

**VACANT POSITION**  
**DEPARTMENT: COMMUNITY DEVELOPMENT**  
OBTAIN APPLICATION: <http://spaldingcounty.com/careers.php>  
SUBMIT APPLICATION TO:  
employment@spaldingcounty.com or 119 E. Solomon Street, Human Resources Office  
CLOSING DATE: Open until position is filled

**Job Title:** Community Development Director (Position No. 1305)  
**Salary:** Salary is based on qualifications and experience  
Provisions of the Personnel Ordinance for promotion/demotion  
**Work Schedule:** 8:00 am - 5:00 pm; M-F, frequent night meetings

This position has been determined to be exempt under the overtime provisions of the Fair Labor Standards Act.

**MINIMUM TRAINING AND QUALIFICATIONS:** Requires Bachelor's Degree in planning (or a related field) from an accredited college or university and five years of supervisory/managerial experience in urban/regional planning and/or local government administration as directly related to urban service delivery; or a Master's Degree in planning (or a related field) and three years of supervisory/managerial experience in urban/regional planning or local government administration as directly related to urban service delivery; or any equivalent combination of education, training and experience. Must be proficient in Microsoft Word, Excel, PowerPoint and Outlook. Experience in administration of building inspection program preferred. Must possess and maintain a valid Georgia driver's license.

**GENERAL STATEMENT OF JOB:** Directs all current and long-range County planning, manages the County's building inspection program, GIS program, and Erosion & Sedimentation Control program. Serves as technical advisor to the Planning Commission, Board of Appeals, and County Manager. Reports to the County Manager or his designee.

**PHYSICAL REQUIREMENTS:** Must be physically able to operate a variety of automated office machines such as calculator, typewriter, computer, printer, facsimile, telephone, copier, etc. Must be able to use body members to work, move or carry objects or materials. Must have the visual acuity to perform site inspections, supervise plan reviews, data analysis, computer operation, extensive reading, and to use measurement devices. Physical demand requirements are at levels of those for moderately active work.

**ESSENTIAL JOB FUNCTIONS**

ALL FUNCTIONS MAY NOT BE PERFORMED BY ALL INCUMBENTS.

Assists the Planning Commission and Board of Commissioners in developing and maintaining a comprehensive plan and unified development regulations.

Supervises, hires, directs, and evaluates assigned staff, handles employee concerns and problems, directing work; and counsels employees as the need may arise.

Enforces the Zoning Ordinance, including the County's subdivision ordinance, receives developer's preliminary plans and plats, and advises appropriate parties regarding the application review process.

Coordinates the County's land development application review process with all relevant County departments.

Manages County's comprehensive plan process and presents new plan proposals to the Planning Commission and Board of Commissioners for approval. Preserves goals on land use plan by designing zoning, subdivision, and other pertinent planning ordinances.

Serves as staff advisor and policy counselor for the Board of Appeals and Planning Commission; prepares correspondence as directed, establishes meeting agendas, analyzes requests, conducts site inspections, and recommends action. Also directs preparation of minutes for Board of Appeals and Planning Commission.

Drafts ordinance revisions for development related amendments to the Unified Development Regulation.

Responds to various questions from citizens regarding planning, zoning, and land development issues.

Develops necessary office procedures, policies, forms, and applications.

Prepares and monitors expenditures from departmental budget; processes purchase orders.

Ensures compliance with State and Federal laws and regulations that impact the County as they relate to comprehensive planning, land-use, and development. May also ensure compliance with other State and Federal laws and regulations as assigned by the County Manager.

Researches grant programs; prepares grant applications. Coordinates administration of grants, including but not limited to Community Services Block Grant (CSBG), Community Home Improvement Grant (CHIP), and Community Development Block Grant (CDBG). May include other State and Federal grant programs as assigned.

Manages County's building inspection program, directing the office administration of permitting and supervising field procedures used in building inspection efforts.

Manages County impact fee program. Advises County Manager, department heads, and the public regarding specific program requirements.

Assists the County Code Enforcement program, directing the office administration and supervising field procedures used in code enforcement efforts.

Attends staff meetings, workshops, and conferences to provide assistance and make recommendations to the County Manager on various matters concerning the County. Attends and participates in public hearings to discuss, develop, and explain plans and recommendations to citizens. Makes presentations to citizens and professional organizations regarding comprehensive planning and other community development issues.

Supervises activities of Building Official pertaining to administration and enforcement of County Building Code and other standard construction codes as applicable.

Supervise the County Geographic Information System (GIS) department.

Coordinates County planning activities with similar activities undertaken by regional, state, and federal agencies. Serves on related task forces and panels.

May draft press releases and media advisories regarding planning and development matters specifically, as requested by the County Manager.

Performs related work as required.

June 2, 2026  
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