

Community Development Director

City of Stone Mountain

Position Title: Community Development Director

Reports to: City Manager

Salary: \$90,000 – \$95,000 annually (Full-Time)

Position Summary

The Community Development Director plans, directs, and implements the City's community development, economic development, and planning functions. The Director oversees initiatives related to business growth, redevelopment, land use, zoning, and long-range planning, while continuing to advance economic development strategies.

The position serves as a key advisor to the City Manager and provides leadership in shaping the City's physical and economic future through coordinated planning, development review, and revitalization efforts.

The Director supervises two staff positions:

- Tourism Manager
- Senior Planner

The Tourism Manager supports downtown programming, tourism, Main Street program initiatives and assists the Downtown Development Authority; while the Senior Planner supports/process planning case, zoning, and board-related activities (assistance with Historic Preservation and Planning Committee cases).

Essential Job Functions

Community Development & Planning

- Oversee planning, zoning, land use, and development review functions for the City
- Review and guide zoning cases, variances, special use permits, and development applications
- Prepare and update ordinances, development regulations, and planning policies
- Lead long-range planning efforts, including comprehensive planning initiatives
- Serve as staff lead or advisor to the Planning Commission, Historic Preservation Commission (HPC)

- Ensure compliance with local, state, and federal planning and zoning regulations

Economic Development

- Continue to lead economic development strategies
- Coordinate redevelopment initiatives and investment opportunities
- Work with developers, investors, and property owners on development opportunities
- Support business growth through partnerships and incentive programs

Downtown Development Authority (DDA) & Main Street

- Work closely with the Tourism Manager to implement downtown programs and projects
- Provide oversight and coordination of DDA activities
- Ensure alignment between economic development, downtown revitalization, and Main Street initiatives

Administration & Leadership

- Supervise and evaluate the Tourism Manager and Senior Planner
- Manage departmental operations, policies, and priorities
- Advise the City Manager and City Council on development, zoning, and economic development matters
- Prepare reports, presentations, and recommendations
- Represent the City in meetings with stakeholders, agencies, and the public

Education and Experience

- Bachelor's degree in Urban Planning, Public Administration, Economic Development, or related field
- **Required:** Strong experience in planning, zoning, land development, and ordinance preparation
- Preferred: Master's degree in a related field
- 3 to 5+ years of experience in community development, planning, or economic development, preferably in a municipal setting

Knowledge, Skills, and Abilities

- Knowledge of planning principles, zoning regulations, and development processes
- Knowledge of economic development and downtown revitalization strategies
- Strong experience with ordinances, zoning cases, and planning boards
- Ability to manage multiple functions including planning, development, and tourism coordination
- Strong leadership, communication, and organizational skills