

NOTICE TO THE PUBLIC

JOB POSTING

Community Development Director

Posted: 05/18/2022

End Date: Posted Until Filled

The City of Monroe is now accepting applications for the position of Community Development Director. This position is responsible for promoting community growth with municipal services and programs and creating a culture of service and execution.

Qualified applicants must:

- Have a Bachelor's degree.
- Have specialized training in Urban Planning, Public Administration, or related field.
- Preferred Certification of American Institute of Certified Planners.
- Have five years progressively responsible experience in community development.

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Implements the City's Comprehensive Plan through the preparation or revision of development regulations
- Knowledge to write grant proposals and applications, contracts and other documents as may be necessary for the department.
- Provides information, policy recommendations and staff support for varied appointed commissions and committees concerned with land use, community development, housing, congestion management, economic development, and related planning matters.
- Serve as a liaison in aiding prospects for industrial, commercial, and business development; May serve as medium for providing information to prospects; Maintains contact with prospects, arranges meetings; and performs tasks necessary to facilitate prospects' decisions.

The City of Monroe offers a comprehensive benefit package. Salary range for this position is from \$61,000 to \$92,000 commensurate with experience. ***Direct Deposit is a requirement.*** Applications may be obtained at City Hall, 215 N. Broad Street, Monroe, GA 30655 or printed from the City website at www.monroega.com (under Government/Job Opportunities). A full job description is available at City Hall. A resume will not be accepted in lieu of a fully completed application, but may be attached. Completed job applications must be returned to/received by City Hall at the above address or by mail to City of Monroe, attn.: HR, PO Box 1249, Monroe, GA, 30655.

The City of Monroe is an Equal Opportunity Employer and a Certified Drug-Free Work Place.

Per Georgia Code 34-9-414 be advised that the City of Monroe does pre-employment, reasonable suspicion, post-accident, post rehabilitation, and routine fitness-for-duty (random) drug testing.