



Job Description

Community Affairs Assistant Director

FLSA Status: Exempt

General Statement of Job

The Community Affairs Assistant Director is responsible for assisting with the City's Community and Economic development activities. Responsibilities include Land Use Planning, Development Review, Zoning Compliance, Building, and administrative tasks to promote redevelopment, attract new businesses, retain existing businesses, and maintain a favorable economic and business development climate with the City. The ideal candidate will have advanced knowledge of the principles and practices of economic development programming and administration. The candidate should have exceptional oral and written communication skills while demonstrating the ability to tactfully foster and maintain positive working relationships when dealing with the public. Under the direction of the Community Development Director, the ideal candidate will demonstrate the ability to assist with leading our Community Affairs, Economic Development, Parks and Recreation efforts. This will also include Planning and Zoning, Building Permits, Inspections, Maintenance, Business Licensing and Code Enforcement. In this role you will attend various meetings, serve on committees and make presentations or speeches as required by the Director and/or Mayor.

Specific Duties and Responsibilities

Supervises and evaluates staff by processing employee concerns, directing work, resolving grievances, counseling, disciplining and appraising employee performance.

Essential Job Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Represents the Director-Community Affairs on committees; makes presentations and speeches as required.
- Assists in preparing and administering the departmental budget.
- Assists with departmental compliance with applicable codes, laws, rules, regulations, standards, policies and procedures.

- Assists in preparing reports of activities of the department, including divisional reports as required by the Mayor and/or City Council.
- Helps to ensure that all work projects are organized and delivered in a cost effective and timely manner.
- Assists with managing building maintenance and repairs, parks planning and maintenance, and rental contracts for suites in the Threadmill Complex.
- Coordinates work of interdepartmental activities for special events and cultural programs.
- Assists in managing city programs for building inspections and permits, and planning and zoning activities. Works to recruit, expand, and retain commercial businesses and manages Community Development Block Grant projects.
- Responds to citizens to answer questions and responds to media or public complaints, questions and/or problems; investigates complaints and problems with divisional supervisors.
- Serves as liaison between the City and other boards.
- Attends seminars and workshops related to department duties and responsibilities.
- Maintains regular contact with professional and technical groups and the general public regarding division activities and services.
- Demonstrate positive and effective interaction and communication with individuals of diverse occupational and social-economic-ethnic backgrounds.

Essential Safety Functions:

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

Additional Job Functions:

Performs other related duties as required.

Minimum Qualifications:

Bachelor's degree in public or business administration, urban planning or a related field with 4 years management experience preferably in a government setting; or any equivalent combination of education and experience that provides the required knowledge, skills and abilities. Excellent communication and customer service skills are required.

Specific License or Certification Required: Must possess and maintain a valid driver's license with a good driving record.

Performance Aptitudes:

Data Utilization: Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

Human Interaction: Requires the ability to function in a director capacity for a major organizational unit requiring significant internal and external interaction.

Equipment, Machinery, Tools and Materials Utilization: Requires the ability to operate and utilize a computer, printer, scanner, mobile devices and other general office equipment.

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. Requires the ability to perform moderately complex algebraic and geometric operations; ability to utilize principles of basic probability and statistical inference.

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:

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

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

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

The City of Austell, Georgia is an equal opportunity employer. In compliance with the Americans with Disabilities Act (ADA), the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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

History: Created by the City of Austell, 2020.