GLYNN COUNTY, GEORGIA

INVITES YOUR INTEREST
IN THE POSITION OF
COMMUNITY DEVELOPMENT DIRECTOR
Glynn County, Georgia

Glynn County is located along the Atlantic coast in southeastern Georgia, midway between Savannah, Georgia and Jacksonville, Florida. The county was created in 1777, from 423 square miles of land formerly held by Creek Indians. Glynn County is named for John Glynn, a member of the British Parliament who once held the position of Sergeant of London. Brunswick, the county seat and the county’s only municipality, was named in honor of England’s King George, who was of the House of Brunswick.

The area ranks as one of the top tourist destinations in the nation. Known as “The Golden Isles”, the county’s mainland is surrounded by barrier islands including Jekyll Island, Saint Simons Island and Sea Island. Featuring 207 holes of golf, as well as beautiful beaches on the islands, this coastal location is a haven for residents and visitors alike.

Glynn County is easily accessible via Interstate-95, US Route 17, US Route 82 & US Route 341, as well as two airports (Brunswick Golden Isles Airport and McKinnon Saint Simons Island Airport).

<table>
<thead>
<tr>
<th>Glynn County Demographics*</th>
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<tbody>
<tr>
<td>Population Estimate</td>
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<tr>
<td>Age &amp; Gender</td>
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<tr>
<td>Persons under 5 years</td>
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<td>Persons under 18 years</td>
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<tr>
<td>Persons 65 years and over</td>
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<tr>
<td>Female Persons</td>
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<tr>
<td>Race and Hispanic Origin</td>
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<tr>
<td>White</td>
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<td>Black or African American</td>
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<td>American Indian/ and Alaska Native, Native Hawaiian and Other Pacific Islander, Asian</td>
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<tr>
<td>Two or More Races</td>
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<td>Hispanic Origin or Latino</td>
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<tr>
<td>White alone, not Hispanic or Latino</td>
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<tr>
<td>Education</td>
</tr>
<tr>
<td>High school graduate or higher</td>
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<tr>
<td>Bachelor's degree or higher</td>
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<tr>
<td>Personal Income</td>
</tr>
<tr>
<td>Median Household Income 45,918</td>
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<td>Persons in poverty</td>
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*Statistical information was retrieved from the U.S. Census Quick Facts for Glynn County—July 1, 2021 Estimates (v2021)

County Government

Glynn County operates under the commissioner-manager form of government. The Board of County Commissioners is composed of seven members elected by the voters for staggered four-year terms.

Five members represent specific districts and two members serve at-large. The Chairman is chosen by the Board on a yearly basis. The County provides a full range of services extending beyond those provided by many other counties in Georgia. Services provided include public safety (police and fire protection, emergency management, animal control and jail operations); the construction and maintenance of highways, streets and infrastructure; zoning and code enforcement; court-related functions; recreational activities and cultural events; tax appraisal and administration; general administrative services; and outside agency support.

Vision

In conjunction with public and private partners across the community, the Board of Commissioners adopted a Shared Vision Statement for Glynn County—“Working together to make Brunswick and the Golden Isles an exceptional place in Georgia to live, work and visit by strengthening our communities and enhancing the quality of life.”

Mission

To make Glynn County the premier place to live and work in the Southeastern United States, through the provision of quality services to the citizens and a safe and harmonious environment for our employees.

Core Beliefs

We are an organization that cultivates a transparent environment of trust and respect.

With a sense of camaraderie, we are innovative, creative and focused on solutions to become a model of excellence among local governments.

We are united around our commitment to the County’s vision and values at all levels of the organization.

We believe in serving the people of Glynn County to continually enhance the quality of life.

We are committed to sharing the leadership responsibility to making our County the best while creating a legacy of excellence.
THE DEPARTMENT

The Community Development Department is responsible for managing the physical growth, development, and redevelopment of Glynn County, along with the coordination of infrastructure improvements to support development. The Department consists of six functional areas that work together in a cooperative effort to produce and protect the high quality of living that Glynn County residents expect. Additionally, this department has grants writers who identify potential grants which will benefit the citizens directly or which will reduce the expenditure of local tax funds.

THE POSITION

Reporting to the Assistant County Manager, the Director of Community Development directs the operations and activities of the Community Development Department, including the Permitting, Business License, Inspections, Code Enforcement, Engineering, and Planning & Zoning sections.

Essential Functions

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals; coordinates staff training.
- Formulates department policies and procedures; reviews, amends, and updates department policies, procedures, rules, regulations, and standards.
- Develops long and short term goals/objectives and strategic plans; establishes plans of action to promote achievement of organizational goals and objectives; allocates resources as appropriate to accomplish goals.
- Monitors and assesses performance of department programs.
- Carries out the policy direction of the Board of County Commissioners related to growth management and land development through the development, implementation, and administration of the County’s Comprehensive Land Use Plan, Future Land Use Plan, Subdivision and Zoning Ordinances, Erosion & Sediment Control Ordinances, and any other applicable policies.
- Oversees the County’s zoning, planning, permitting, and inspection processes: ensures all services are performed in a timely and professional manner; resolves problems that are not resolved at the staff level; responds to questions and complaints from contractors, builders, developers, citizens, or other individuals; researches problems, provides information, and initiates problem resolution; assists staff in the interpretation of applicable ordinances; makes recommendations on buffer requests and variance requests; and approves temporary site plans.
- Serves as a liaison between departmental staff and the Planning Commissions and other appointed advisory boards; reviews and approves staff reports; prepares executive summaries; and presents items and makes recommendations to boards; attends meetings, conducts research, and makes presentations.
- Serves on various county, community, and inter-agency boards and committees as applicable to departmental objectives: confers with key supervisory staff regularly to identify progress on tasks, problems, and resource issues; meets with associations; meets with citizens and development industry to resolve issues; provides technical assistance and/or input relative to the department’s position regarding matters at hand.
- Coordinates community development activities with local, regional, and state agencies: coordinates department projects and work activities with those of other departments, contractors, or outside agencies; provides technical assistance and/or input relative to the County’s position regarding matters at hand; ensures all reporting requirements are met.
- Consults with Assistant County Manager, County Manager, County Commissioners, elected officials, and other officials to review department operations/activities, review/resolve problems, receive advice/direction, and provide recommendations.
- Develops and administers operating and capital budgets for the department.
- Attends meetings, serves on committees, and makes presentations as needed.
- Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new trends and advances in the profession.
The Ideal Candidate

The ideal candidate will possess and have success in the following areas:

- Exceptional leadership ability with demonstrated success in developing and motivating staff and leading by example.
- A strong commitment to teamwork and a proven record of working cooperatively with elected and appointed officials, peers, co-workers and subordinates.
- Exceptional oral and written communication skills.
- Strong presentation skills with the ability to field and answer questions while under pressure.
- Excellent judgment and decision making skills with the confidence and ability to make and execute decisions quickly and effectively.
- An aptitude for innovation and creativity in the performance of work.

Minimum Qualifications

Bachelor's degree in Planning, Public Administration, or closely related field; Master's degree preferred; supplemented by seven (7) years previous experience and/or training that includes progressively responsible planning, project management, program administration, or related experience. Must possess and maintain a valid driver's license. AICP designation is preferred.

Compensation and Benefits

Salary is commensurate with experience within the hiring range of $101,296—$131,684. (Salary Range $101,296-$161,969). Placement within the range will be based upon the selected candidate’s qualifications. In addition to a competitive salary, Glynn County offers an excellent benefit package including:

- Health Insurance including medical and pharmacy
- Wellness Program and Onsite Employee Wellness Center
- Life Insurance and Long-term Disability Insurance
- Voluntary Benefits including flexible spending accounts, dental insurance, vision insurance, cancer insurance, accident insurance, critical illness insurance, short-term disability, voluntary term life insurance and universal life insurance with a long-term care rider.
- Generous Holiday & Leave Program
- Retirement Program: Defined Contribution plan (401 (a)) is provided in which the County funds a base of 3% and matches up to an additional 3% based on the employee’s contribution into a 457 (b) deferred compensation program.
- Travel Expenses
- Cellular Phone Allowance

Application and Selection Procedure

Interested individuals are invited to apply for this exceptional career opportunity. To be considered for this position, please complete an application by visiting the Glynn County Employment Opportunities page at https://glynncountyga.munisselfservice.com/employmentopportunities/default.aspx.

In addition, applicants must submit a compelling cover letter and résumé highlighting related background, education and experience.

Applications and résumés will be reviewed on an ongoing basis. This position is open until filled; however, candidates are encouraged to apply as soon as possible for optimal consideration. The successful candidate will be subject to a check of references, education verification and post-offer of employment medical evaluation, substance screening and background investigation (criminal history and credit history).

Please direct all correspondence and questions to:
Orah L. Reed, Director of Human Resources
Glynn County Board of Commissioners
Human Resources Department
W. Harold Pate Courthouse Annex
1725 Reynolds Street, Suite 102
Brunswick, GA 31520
912-554-7170 (office)
jobs@glynncounty-ga.gov

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