

**JEFFERSON COUNTY
JOB DESCRIPTION**

| | |
|------------------------------|--------------------------------|
| Job Title: | Community Development Director |
| Department: | Community Development |
| Annual Hours Worked: | 2080 |
| FLSA: | Exempt - Professional |
| Exempt Salary System: | Grade 22 |
| Union: | Exempt |
| Reports To: | County Administrator |
| Approved By: | Human Resources Manager |
| Date: | August 2016 |

This Job Description is subject to change as the needs of the employer or requirements of the job change.

1.0 MAJOR FUNCTION AND PURPOSE

1.1 Plan for, direct, organize, and provide leadership to the Jefferson County Department of Community Development. Direct and implement management systems for effective planning, permitting and enforcement to maintain and enhance the quality of life in Jefferson County. Work to continually improve all processes and assure the efficient and economical use of County resources. Participate as a member of the County's senior management team.

2.0 SUPERVISION RECEIVED AND EXERCISED

2.1 Exercise significant independent judgment and action with general direction from the County Administrator, consistent with the policies of the County Commissioners, adopted plans and local, state and federal law. This position is supervised by the County Administrator.

2.2 Supervise all employees in the Community Development Department, either directly or through subordinates.

3.0 SPECIFIC DUTIES AND RESPONSIBILITIES: Duties include but are not limited to the following.

3.1 Planning & Permitting

- Serve as the Director of Planning, Chief Administrative Officer, Building Official, Fire Marshall, Code Enforcement Officer, Unified Development Code Administrator, SEPA Responsible Official, Subdivision Administrator, Shoreline Administrator, Zoning Administrator, Critical Areas Administrator, Flood Management Responsible Official and/or the responsible administrative official, as referenced or required by ordinance, unless otherwise delegated;
- Assist the Planning Commission and the Board of Commissioners in formulating land use policies, long range plans, and development regulations;
- Conduct or direct research, report upon, outline options and make recommendations to draft or amend long range plans, development regulations, and ensure timely, efficient and consistent permitting and enforcement procedures;
- Conduct or direct research, prepare reports, outline options and make recommendations concerning priority projects and issues;
- Administer County land use and environmental protection regulations, building codes, the Comprehensive Plan, the Shoreline Master Program and the National Flood Hazard Insurance Program, and supervise their enforcement;

- Assist citizens and businesses to understand County plans and development regulations, and help them achieve project goals in conformance with applicable development regulations and in support of the Jefferson County Comprehensive Plan and other applicable land use goals and policies;
- Enhance customer service and efficiency by coordinating with and stream lining permit activities between Community Development, Public Health's Environmental Health Division, Public Works, the Assessor, and other County departments;

3.2 Coordination and Communication

- Coordinate project, program, contractual, permitting and planning activities with County departments and other public agencies;
- Act as a liaison on policy direction and recommendations between the Board of County Commissioners, the Planning Commission, and department staff;
- Represent the County at a variety of local and regional venues as directed;
- Promote dialogue, collaborate, educate, and pro-actively share information regarding community development issues with citizens, development communities, other interest groups, other jurisdictions, County departments, the Planning Commission and elected officials regarding the department's work and related issues;
- Develop and improve management systems to solicit, track and respond to customer and citizen feedback, and respond to citizen and staff suggestions and complaints;
- Develop and improve systems to make information openly and readily accessible to the public to minimize the need for public records requests; and manage and improve the department's systems to track and respond to all public record requests;

3.3 Supervision and Leadership

- Hire, train, evaluate, coach and supervise staff; assist staff in professional development;
- Build a collaborative and cohesive departmental staff, foster collaboration and positive relations with other departments;
- Work with staff to set annual and multi-year individual and departmental goals and priorities
- Help prepare job descriptions, performance appraisals, labor agreement addenda, Administrative procedures, etc., in exercise of management and supervisory responsibilities

3.4 Administration and Management

- Prepare annual budget recommendations and monitor expenditures, develop balanced multi-year budget and management plans;
- Prepare, prioritize, track and regularly report progress on annual and multi-year work programs;
- Develop, track and regularly report on performance measures of the department;
- Organize the department's structure, procedures and work assignments to carry out the department's mission effectively and efficiently;
- Seek grants, contracts and other funding sources in support of the County and the department's work;
- Oversee preparation of ordinances, resolutions, contracts, agreements, covenants and other legal documents related to community development and administration and enforcement of County land use and environmental protection ordinances;
- Consider management systems and technology to improve the department's capacity/efficiency in its work, and to store and access records;

3.5 Other

- Participate as a member of the County's senior management team to help address Countywide issues;
- May occasionally be delegated to fill in temporarily in the County Administrator's absence; and
- Perform other duties as directed.

4.0 REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 4.1** Knowledge of local, state, and federal regulations, land use policies, administrative procedures, applicable environmental laws, local government authority and responsibilities.
- 4.2** Skill in using standard office equipment including personal computers and software applications (including manipulating data), fax machine, copier, and multi-line telephone.
- 4.3** Ability to read, analyze, and interpret community planning, scientific and technical journals; financial reports; and demographic and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or the public. Ability to write speeches and articles for publication concerning community development; economic, social and environmental issues in clear, effective, persuasive, and professional manner. Ability to effectively prepare and/or direct preparation of, and present comprehensive reports, presentations, budgets and correspondence to top management, public groups, and/or boards.
- 4.4** Ability to work with mathematical concepts such as probability and statistical inference, and apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- 4.5** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- 4.6** Ability to perform duties out of doors as needed to conduct investigations at construction sites, areas of rough terrain, forested areas, wetlands, and shorelines.
- 4.7** Ability to understand unorganized facts and information and to order them in an understandable, organized manner.
- 4.8** Ability to facilitate discussion of small and medium groups.
- 4.9** Ability to perform in a self-managed work environment
- 4.10** Ability to quickly grasp new techniques, deal with rapid changes in events, remain calm in stressful situations, and relate to various personality styles in a calm, professional manner.
- 4.11** Ability to maintain confidentiality of sensitive information.
- 4.12** Ability to assure efficient and effective utilization of volunteers and department personnel, funds, materials, facilities and time.

4.13 Ability to travel and attend meetings and conferences, both during regular working hours and in the evening.

5.0 MINIMUM QUALIFICATIONS

5.1 Bachelor's degree in Urban/Regional/Environmental Planning; Community Development; Public Administration; or a closely related field from an accredited four-year college or university; plus five (5) years of progressively responsible experience in a senior level planning or public administration position, with at least one (I) year as a director or manager with direct responsibility for the performance of subordinates; OR an equivalent combination of education and experience is required. Master's degree in related field preferred.

5.2 A valid Washington State Driver's License or the ability to obtain one within 30 days of employment; and maintaining the Driver's License for the duration of employment with the County is required.

5.3 Must pass a Criminal History Check.

5.4 AICP certification is desirable.

6.0 WORK ENVIRONMENT: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

6.1 Work is primarily performed in an office, but also requires driving to meetings. Attendance at meetings may require working evening hours.

6.2 While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

6.3 The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, night vision, the ability to read small print and the ability to adjust focus.

6.4 The noise level in the work environment has moderate noise.

6.5 While performing the duties of this job, the employee occasionally works in outside weather conditions.