

THE CITY OF **Woodstock, Georgia**



INVITES YOUR INTEREST IN THE POSITION OF
Community Development Director



WOODSTOCK – AN EXCEPTIONAL OPPORTUNITY



The City of Woodstock, Georgia is the 27th most populated city in the state. Located in southern Cherokee county, it's the largest city in the County and only 30 miles north of downtown Atlanta. The City is 13.1 square miles and divided into three main sections: Historic Downtown, Towne Lake and Ridgewalk. Downtown Woodstock offers a one-of-a-kind shopping experience that can be found nowhere else. In the historic setting of the downtown area you will find over 100 unique locally owned shops. Unique dining experience also awaits you in Downtown Woodstock. The City economy generates in excess of \$5 billion annually. This dynamic city is a Georgia Plan First Community and a recipient of Georgia Municipal Association's Live, Work, Play City Award.

In 2021, for the third time, Money Magazine named Woodstock as one of the top 50 cities in the country to live. This year Woodstock was ranked 31 out of the thousands of communities analyzed across the U.S. Only two other Georgia communities made the list.

Woodstock's proximity to 12,000-acre Lake Allatoona assures ample opportunity for boating, swimming, or fishing at 13 public beaches and boat ramps. The Taylor Randahl Trail system offers mountain bike trails just a short distance from downtown Woodstock. Four City Parks and numerous nearby Cherokee County Parks add to the family oriented atmosphere of the growing community.

ABOUT THE GOVERNMENT

The City of Woodstock is a full-service municipality that operates under a Council/Manager form of government. The governing council is responsible, among other things, for passing ordinances, adopting the budget, appointing committees, and appointing the City Manager and City Clerk. The City Manager serves as the chief executive and administrative officer of the city and has full authority to execute the city's annual operating budget and capital budget as approved by the Council. The Manager is responsible for carrying out the policies and ordinances of the Mayor and Council, for overseeing the day to day operations of the government, and for hiring the heads of various departments.

THE COMMUNITY DEVELOPMENT DEPARTMENT

The Community Development Department is responsible for the planning, design, and sustainability of the community. The Community Development is responsible for assisting the Mayor and Council with managing the current and long term growth of the city through the administration of the land development code and the comprehensive plan.

The Director of Community Development reports to the City Manager and serves as a member of the Manager's Leadership Team. The position is responsible for the daily operations of the Department. The Director also works closely with the seven member Planning Zoning Commission appointed by the Mayor and Council. The Community Development Department has 17 full-time with an annual operating budget of approximately \$1,785,000.

ABOUT THE POSITION

The following duties are normal for this position. They are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned:

- Oversees Community Development Department functions, programs, and operations including planning, building inspection and compliance, code enforcement, development, and redevelopment operations and services.
- Manages the development and implementation of departmental goals, objectives, and priorities for each assigned service area; recommends and administers policies and procedures.
- Establishes, within City policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; and allocates resources accordingly.
- Monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; and directs and implements changes.
- Plans, directs, and coordinates the Community Development Department's work plan; assigns projects; oversees the implementation of City Council Action Plan for each assigned division reviews and evaluates work methods and procedures; and meets with key staff to identify and resolve problems.
- Oversees and participates in the development and administration of the department budget; approves the forecast of funds needed for staffing, equipment, materials, and supplies; approves expenditures; and implements budgetary adjustments as appropriate and necessary.



- Participates in the development and implementation of the City's Comprehensive Plan and the Economic Development Strategic Plan including attraction and retention of businesses and other regional economic partners; oversees and provides support to businesses that provide goods, services, and jobs for the community; and supports programs that assist the continued vitality of the traditional community core.
- Supervises and coordinates the development review process for private and public development activities in the City; reviews plan and resolves sensitive, controversial and complex issues; and solves problems with developers, property owners, the public, architects, engineers, and planners as well as City Council and Planning Commission.
- Responds to inquiries; resolves major issues and problems; provides status on pending projects and prepares and presents staff reports and other necessary correspondence.
- Represents the Community Development Department to other departments, elected officials, and outside agencies; coordinates assigned activities with those of other departments, developers, and outside agencies and organizations; and meets with developers on submitted or proposed projects.

THE IDEAL CANDIDATE

The ideal candidate will be an innovative problem solver who can articulate a clear vision and develop a culture that embraces emerging trends and planning best practices. The new Community Development Director must be able to demonstrate effective performance through clear, concise communication collaboration proper allocation and utilization of resources sound impartial decision making and personal accountability. The Director must have a thorough understanding and knowledge of planning, zoning, and land use principles, including the interpretation and implementation of laws, codes, rules, and regulations. In addition, the Director should be skilled in providing positive, solutions oriented, and effective recommendations for development and redevelopment to meet the needs of the community. This position requires promoting a culture of teamwork by treating coworkers, stakeholders, and developers with respect and dignity and must have outstanding interpersonal skills with the ability to engage with diverse groups.

CANDIDATE QUALIFICATIONS

- Bachelor's degree required in urban/regional planning, public administration, business administration, or a closely related field Master's degree is preferred;
- Minimum of five 5 years of related work experience in urban/regional planning, community development, or economic development including three years of supervisory responsibility; or equivalent combination of education and experience;

- Requires a valid State of Georgia driver's license or have the ability to obtain one prior to employment;
- AICP certification is highly desired.

CHALLENGES & OPPORTUNITIES

The new Community Development Director will be expected to work with elected officials, planning officials, development stakeholders, and the city management team to provide leadership to the following:

- Continued implementation of community planning efforts developed through the Livable Centers Initiative (LCI). Particular areas of focus include City Center project, Green Cities initiative, Smart Woodstock Plan, I- 575 interchange and Highway 92 development plans.
- The current Land Development Code and Zoning Ordinances are sound however, the Director will need to conduct a comprehensive review of the codes to ensure best practices are in place that avoid unintended consequences of development proposals promote quality growth which supports Woodstock's community identity ensure developer accountability for adherence to community standards when projects are approved require limited variances in order accomplish quality projects especially in the downtown area, and encourage quality business development This review may need to evaluate the need for an effective "redevelopment plan" that recognizes Woodstock is rapidly reaching a point of being virtually built out
- Evaluate staffing focused on reducing turnover and recruiting persons who demonstrate skills in community visioning assuring that proper skillsets are in place to address future growth challenges focusing on customer service that promotes "user friendly" interactions and processes to get to " when possible promoting transparency and demonstrating impartiality when developing recommendations for decision makers and reviewing development plans
- Assist with the evaluation of traffic patterns, street grid, and parking challenges in the downtown area to help plan for future development that improves connectivity, reduces congestion, and enhances pedestrian use.
- Promote the value of having a shared community vision by proactively seeking ways to enhance the City's working relationship with planning and development partners such as the Cherokee County government, local development community, other municipal jurisdictions, and state economic and development officials.
- Provide implementable recommendations to support the Housing Study currently being developed. These recommendations should be based on proven best practices in other communities and be responsive to Woodstock's need to properly define affordable housing, determine the proper mix of various housing types, and provide appropriate housing for its specific workforce.
- Evaluate the Department's use of technology to determine if there is a need for enhanced utilization that will provide greater efficiency of plan reviews, reduced time needed for the review process, require developers to provide a high quality of submittals, and demonstrate greater transparency and professionalism to the public.



COMPENSATION AND BENEFITS

The expected starting salary range for this position is **\$110,000 - \$125,000** (depending on qualifications of the selected candidate), with a comprehensive benefits package, including health, dental and vision insurance options, retirement plan and a generous leave package. Relocation expenses are negotiable.

HOW TO APPLY

Interested candidates must submit by email a cover letter, resume, a list of at least five job related references (name, email and phone numbers), as well as salary history no later than close of business on **June 30, 2025; to Lisa Ward, Senior Associate at lisaward912@gmail.com.**

For any questions, please contact:

Lisa Ward, Senior Associate
Phone: (706) 983-9326

Alan Reddish, Senior Associate
Phone: (706) 614-4961



MERCER GROUP ASSOCIATES

Woodstock, Georgia is an Equal Opportunity Employer. Qualified applicants are considered for positions without regard to age, color, disability, marital status, national origin, race, religion, sex, veteran status, or any other category protected by law.

