



## **Development Services Manager (1085)**

**FLSA Status:** Exempt

**Pay Grade:** 22

**Safety-Sensitive:** No

### **Purpose**

The purpose of this classification is to perform administrative, supervisory, and technical duties in the Planning and Development Services Division to ensure the proper oversight of the County's regulatory standards and ordinances.

### **Primary Responsibility**

Provides excellent service, pursues continuous improvement and exceeds expectations.

### **Typical Duties**

Supervises regular and temporary staff: plans, coordinates, assigns and reviews work of individuals and the team; evaluates training needs and provides instruction; schedules staff vacations and approves sick leave; recommends discipline, disciplinary actions, discharge and salary increases; prepares timesheets; interviews candidates; conducts employee performance evaluations; and establishes and promotes employee morale.

Oversees the intake and processing of applications for significant development plans: supervises the plan review process; leads the coordination of interdepartmental reviews and develops preliminary recommendations; ensures compliance with legal guidelines; participates in approval process for subdivision platting and right-of-way matters; coordinates meetings and pre-application conferences; monitors and coordinates acceptance and release of financial sureties; reviews erosion and sedimentation plans.

Serves as primary administrator of the Bulloch County Zoning Ordinance and relevant comprehensive planning initiatives: reviews preliminary plats, construction plans, and final plats for conformity with development ordinances; reviews zoning applications, variances, and special exception requests; creates staff reports to the Planning Commission, and Board of Commissioners regarding same; attends staff meetings, workshops, and conferences to assist various County officials; performs site inspections prior to and during the development stage; assists surveyors, engineers, developers, and other citizens with development-related questions.

Manages Flood Plain Ordinance: makes flood zone determinations, communicates with property owners and insurance companies; monitors new construction for flood zone compliance.

Manages permit service center and related activities: oversees intake, processing, and issuance of permits, including building permits; coordinates activities between the permit service center, inspectors and code enforcement personnel, and others; determines code compliance related to permits and refers complex issues for further action; ensures equitable enforcement of ordinances related to permitting; reviews, refers and approves crossover permits including home occupations, occupational and street light district taxation, alcohol licensing, special event permitting, right-of-way encroachment, and driveways.

Supports various planning and development initiatives and processes: acts as web content manager and maintains online submissions of development applications; assists in coordinating impact studies required from developers; collaborates with Public Works, Engineering, and others as needed.

Receives and responds to inquiries, complaints, and issues from citizens, contractors, developers, other governmental agencies, and other County departments: provides information and answers questions; conducts research; makes recommendations; prepares and directs the preparation of a variety of written correspondence, reports, and other materials.

Ensures operations adhere to legislative changes and industry best practices: monitors changes in legislation; communicates with County leadership about recommended changes; stays up-to-date on floodplain issues; attends related conferences, workshops, and training.

Performs other related duties as required.

### **Minimum Qualifications**

Associate Degree (Bachelor's Preferred) in Public Administration, Business Administration, Urban Planning, Construction, or a related field required; supplemented by four years of experience in planning, building inspections, or construction management (supervisory experience preferred); or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

**Specific License and Certification Required:** Must possess and maintain a valid Georgia driver's license. Must possess (or obtain within 24 months of employment) and maintain the following certifications: Certified Flood Plain Manager, Certified Level II Plan Reviewer for Land Disturbing Activities.

### **Performance Aptitudes**

**Data Utilization:** Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

**Human Interaction:** Requires the ability to function in a managerial capacity for a division or organizational unit; includes the ability to make decisions on procedural and technical levels.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

**Functional Reasoning:** Requires the ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.

### **ADA Compliance**

*In compliance with the Americans with Disabilities Act (ADA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

**Physical Ability:** Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, odors, wetness, humidity, rain, temperature and noise extremes, unsafe structures, traffic hazards, or rude/irate customers.

*DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to make changes at any time without notice.*

Created January 2022  
Revised November 2024