



Invites Your Interest in the Position of

COMMUNITY DEVELOPMENT DIRECTOR



- ✓ Are you often praised for your leadership, confidence, and self-management skills?
- ✓ Do you have a customer-service mindset with knowledge and experience in planning and design?
- ✓ Are you a seasoned collaborator with a dynamic personality who can work effectively with everyone – elected officials, community members, internal departments, developers, and contractors?
- ✓ Are you an assertive and respectful communicator who effectively advocates and conveys needs, vision, and priorities to city leadership and the Council?
- ✓ Are you a teambuilder who effectively leads and inspires talented staff in a hands-on work environment?
- ✓ Are you a community development professional with municipal experience who is energized by joining a unique municipality that:
 - Believes that public service is a calling;
 - Celebrates diversity and the unique attributes that make up a team;
 - Supports and encourages staff development at every level;
 - Makes decisions for the long-term, and,
 - Understands that we exist to serve our community and each other.

If yes, then the highly sought-after [City of Milton, GA](#), in metro Atlanta, invites you to apply to serve as its **Community Development Director (Director)** and oversee the city's Code Enforcement, Planning, Zoning, Building Inspections, Permitting, Economic Development, and Land Development divisions.

Milton's **Community Development Director** plans, organizes, directs, and manages the day-to-day operations of the Community Development department. This position is for the professional who understands that success is not building a more significant tax base. The City of Milton has very little debt and is in a solid financial position to fund projects. Most land in the area is zoned AG-1, and approximately 13% of its tax base is commercial. The **Director** will work closely with developers and builders to capture the essence of Milton, utilizing its recently adopted [Unified Development Code](#), focusing on preservation of the community's trees and its love of horses, maintaining the quiet, peaceful culture of the rural areas, and protecting the unique Milton aesthetic of estate homes, large lots and equestrian farms.

A highly respected professional known for their integrity, this **Director** will passionately ensure the fulfillment of the Community Development department's mission - *to provide citizens with high-quality developments and the preservation of natural resources while protecting Milton's special rural character in accordance with the city's [2040 Comprehensive Plan](#).*



About the Community

Formed in 2006 from parts of unincorporated Fulton County, the City of Milton is named after Revolutionary War Hero John Milton and is one of metro Atlanta's most sought-after communities for its high quality of life, charming character, safe and welcoming environment, remarkable schools, thriving restaurants, unique shops and more.

Milton borders Cherokee County to the north and west, Forsyth County to the east, Roswell to the southwest, and Alpharetta to the south. Milton's 39 square miles, of which 85% are agriculturally zoned with lot sizes at least one acre, are home to an affluent community. The average house in Milton is 5,000 – 7,000 square feet, and the median household income of its residents is \$160,000.

With about 42,000 people, Milton is a distinct, vibrant city known for its rural landscape, beautiful natural spaces, and strong community. It feels rural but not remote, within 30 miles of Atlanta and even closer to commercial and employment hubs.





Market District Crabapple, located in beautiful downtown Milton, is an up-and-coming development with a wide array of businesses. These include law offices, yoga studios, highly rated restaurants, a Starbucks, and even a brewpub.

Crabapple Fest – a family-friendly arts, antique, and much more festival – is held the first Saturday in October, when Crabapple Road in downtown Milton transforms into a bustling market featuring more than 100 local antique and art vendors.



The city has among Georgia's highest educational attainment rates and lowest unemployment rates. In 2011, just five years after the City's incorporation, [Milton was rated](#) as having the highest quality of life in Georgia and the ninth-highest quality of life in the southern United States. Milton continues to be consistently recognized nationally as one of the best (and safest) places to call home.

Milton's highly rated schools, beautiful greenspaces, unique infrastructure, and lively community events, including the annual Crabapple Festival, create a lovely living environment.

Milton has long boasted a strong and proud equestrian community – a reflection of its deep rural heritage and an ongoing desire to engage with those who love the equestrian lifestyle and everything it involves. Some members of this community own horses; others ride them, and many more enjoy living surrounded by horse farms, pastures, and people who understand and value the benefits of Milton's unique equestrian lifestyle. Milton's [Equestrian Committee](#), a formal city committee of Mayor and council-appointed community members, is committed to advocating and ensuring that the city continues to embrace Milton's rich equestrian heritage.

About the Organization:

The City of Milton, GA, operates under the Council-Manager form of government and is governed by a mayor and a six-person Council. The Council's unified vision, as outlined in the city's [2021-2025 Strategic Plan](#), supports the community's sustainability and resiliency, its continued focus on smart land planning, and its efforts to acquire, manage, and develop public land and resources to support Milton's high quality of life.

Milton residents take great pride in the city's rural heritage and natural beauty, and city leadership is dedicated to preserving and protecting this. In 2016, over 80% of voters approved \$25 million in bonds to acquire land for parks, trails, and greenspace, including conservation land, wildlife habitat, and natural areas, including greenspace areas set aside for passive use, with no development. In fiscal year 2019, the city kicked this initiative into high gear by acquiring more than 248 acres. The city continues to seek other opportunities to utilize the remainder of its green-space bond funding.

The city's [Fiscal Year 2024 operating budget](#) totals \$42.8M for all funds and is supported by a tax rate of \$.439 per \$100 of assessed tax value. The city, which developed its code of ordinances, is focused on providing high quality services. Milton employs 179 FT and 17 PT employees across 11 departments. Their high-functioning employees wear many hats, work efficiently in a collaborative team environment, and hold one another accountable to the City's values – teamwork, rural heritage, service, ownership, and leadership.

THE CITY OF MILTON'S VALUES

Together We Thrive

The whole is greater than the sum of its parts.

Inclusive collaboration, courageous engagement diversity of opinion, and a purposeful commitment to continuous personal, professional, and team growth lead to outstanding results.

It's All About Our Rural Heritage

Every step we take protects our rural heritage and culture.

Service is Our Obsession

Every interaction is an opportunity to show off our commitment to find solutions. We delight the people we serve by going the extra mile to exceed expectations.

Own It, Deliver It

We pursue every opportunity with enduring determination, every project with urgency, and every challenge with creativity. We have an unparalleled sense of pride in and ownership of our accomplishments.

Lead from the Front

We are servant leaders committed to being visible, accessible, and engaged. We walk the talk by setting the example for others to follow.

About the Department and Position:

The City of Milton's Community Development department evaluates issues related to development within Milton to enhance the quality of life for Milton residents, preserve and enhance Milton's character, provide superior customer service by streamlining the development review process, and create a safe and healthy environment by enforcing development regulations.

Reporting to the City Manager, the **Director** will manage the department's operating budget of \$2.6M and oversee its 19 staff. This position is for the professional with experience working with highly engaged council members who are heavily involved in decision-making, especially regarding codes and ordinances.

Milton's next **Community Development Director** will intentionally build and establish trusting relationships with community members, city leaders and staff, and other stakeholders. The **Director** will enhance the department's transparent communication and education efforts within the community regarding regulatory standards, codes, ordinances, projects, etc., to create commonalities amidst differences and ensure that community members are heard, valued, and respected.



Preserving and protecting Milton's rural heritage and natural beauty are important to City leadership and residents alike.



One of the fastest growing parts of the city, the Deerfield area is Milton's most heavily commercial district, with many developments completed, under development, or planned for the future.



Key Position Priorities:

- Oversee current and future capital projects, including but not limited to the Mayfield district and Arnold Mill Projects, while identifying creative ways and solutions to effectively balance the needs/desires for commercial development with the desires of the City Council, residents, and developers, all while ensuring compliance with the city's codes and preserving its character and heritage.
- Cultivate a dynamic group of committed employees by enhancing training, development, and succession opportunities and demonstrating a commitment to honor the employee's impeccable work ethic, ensure a family-like work culture, and nurture individual skills, talents, and expertise.
- Thoroughly evaluate the department's structure, policies, and procedures, and enhance best practice SOPs that further support a collaborative and efficient work environment and ensure a department rooted in sustainable practices, accountability, and quality control.
- Embrace and ensure Milton's *forward-thinking approach*, and work collaboratively with city administration, councilmembers, stakeholders, and any hired consultants to prepare the city's next strategic and comprehensive plans identifying key priorities that address community desires and needs including urban growth demands, historic preservation, and established guidelines of the "Milton Way" – specific design elements to protect the city's aesthetics and culture.

Qualifications:

A bachelor's degree in urban planning, architecture, public administration, or a related field is required, along with seven years of experience in planning, zoning, and development and at least seven years in a managerial capacity. An equivalent combination of education and experience will be considered.

A master's degree in urban planning, public administration, or a similar field and experience as a planning/zoning director in a similar city are preferred. AICP certification is also preferred.



Cultivating a dynamic group of committed employees and working collaboratively with City administration, Councilmembers, stakeholders and hired consultants are two key priorities for the next **Community Development Director**.

The Successful Candidate is:

- knowledgeable of federal, state, and local laws and regulations governing the administration of code enforcement, planning, zoning, building inspections, permitting, economic development, and land development;
- committed to sound and proactive planning approaches;
- an effective coach and mentor to staff – committed to developing staff knowledge and expertise regarding municipal codes and trends in the profession, and establishing, training, and equipping staff to uphold expectations for customer service/interactions with external customers;
- a strong advocate for staff who values accountability while holding realistic and fair expectations of self and others;
- someone with excellent organizational skills and the depth and breadth to revamp/implement procedures to ensure consistent understanding of and application of the codes;
- proactive in fostering and maintaining collaboration and cohesiveness both within city departments and with external partners, including community members, local stakeholders, non-profits, and business leaders, to effectively achieve the city's goals;
- a strategic problem solver who seeks information from multiple sources, communicates ideas and decisions effectively, and evaluates results;
- an expert in utilizing data and metrics to propose solutions and make decisions; and,
- skilled in budget development and management, monitoring and accounting controls, processing and managing contracts, policy development, and application.



As part of Milton's continued efforts to preserve and protect the city's natural beauty, Plant!

Milton is a multi-pronged initiative to encourage residents to plant trees and keep Milton green!



Salary and Benefits:

The hiring range for the position is \$140,000 - \$160,000, depending on qualifications and experience. The City of Milton provides a [comprehensive benefits package](#) including medical, dental, and vision plans including a free option for employee-only coverage (spousal and dependent coverage are available at an additional cost). The city also provides a substantial life insurance and AD&D benefit with the option to purchase additional coverage as well as access to optional accident and critical illness plans. At no cost to the employee, Milton also provides access to employee assistance resources aimed at mental health, financial wellness and more.

With long-term financial stability in mind, the city also provides one mandatory and one voluntary retirement plan. Since the city is exempt from social security, the mandatory plan includes an employee contribution of 6.2% with a match of 6.2% from the city in a 401(a). The voluntary 457(b) defined contribution plan includes an employer match at 200% up to the first 6% of employee contributions with a graduated 5-year vesting at 20% per year for the employer contribution portion. Please visit <https://www.miltonga.gov/government/human-resources/city-benefits> for detailed information on the City's benefits.

To apply, please visit <https://www.governmentjobs.com/careers/developmentalassociates> and click on the **Community Development Director – City of Milton, GA** title.

- All applications must be submitted online via the Developmental Associates application portal (link above) – NOT the city's employment application portal or any other external website.
- Resumes and cover letters must be uploaded with the application.
- Applicants should apply by **July 10, 2024**.
- Successful semi-finalists will be invited to participate in virtual interviews and skill evaluation interviews on **August 13-14, 2024**. Candidates are encouraged to reserve these dates for virtual meetings should they be invited to participate.
- Interviews with the leadership team will follow quickly at a subsequent time in person.
- Direct *inquiries* to hiring@developmentalassociates.com.

The City of Milton, GA, is an Equal Opportunity Employer.



Flags outside Milton High School honor the memories of the over 3,000 fallen in the 9/11 attacks.



Developmental Associates, LLC manages the recruitment and selection process for this position. To learn more about our selection process, visit <https://developmentalassociates.com/client-openings/>, select "Client Openings," and scroll down to "Important Information for Applicants."