

## Jefferson County

## Position Description

Position: <b>Community Development Director</b>	FLSA: <b>Exempt</b>
Department: <b>Community Development</b>	Salary Grade: <b>Grade 35 (Non-Resident)</b> <b>Grade 36 (County Resident)</b>
<b>Non-bargaining Unit</b>	<b>Full Time</b>

**Summary**

Under the direction of the Jefferson County Board of Commissioners and the County Administrative Officer, the Community Development Director is responsible for the overall operation of community development services for Jefferson County, including building code permits, on-site septic, plumbing, electrical and inspections, nuisance abatement and code enforcement. Assures the efficient and economical use of departmental resources, including funding, personnel, and facilities. Implements and maintains sound practices to ensure communication with, participation of, and optimum service to the community. Develops and recommends county policies related to land-use Community Development. Provides staff support and professional advice to the County Administrative Officer and to the Board of County Commissioners.

**Distinguishing Characteristics**

This position manages and administers the day-to-day activities of the Community Development Department. Directly supervises staff; directs the operations of each departmental function by providing day-to-day supervision of division leaders; works under the direction of the County Administrative Officer in developing departmental policy, staffing patterns, goals, budgets and other functions common to a department administrator. This is a "hands on" position that will also perform all levels of building permit and land use services. Provides over-counter assistance on a variety of issues. Facilitate as needed informational workshops; answer public inquiries concerning building and land use codes. Besides assisting subordinate staff, this position will apply laws, conduct research, analyze data, prepare staff reports, respond to inquiries, investigate reported code violations and develop compliance plans, meet with developers (builders, engineers, architects and others involved in residential, commercial and industrial projects), attend meetings and make presentations. Operates with considerable latitude for independent actions and decisions. Errors in judgment or incompetence could have major adverse impact on public acceptance of programs, obtaining of state and federal funding, and on the future of the social and physical environment of the county. Some travel, fieldwork, attendance at evening meetings and training is required.

**Essential Duties and Responsibilities**

- Responsible for developing and maintaining office procedures, priorities, goals and objectives.
- Responsible for preparing an annual budget and presenting it to the Finance Director and County Budget Committee.
- Responsible for monitoring department revenue and expenditures and comparing that information to planned revenue and expenditures.
- Prepare a variety of reports and documents.
- Become familiar with County policies and contracts for personnel, as well as all appropriate County policies specific to the Department's functions.
- Assign applications and projects to staff. Monitors, reviews and approves work performed and recommendations made.
- Conduct annual employee evaluations.

- Supervise employees and may be required to hire, transfer, suspend, layoff, recall, promote, discharge, assign or discipline employees, or adjust their grievances, or recommend such action, within the rules and policies of Jefferson County.
- Provide complex technical and administrative support to various boards, Commissions on building and land use related matters.
- Offers guidance to County staff members on decisions related to application of building and land use codes. Includes from Fire Marshal's office, land use, building inspection, development assistance and other development-related work units.
- Maintains current technical resources consisting of State Statutes, Rules, Interpretations, and code amendments. Communicates such information to affected staff.
- Writes analytical staff reports for variety of boards and commissions.
- Provide assistance and information to County Counsel on related laws and codes.
- Assist in the application of grants sources from other governmental agencies, such as County, Regional, State or Federal Government on specific land use or building projects.
- Regular attendance is an essential function of the position.
- Lead staff to exercise thorough, thoughtful and helpful expertise about building and planning requirements and/or services to all customers in a friendly, open, and unbiased manner.
- Performs other duties as assigned that support the overall objective of the position.

## **Qualifications**

### **Knowledge and Skills**

Considerable knowledge of business administration, office procedures and supervisory techniques. The position requires sound management, supervision and excellent communication skills. Some knowledge of principles and practices of a Building Official; federal, state and local regulations on building codes. Some knowledge of the land use including state and local land use hearing procedures and rules. Ability to manage complex and controversial public review items, such as those involving exceptions to statewide goals.

### **Abilities**

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Exercise judgment and creativity in resolving difficulties and problems. Demonstrate emotional intelligence during sometimes confrontational situations. Recognize and grasp community needs and develop sound balanced approaches to meeting those needs through the Community Development process. Effectively plan, develop and maintain complex and detailed administrative and technical programs and projects. Manage the diverse work activities of numerous professional-level subordinates in a manner conducive to proficient performance, high morale, and departmental cohesion. Clearly communicate information to senior management, public groups and elected and appointed officials. Develop and maintain collaborative working relationship with a variety of people, including County Administrative Officers, elected officials, outside agencies, community leaders, peers, and staff. Reasoning skills include the ability to comprehend a wide variety of general and technical instructions and guidelines. Demonstrate excellent customer service skills.

### **Physical Abilities**

Ability to work at a computer screen for long periods of time, ability to sit, read, stand, and have rapid finger, hand and arm movement for extended periods of time. The ability to walk on uneven surfaces and/or drive on rough terrain.

**Education and Experience**

Four years of increasingly responsible experience at a level equivalent to a Department Director or Supervisor/Lead. A master's degree or Juris Doctorate may substitute for up to four years of experience. Graduation from an accredited four-year college or university with a degree in planning, geography, engineering, law, public or business administration, or a related field may substitute for two years of experience. Lead work or supervisory experience is desirable, but not required. Knowledge of Oregon building codes, Oregon land use statutes, administrative rules, and case law is preferred. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above.

**Licenses and Certificates**

A valid Oregon driver's license with an acceptable driving record is required. Driving is an essential duty of the job.

**Working Conditions**

Work is performed indoors and outdoors where some safety considerations exist from physical labor and handling of light-to-medium weight, yet, awkward materials.

**Probationary Requirement**

This position is based on the successful completion of a twelve-month probationary period.

**Residency Requirement**

Jefferson County residency is a requirement to advance and stay at Salary Grade 36.

**Modified: August 14, 2024**

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**Employee Signature**

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**Date Signed**

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**Supervisor Signature**

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**Date Signed**