



BOARD OF SUPERVISORS
 First District – William L. Hooges
 Second District – Benjamin J. Edwards III
 Third District – Justin Caslett
 Fourth District – Lindsay May Robinson
 Fifth District – Mary Sue Hancock



King William County Director of Community Development

SALARY	\$73,016.00 - \$116,826.00 Annually	LOCATION	King William, VA
JOB TYPE	Full-Time	JOB NUMBER	202400141
DEPARTMENT	Department of Community Development	OPENING DATE	11/26/2024
CLOSING DATE	12/27/2024 4:00 PM Eastern		

General Description

This executive level position manages Community Development, overseeing the Building, Fire and EMS, Planning and Zoning, and Utilities Departments. Collaboration with the Board of Supervisors, Planning Commission, EDA, VDOT, VSPA, and other community development organizations is required, including attending their meetings. The position coordinates with other County officials, departments, outside agencies, contractors, and the public to facilitate various special community projects. It also offers support, expertise, and guidance on land use and related regulatory policies and activities. Additional duties may be assigned as needed. This position reports directly to the County Administrator.

Essential Functions

- Collaborates with the County Administrator on departmental policies and improvement initiatives, overseeing various departmental administrative and staff tasks.
- Establishes, implements, and maintains departmental goals, objectives, policies, and procedures, and regularly evaluates and improves these for organizational effectiveness.
- Oversees all Planning and Community Department activities, including long-range planning, housing programs, development applications, zoning, code enforcement, building inspections, and permit processing.
- Oversees staffing, training, and evaluation for the Department, ensuring compliance with regulations.
- Directs the maintenance of County development plans, coordinates programs, and enforces ordinances.
- Oversees the preparation and posting of advertisements, notices, and reports for rezoning requests, conditional use permits, and other land use proposals; and distributes information to media and relevant policies
- Serves as a resource for developers, landowners, and the public, addressing inquiries, providing information, and resolving complex issues
- Reviews engineering, architectural and technical documents for site plans and land use proposals; conducts site visits, ensuring compliance and providing guidance.
- Researches community development, zoning, and land use issues; analyzes data and identifies impacts of proposals; presents findings to relevant parties
- Directs the preparation of environmental, demographic, and economic data related to planning and development.
- Liaises with government agencies, and stakeholders on development matters, fostering positive relationships, providing guidance on the interpretation of codes, community development processes, and related zoning ordinances, laws, and regulations.
- Advises County officials on planning, zoning, and development issues; provides expertise; and offers recommendations for decision-making and strategic planning.

- Provides support to County attorneys on community development cases and litigation related to violations, including testifying in court when necessary.
- Prepares, manages, and monitors the Departments' budgets.
- Performs other related duties as required.

Knowledge, Skills, and Abilities

- Knowledge of the function and methods of operation of a local government.
- Knowledge of organizational management, change management, and office organization principles and practices
- Knowledge of basic laws, ordinances, and regulations underlying the local government.
- Knowledge of state laws, County ordinances, and construction and trades codes governing community development.
- Knowledge of community development principles, practices, policies, and procedures.
- Excellent interpersonal and public relations skills
- Excellent time management, and critical thinking skills
- Strong communication and public speaking skills; ability to express ideas orally and in writing in highly inter-active team-oriented work environment
- Ability to operate a personal computer and use computer applications, proficiency with current Microsoft Office and Adobe software.
- Ability to read and interpret site plans, subdivision plans, construction plans, maps, and aerial photographs.

Education, Training, and Experience

- Bachelor's degree in urban planning and development, community, environment and planning, economic development or a related field
- Four (4) years of directly related work experience supplemented by experience in local government, including two (2) years in a supervisory preferred
- OR any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Other Position Requirements:

- Must possess and maintain Virginia Driver's License, as occasional job-related driving of personal vehicle and/or County vehicle is required
- Board of Zoning Appeal and Planning Commission certifications preferred
- American Institute of Certified Planners (AICP) designation preferred
- Current VA certification as a Combined Erosion and Sediment Control Administrator preferred
- Current VA certification as a Zoning Official/ Zoning Administrator preferred
- Current certification as a Floodplain Manager (CFM) preferred

EMPLOYEE UTILIZATION IN ADVERSE WEATHER AND EMERGENCY CONDITIONS

All King William County employees are subject to being assigned to specific positions and tasks during a "Declared Emergency" as support personnel, by the County Administrator. Once assigned, this would be the same as a regular work assignment and all policies and procedures for duty assignments apply.

****Potential candidates will be required to complete drug testing, driving and background screening****

The foregoing is intended as a general description of job responsibilities and performance expectations and does not constitute a contract for employment between the employee and the County of King William, Virginia.

Agency

King William County

Address

180 Horse Landing Rd.

King William, Virginia, 23086

Phone

(804) 769-4968

Website

<https://www.kwc.gov/>