

# JOB OPENING

## Troup County Government

<b>Position:</b> Director of Community Development	<b>Department:</b> Community Development	<b>Salary:</b> Depending on Qualifications
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Under general supervision and instruction this position is responsible for the enforcement of building codes, the administration of the County Zoning Ordinance and the general oversight of County Planning. This position will oversee the operations of the Troup County Marshal's Office, Economic Development, and acts as the Secretary/Treasurer for Troup County Development Authority and Public Facility Authority.

### Qualifications/Knowledge:

- ⇒ Baccalaureate Degree in Engineering, Construction Management, Planning, Public Administration, Business, or a course of study related to the occupational field; Master's Degree preferred
- ⇒ Must have a current valid driver's license
- ⇒ Must have 3-5 years experience in related field; must have budgeting experience
- ⇒ Must have the ability to understand and apply concepts related to ordinance drafting with a focus on zoning, land use regulation, business licensing, and occupational tax.
- ⇒ Possession of or ability to readily obtain the appropriate state certification for the type of inspection(s) conducted
- ⇒ Knowledge of building codes; knowledge of building construction processes and terminology
- ⇒ Knowledge of building permitting/inspection processes and procedures
- ⇒ Knowledge of the Troup County Zoning Ordinance and the Troup County Code of Ordinances
- ⇒ Knowledge of planning and zoning laws, rules and ordinances
- ⇒ Knowledge of county and department policies and procedures
- ⇒ Knowledge of computers and job-related software programs
- ⇒ Knowledge of National Flood Insurance Program
- ⇒ Skill in reading blueprints and construction documents
- ⇒ Skill in reviewing site plans and subdivision plats
- ⇒ Skill in maintaining files and records
- ⇒ Skill in conducting and documenting building inspections
- ⇒ Skill in public relations, oral and written communications

### Essential Duties and Responsibilities:

- ⇒ Manages, supervises, coordinates and monitors Zoning Administration functions, Building Department functions, Planning Department functions, and Marshal's Department functions
- ⇒ Attends meetings and presents agenda items to the Board of Zoning Appeals Planning Commission and the Board of Commissioners
- ⇒ Provides information and assistance to the general public
- ⇒ Reviews, administers, and supervises the Commercial Business License Program, the Home Occupation Business License Program and the Beer/Wine License Program
- ⇒ Reviews preliminary development site plans, final development site plans and construction building plans
- ⇒ Represents Troup County on Economic Development issues
- ⇒ Provides staff input to the Troup County Public Facilities Authority and Troup County Development Authority
- ⇒ Assists with reviewing land disturbance permit and driveway permit applications
- ⇒ Assists the Health Department with permitting processes
- ⇒ Maintains/updates the various Community Development website content and online applications
- ⇒ Develops and administers department budgets
- ⇒ Develops, maintains and enforces the Troup County Code of Ordinances
- ⇒ Performs residential and commercial building inspections
- ⇒ Coordinates FEMA Flood Plain activities
- ⇒ Reviews, inspects and permits telecommunications towers
- ⇒ Performs all other related duties as assigned

**Employment Applications will be accepted Until Filled on Troup County's website @ [www.troupcountyga.gov](http://www.troupcountyga.gov)**

Job #: 06272025 Director of Community Development

Grade 23

*Valerie P. Heard*

Valerie P. Heard, Human Resources Director

*Eric Mosley*

Eric Mosley, County Manager

**Troup County is an Equal Opportunity Employer - A Drug Free and Tobacco Free Workplace**