

**DONA ANA COUNTY
JOB DESCRIPTION**

POSITION TITLE: Director, Community Development	PAY GRADE: 96
DEPARTMENT: Community Development	FLSA: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
REPORTS TO: Assistant County Manager	LEAD: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
BARGAINING UNIT: N/A	SUPERVISOR: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
APPROVED: <u><i>V. S. P. P. P.</i></u> Department Head/Elected Official	<u>2/13/17</u> Date
<u><i>[Signature]</i></u> Human Resources Director	<u>2/13/17</u> Date

I. PURPOSE SUMMARY. Directs, manages, and oversees the functions and staff of planning, geographic information systems, building services, animal control and codes.

II. ESSENTIAL DUTIES. (A position may not include all of the duties listed, nor do the listed examples include all of the duties that may be found in a position of the class. An individual must be able to perform the essential functions listed below and a reasonable accommodation may be made available to qualified individuals with disabilities to perform the essential functions of the job).

- Oversees long-range Community Development planning and direction for the County. Provides written and oral presentations on operational and long-range planning to all levels of the organization.
 - Analyzes and coordinates Community Development strategy, policies and procedures.
 - Provide information to departments for departmental planning and operation.
- Monitors Community Development departmental expenditures to ensure department operates within budget while meeting their goals and objectives.
- Participates as a member of the County's management team to include:
 - Coordinate with other departments to integrate projects of mutual concern.
 - Coordinates with Federal, State and local agencies to obtain funding assistance.
 - Provides input to senior staff to improve the level and quality of services

Planning

- Oversees advance planning projects and coordinates with state, regional, and federal agencies;
- Oversees current planning projects, applications, and related issues;
- Develops budgets, timetables and coordinates all projects;
- Supervises and makes presentations on zoning, variance, special use permits, subdivisions and related issues to County Planning and Zoning Commission, Board of County Commissioners, Extra-Territorial Zoning Commission, and Extra-Territorial Authority;
- Enforces and administers zoning, subdivisions, and other related ordinances.

Geographic Information System

- Oversees the operation of the Geographic Information Systems for the Department and other County departments;
- Plans and prepares projects for presentations and meetings;

- Plans, directs, and manages contracts, billings, task timelines, and develops public relations for rural addressing projects;
- Oversees the administration of the Addressing and Street Naming Ordinance.

Building Services

- Oversees plan checking, permitting, and inspections;
- Responsible for developing, implementing, and maintaining a thorough and timely review process for all permitting processes;
- Develops and implements systems or policies to ensure efficient delivery of current services and to establish new services;

Departmental Management

- Carries out supervisory responsibilities in accordance with the County's policies and applicable laws; reviews staff's work to ensure completeness, accuracy, and timeliness;
- Responsible for all equipment and supplies needed for the department;
- Attends meetings as a representative of the Department;

III. ADDITIONAL DUTIES. Other duties may be assigned.

IV. QUALIFICATIONS.

- A. Education.** Bachelor's Degree in Urban Planning, Engineering, Public Administration, Political Science, or a directly-related field
- B. Experience.** Eight (8) years of increasingly responsible full-time experience in governmental planning, land use, building development, geographic information systems, community or economic development; five (5) years of full-time supervisory or management experience; experience in rural communities preferred.
- C. Education/Experience substitution.** N/A
- D. Licenses/Certifications.** Must have a valid unrestricted driver's license; AICP certification desired
- E. Other (e.g., post-offer medical exam, polygraph, background check, driver's license record, etc.).** Background check and driver's license record

1. KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED BY THE POSITION:

Knowledge of principles and practices of public administration and management including budgeting, finance, grant management, human resource issues, resource management, and programs and services evaluation; federal and state laws, regulations, and guidelines which impact the operations of the department; principles and practices and methods of consensus building, leadership, conflict resolution, negotiation, and team-oriented management; principles and practices of county or regional planning, zoning, subdivision regulations, mapping, building and development; County and other applicable zoning and subdivision ordinances, and various county and state permits required to obtain building and development plans; general office practices and procedures.

Skill in planning, organizing, supervising, and managing; computer software for word processing, spreadsheets, presentations, and databases.

Ability to organize and prioritize workload and manage multiple projects at the same time; analyze and evaluate information accurately and express ideas clearly when providing oral and written reports and recommendations; communicate effectively in oral and written form; establish and maintain effective and cooperative working relationships with others.

2. FREEDOM TO ACT.

The supervisor sets overall objectives and resources available. The employee and supervisor, in consultation, develop deadlines, projects, and work to be done. The employee is responsible for planning and carrying out the assignment, resolving most of the conflicts that arise, coordinating the work with others as necessary, and interpreting policy on own initiative, in terms of established objectives. In some assignments, the employee also determines the approach to be taken and the methodology to be used. The employee keeps the supervisor informed of progress and potentially controversial matters. Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work, or effectiveness in meeting requirements or expected results.

3. GUIDELINES AND JUDGMENT.

Administrative policies and precedents are applicable but are stated in general terms. Guidelines for performing the work are scarce or of limited use. The employee uses initiative and resourcefulness in deviating from traditional methods, or researching trends and patterns, to develop new methods, criteria, or proposed new policies.

4. PHYSICAL DEMANDS.

The indoor work is typically sedentary. Typically the employee sits comfortably to do the work. There may be some walking, standing, bending, carrying of light items, or driving an automobile.

There is occasional outdoor work that requires some physical exertion, such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching or similar activities; or recurring lifting of moderately heavy items (up to 25 pounds).

5. WORK ENVIRONMENT.

Essential duties are performed in a combination of indoors and outdoors. When working indoors is under temperature controlled conditions; outdoors is under various weather conditions. Employee is required to drive throughout the County to perform fieldwork. The noise level in the work environment indoors is usually moderate; outdoors may be loud.

6. SUPERVISORY RESPONSIBILITY.

Supervises supervisors; plans overall work objectives; establishes department goals and objectives; coordinates diverse work activities and programs; budgets and allocates resources; measures performance against goals and objectives.

A majority of the work involves directing administrative, investigative, or professional work or complex technical or protective work; and planning and implementing change to meet customer expectations and strategic goals for the immediate organization unit.

The directed work requires the supervisor to identify and analyze internal program and policy issues affecting the immediate organizational unit and to develop recommended solutions.

Work results impact essential support operations for technical, professional, or administrative functions, or delivery of products or services to customers.

Decisions made by the supervisor typically involve assessing unusual circumstances, variations in approach, and incomplete or conflicting data.

V. EMPLOYEE ACKNOWLEDGEMENT:

I have read my Job Description and understand my assigned responsibilities, and have been given a copy of this Job Description. I have also received a copy of the Personnel Policies and Procedures Handbook, and understand that I am responsible for reading and following all relevant policies and procedures outlined in it. I also certify by my signature below that I am able to perform the essential functions of this Job Description with or without reasonable accommodation.

Accepted by: _____
Employee *Date*