

MACON - BIBB COUNTY



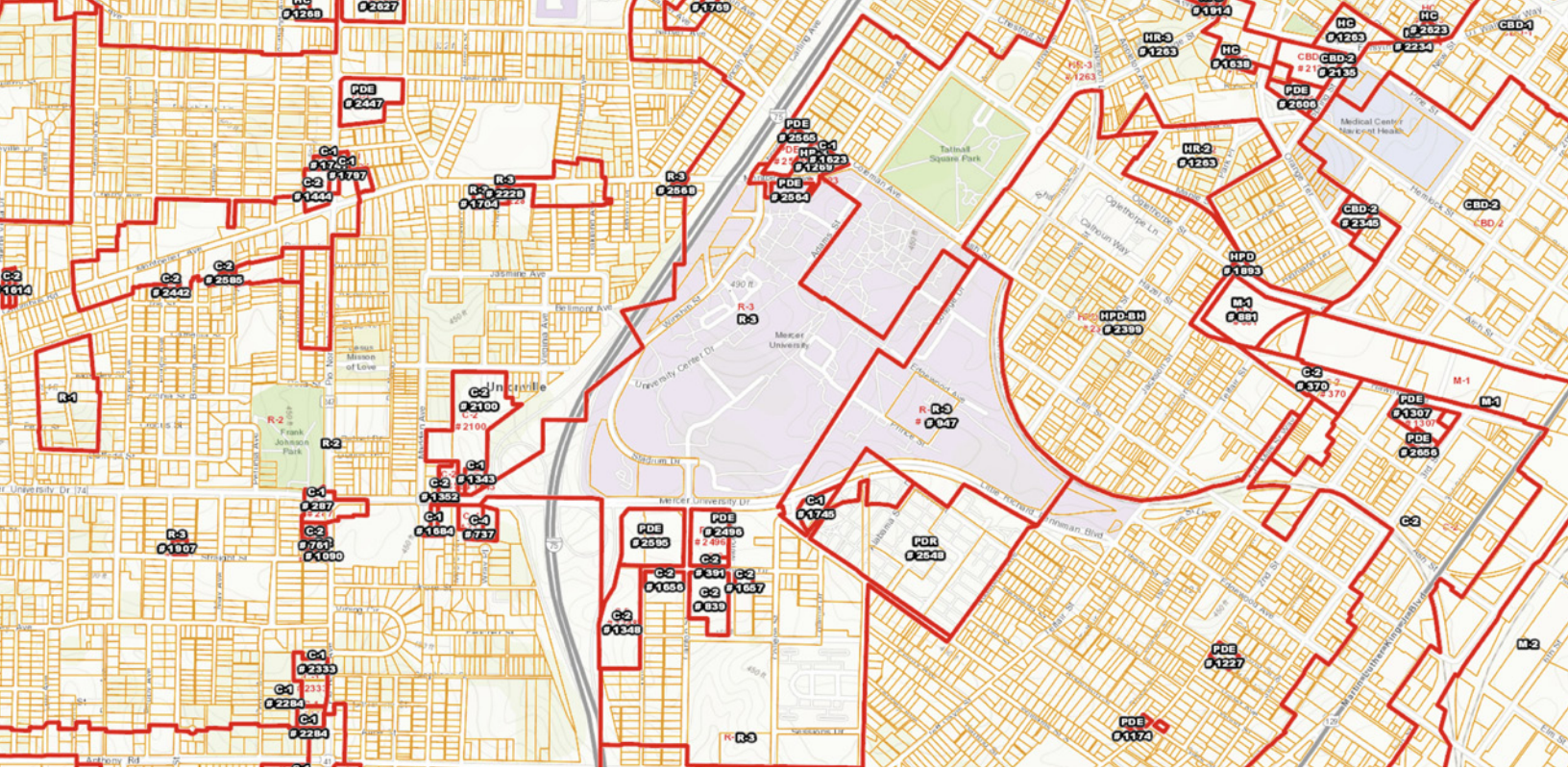
Inviting Applications and Nominations for

Executive Director

*for the Macon-Bibb County
Planning & Zoning Commission*

Macon's Historic Terminal Station

VISIT MBPZ.ORG TO LEARN MORE.



MBPZ zoning map detail

The Macon-Bibb County Planning and Zoning Commission (MBPZ) seeks an **EXECUTIVE DIRECTOR** to innovate, adapt, reinvent, and maintain Macon's planning and land use policies to propel economic and community development for the benefit of all citizens. The current Executive Director has announced his upcoming retirement after nearly four decades of service, providing this exceptional opportunity for an innovative, visionary, and motivated planning professional to sustain and grow Macon's prosperity through planning and land use policies. Preferred start date is January 2022.

MACON-BIBB PLANNING & ZONING

Established in 1954 as a result of a special amendment to the Constitution of the State of Georgia, the Macon-Bibb County Planning & Zoning Commission (MBPZ) is the only independent planning and zoning organization in the country.

With offices located inside Macon's Historic Terminal Station, MBPZ is the final authority over all land use planning, transportation planning, zoning enforcement, and subdivision review for Macon-Bibb County. MBPZ is unique in Georgia in that the Commission is not a referring body, but the agency that has the final say in all land use decisions within its jurisdiction. MBPZ's five-member quasi-judicial board is made up of local business professionals who volunteer to serve for five-year terms. The Commission is supported by a 16-person professional

staff that provides support to the Commission for zoning hearings and serves as the permit coordinator for all land use development proposals.

This unique structure offers a once-in-a-generation opportunity to lead the Commission and the community to implement efficient processes and policies that create smart growth and sustainable development, reducing blight, increasing property values, and increasing quality of life.

Funded by the Macon-Bibb County government, MBPZ conducts public hearings to hear and decide on rezoning and land use issues.

Additionally, the agency is the federally designated Metropolitan Planning Organization (MPO) responsible for all transportation planning for Macon-Bibb County, and portions of Jones and Monroe counties.



Sunset at Amerson River Park on the Ocmulgee River with Sheridan Overlook in the background

THE OPPORTUNITY

The Executive Director performs administrative and advanced professional work in overseeing the overall operation and activities of the Macon-Bibb County Planning and Zoning Commission. Leading a 16-person staff with currently one vacancy, this senior administrator has oversight of the comprehensive planning process, the long-range transportation plan, and the maintenance and enforcement of the Comprehensive Land Development Resolution (zoning regulations). The salary range is between \$140,000 to \$160,000, based on the person's background and experience.

The Planning and Zoning Commission assigns work in terms of commission goals and objectives. Work is reviewed through conferences, reports, and observation of Commission operations.

The successful candidate will share a vision and demonstrate the ability to adapt national best practices in planning and zoning to Macon. The incumbent is expected to exercise initiative and considerable professional judgment, discretion, and independence in accomplishing assigned directives and working with the public, the planning and zoning commissioners, elected officials, and other government agencies.

Reporting to the Macon-Bibb County Planning and Zoning Commission, the Executive Director supervises the management staff, which includes the directors of Planning, Zoning, Finance, Human Resources, Communications, and Geographic Information Services.

ESSENTIAL JOB FUNCTIONS

- Oversees the development of the Comprehensive Plan, the Long-Range Transportation Plan, and other planning and land use studies to advance the goals and objectives of the community.
- Administers and enforces the zoning regulations for Macon-Bibb County by ensuring consistent performance of professional staff in interpretation of policy and code.
- Manages the coordination of zoning text and map amendments, special exceptions, and variances.
- Manages all components of comprehensive Land Development Resolution updates and rewrites.
- Supervises planning and zoning staff, including assigning and reviewing work and taking actions to adjust work, staff, and operations to meet requirements.
- Selects, trains, and evaluates staff and takes appropriate actions to improve performance when necessary.
- Initiates actions regarding hiring, transfer, promotion, payroll, leave, performance, and other personnel actions.
- Develops and reviews applicable codes, policies, and ordinances for implementation of plan goals, objectives, and policies.
- Develops commission policy and procedures and provides policy direction to staff, meets with parties involved to discuss and clarify issues and

explain requirements; advises and assists parties on how to achieve compliance with applicable rules and regulations.

- Manages the Macon Area Transportation Study (MATS) which is the Metropolitan Planning Organization responsible for the planning of roads, bridges, public transit, rail, bikeways, trails, and sidewalks.
- Applies various specialized analyses for issues including land use, site design, transportation, and economic development.
- Reviews and evaluates zoning applications and development plans and proposals, and oversees the development of staff reports and studies.
- Oversees the management of zoning inspections and enforcement.
- Prepares and manages the annual appropriations and operations budgets, and coordinates with staff to keep projects on time and on budget.
- Develops, reviews, and evaluates studies, reports, and recommendations.
- Performs field visits and on-site inspections as required.
- Works with other commission employees; general and subcontractors; civic and community group representatives; real estate personnel; business leaders; property owners; developers; lenders; surveyors; attorneys;

landscape architects; urban designers; architects; engineers federal, local, and state elected officials and agency representatives; and the general public to give and exchange information, provide services, resolve problems, motivate or influence persons, and negotiate, defend, or settle matters

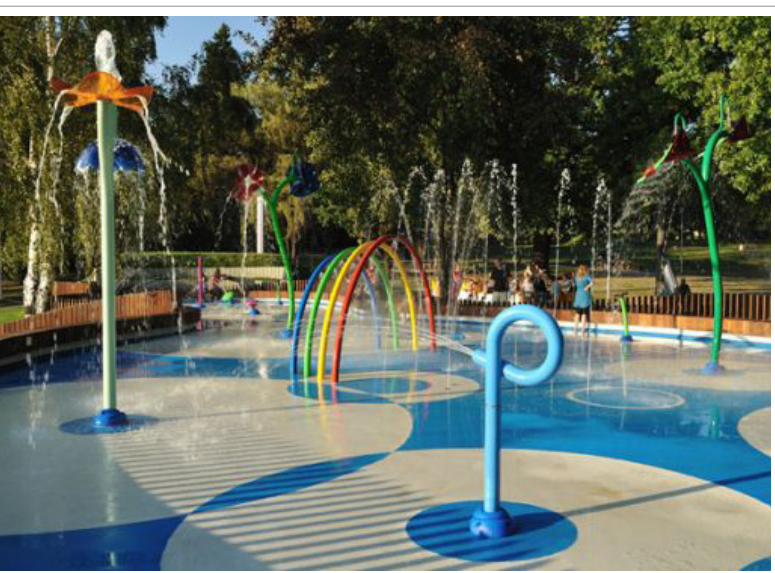
QUALIFICATIONS

Required Qualifications

- Bachelor's degree in Planning, Landscape Architecture, Engineering, Geography, Public Policy, or a closely related field
- Ten years of relevant professional experience
- Three years of supervisory experience
- Valid driver's license

Preferred Qualifications

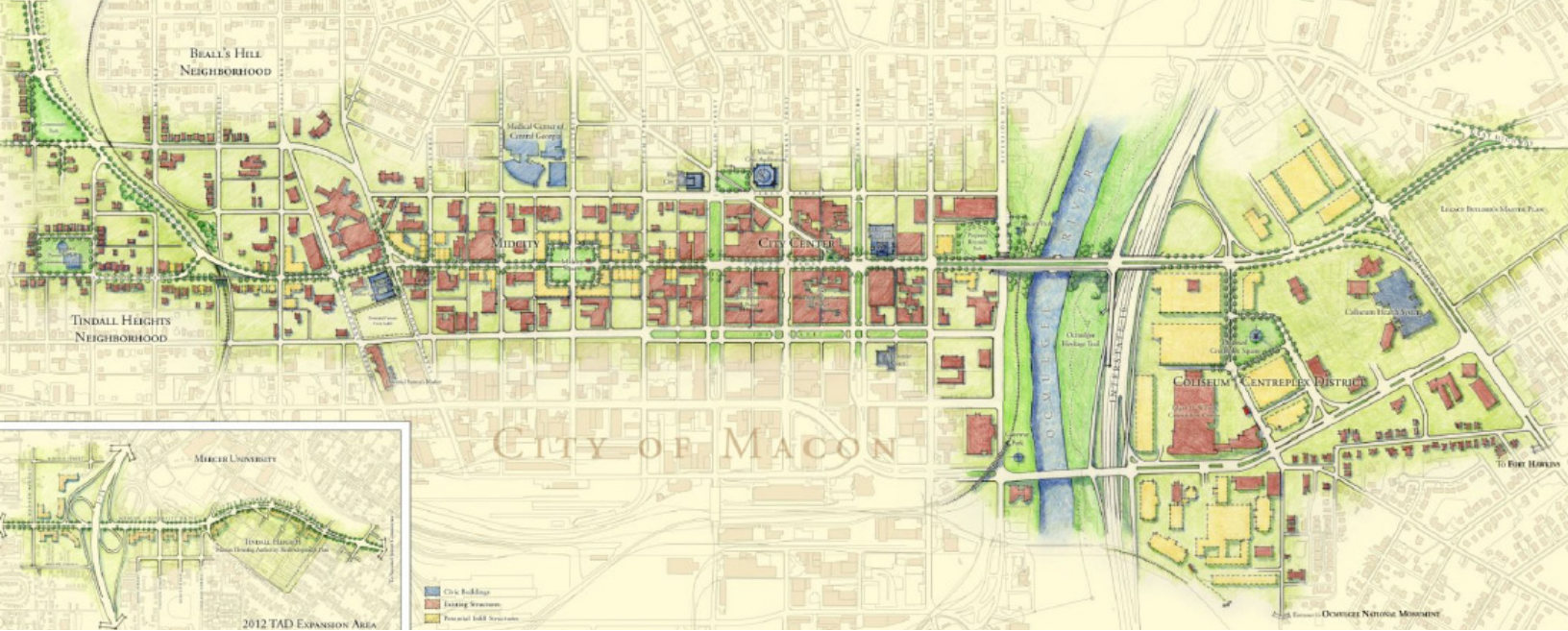
- Master's degree in Planning, Landscape Architecture, Engineering, Geography, Public Policy, or a closely related field
- Experience as Executive Director or Assistant Director with progressively responsible professional experience in technical land use or related planning or zoning
- Landscape Architect Certification (Preferred)
- American Institute of Certified Planners (AICP)(Preferred)



Filmore Thomas Park in Macon



The Lofts at Navicent



Master plan rendering of the Second Street Corridor Connector

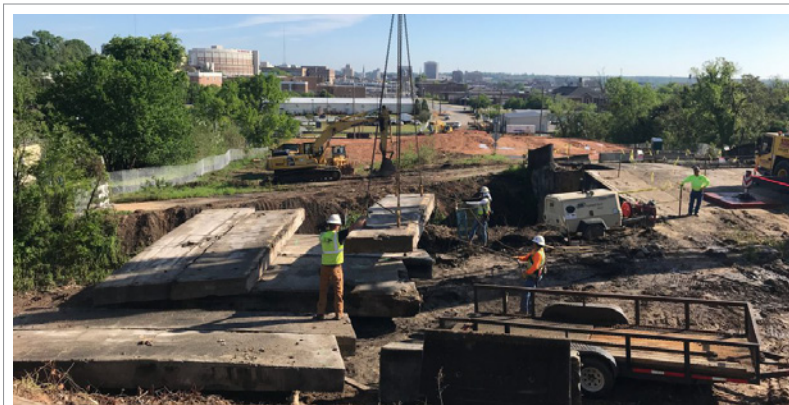
KNOWLEDGE AND SKILLS

- Knowledge of planning and zoning theories, principles, and practices
- Knowledge of comprehensive planning and community development principles and practices
- Knowledge of civil engineering and landscape architectural design principles and practices
- Knowledge of transportation planning and relevant state and federal laws
- Knowledge of land use and planning principles and practices
- Knowledge of geographic information systems and mapping practices
- Knowledge of public finance and budgeting principles and practices
- Knowledge of grant programs and administration
- Knowledge of commission and department policies and procedures
- Knowledge of accounting principles and practices
- Skill in management and supervision
- Skill in directing municipal planning and zoning operations
- Skill in reading and interpreting blueprints, maps, and aerial photographs
- Skill in planning and organizing work

- Skill in budgeting
- Skill in operating a computer and related software and standard office equipment
- Skill in public relations
- Skill in oral and written communication

Employee Benefits include:

- Paid time off, such as PTO, sick days, and vacation days
- Health, dental, and vision insurance
- Healthcare spending HSAs, FSAs, and HRAs
- Retirement benefits or accounts 457(b), 457(ROTH), 401(a) matching
- Life insurance, long-term disability and short-term disability insurance
- Gym memberships or discounts
- Employee Assistance Services (EAS)



Crews work on the railroad bridge for the Second Street Corridor Connector



Macon-Bibb County, Georgia

MBPZ is located in downtown Macon. Offering large-city amenities and true Southern charm, Macon-Bibb has a population of approximately 155,000, with the metropolitan area totaling almost 230,000.

Located 70 miles south of Atlanta, Macon is a popular tourist destination. Macon-Bibb is rich with cultural assets such as the Hay House, Tubman Museum, and Ocmulgee Mounds National Historical Park, a lively arts

scene, annual festivals, including the International Cherry Blossom Festival, and a well-versed music heritage, playing home to such greats as Otis Redding, Little Richard, and the Allman Brothers Band.

Most recently, Macon has become a go-to location for movie/TV filmmaking. Served by three hospitals, Macon is one of Georgia's major medical service centers. Just 16 miles south of Macon-Bibb is Robins Air Force Base, the largest single-site industrial complex in Georgia.

APPLICATION & NOMINATION PROCESS

Confidential inquiries are welcomed, and nominations are invited.

Applications

- 1) Application packet must include:
 - a) A letter of application that addresses the responsibilities and qualifications of the position
 - b) Current resume
 - c) At least four references with full contact information including e-mails (*References will not be contacted without consent from applicant.*)
- 2) Submit application packet (preferably as PDFs) to:
MBPZ@myersmcrac.com

Additional information will be requested upon receipt of application.

Apply by December 8, 2021, for best consideration.

Review of applications begins immediately.

Nominations

Submit nominations to:

MBPZ-nominate@myersmcrac.com

with complete contact and e-mail information for the individual being nominated.

Emily Parker Myers, CEO, and **Jennifer Barfield**, Senior Vice President, of **Myers McRae Executive Search and Consulting** are assisting the Macon-Bibb County Planning & Zoning Commission with this search.



MBP&Z is an Equal Opportunity Employer (M/F/ADA) Drug-Free Workplace / At-Will Employment.
Applicants must pass a criminal background check, drug screen, and credit check.