

*CLASSIFICATION: EXEMPT-EXECUTIVE*

*REPORTS TO: ASSISTANT EXECUTIVE DIRECTOR*

### **PLANNING, COMMUNITY AND ECONOMIC DEVELOPMENT ADMINISTRATOR**

This position directs, leads, and develops all activities of the planning, community development, tourism, and economic department programs of Lower Savannah COG, and serves as the Division Director for these programs.

Responsibilities include:

1. Direct all activities of the program staff as assigned under this position.
2. Provide local planning commissions with technical assistance needed in preparation and implementation of local plans and programs.
3. Represent the Council at various meetings such as the Community Reuse Organization, Citizens for Nuclear Technology, and local Chamber and Leadership programs as necessary.
4. Work with all lead Council staff involved in planning and coordinate efforts of department with other COG programs and other agencies within the region.
5. Collect and analyze planning and economic data for use by the council staff.
6. Interview potential staff members for division and provide hiring recommendations to the Executive Director and/or Assistant Executive Director.
7. As required, assist in division staff discipline and if necessary make recommendations for termination of division employees to the Executive Director and/or Assistant Executive Director
8. Administer grant program requirements and recommend expenditures for approval by COG management.
8. Perform other duties that may be assigned by the Executive Director, and/or Assistant Executive Director.

### **EDUCATIONAL REQUIREMENTS:**

Master's Degree in Urban and Regional Planning or Geography; or Bachelor's Degree in Urban and Regional Planning or Geography and four (4) years of community planning experience; or equivalent combination of training and progressively responsible community planning experience in a multi-faceted public organization.

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