

Summary

JOB SUMMARY

The City of Cochran is seeking an experienced and professional Community Development Director to lead the City's planning, zoning, land development, and economic development activities to include oversight of federal, state, and local grant programs. This is a new position that reports to the City Manager and serves as a key member of the City's leadership team. The Community Development Director is responsible for guiding policy development, managing growth, and ensuring that development aligns with the City's long-term vision.

The City of Cochran is a vibrant growing city located in Bleckley County. The Bleckley County School System ranks in the top 20% of all public school districts in Georgia, earning an overall "A" grade. Regionally, it is rated as one of the best school districts in Middle Georgia and consistently performs above state averages for math and reading proficiency.

The Community Development Director works closely with the City Manager, Mayor, City Council, Planning Commission and other boards.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Leadership and Administration

- Provide professional planning advice to the City Manager, Mayor, City Council, Planning Commission and other boards.
- Develop and implement department goals, policies and procedures.
- Oversee contracted services including building inspections, permitting, engineering, and other contracted services.
- Performs related duties as assigned.

Zoning Administration and Land Use Oversight

- Administers and interprets the City's zoning ordinance, land development regulations, and related policies.
- Reviews zoning applications, development proposals, and land use requests for compliance.
- Coordinates zoning requests and other related items for the Planning Commission and City Council, including reports and recommendations.
- Serves as a technical resource for staff, elected officials, developers, and the public regarding zoning and land use matters while ensuring compliance with zoning procedure law.

Planning

- Coordinates updates to the Comprehensive Plan and PlanFirst principles.
- Coordinates grant-funded projects with zoning, development, and City priorities.

- Assists in identifying and pursuing funding opportunities aligned with City goals.

Building Department Coordination

- Coordinates building inspection and plan review activities to ensure compliance with adopted building codes and City requirements.
- Works collaboratively with engineers, contractors, and applicants to facilitate timely inspection and reviews.

Grant Administration and Oversight

- Oversee the administration of federal, state, and local grants, including application, implementation, monitoring, and closeout.
- Ensures compliance with applicable grant regulations, reporting requirements, and deadlines.
- Coordinates audits, monitoring visits, and response to findings, if applicable.
- Maintains required documentation.

Minimum Requirements

- Bachelor's degree in planning, public administration, community development, engineering, or a related field.
- Five (5) years of progressively responsible experience in municipal planning, zoning, community development, local government operations, and grant management.
- Experience presenting to boards and elected officials.
- Valid driver's license.
- Occasional travel is required for conferences, seminars, and other professional development requirements.

Salary is commensurate with experience and includes full city benefit including a defined benefit retirement through GMEBS, medical, dental, and vision coverage.

Email or mail resumes to Angela Redding, Interim City Manager, 112 W Dykes Street, P.O. Box 8, Cochran, Georgia 31014. Email aredding@cityofcochran.com. Applications and the complete job description are on the City website at www.cityofcochran.com.

This job description does not cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for the job. Other duties and responsibilities may be assigned or changed.

The City of Cochran is an Equal Opportunity Employer.