for this position in the context of your city. You should consult with a human resources professional and your city attorney before taking any action based on this job description.**

**Population: 10,000 – 24,999**

**PLANNING, BUILDING AND ZONING DIRECTOR**

Full Time

The City is seeking a Planning, Building and Zoning Director to implement policies, procedures, and zoning ordinances. Under the general direction of the City Manager, the Director provides the highest level of professional leadership, management, and strategic direction to the PB&Z Department.

The Director is responsible for identifying potential developers and encourage investment in the community, particularly in the transition area; interact extensively with the public and City Council; and departments. Establishes general policies and procedures for departmental conduct as relates to building, zoning and reviews and approves all permit applications; performs plan reviews; determines code and ordinance interpretations and recommends updates; performs inspections, addresses and resolves complaints. Reviews requests for zoning recommendations. Represents the department at meetings and court. Prepares department budget, manages departmental revenue and compiles annual reports. Counsels property owners, building contractors, and other individuals of housing standard requirements and zoning regulations. Verifies that all contractors and constructions tradesmen maintain all required local and state licensing and registrations when working in the City. Manages all departmental staff which includes interviewing, hiring and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. A wide range of duties are required and assigned to this position.

The ideal candidate will bring several years of progressively responsible local government planning experience; Bachelor’s in Planning, Public Administration or related fields. Must possess and maintain a valid Georgia Driver’s License. EOE