



JOB DESCRIPTION

Title	Community Development Director	Created	Feb. 2014
Department	Community Development	Revised	
Job Class	M 9	Safety Sensitive	No
Labor Union	Unrepresented	FLSA	Exempt

Purpose

Administer, plan and direct the activities of the county's Community Development Department in such areas as land use planning, building codes, permitting and code enforcement; and coordinate land use planning efforts between affected jurisdictions within the County.

Essential Functions

- Develop, implement and evaluate short-term departmental goals and programs for departmental operation; establish and maintain department policies and procedures. Prepare and submit reports regarding operations and activities as requested or scheduled. Ensure compliance with various County policies, e.g. purchasing, personnel, safety, etc.
- Formulate and present departmental budget for submission to County manager. Monitor and manage fiscal operations of the department to remain within budgetary constraints.
- Supervise subordinate employees including assigning and reviewing work, training, evaluating performance, taking necessary disciplinary actions and making hiring and termination decisions. Provide staff with technical and/or professional assistance on an as-needed basis. Maintain assigned property and equipment.
- Advise the County Manager, County Board of Commissioners and Planning Commission on matters and issues relating to land use, zoning and subdivision of lands by providing policy recommendations, ordinance revisions and other information.
- Implement comprehensive plan and land development ordinances, including permit research and issuance, site visits, preparation of reports and conducting enforcement actions.
- Develop and direct the program for compliance with the requirements of the Department of Land Conservation and Development (DLCD).
- Provide coordination of planning efforts and activities with cities and special districts within the county.
- Respond to inquiries and complaints regarding land use regulations and other planning matters where the importance, visibility, sensitivity or complexity of the



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issues requires position's attention.

- Prepare applications and provide direct supervision of federal and state planning, coordination or community development grants.
- Responsible for adoption and enforcement of state-wide building codes related to construction, reconstruction alteration and repair of building and other structures and the installation of mechanical, plumbing and electrical devices and equipment in coordination with the Building Official.
- Perform and oversee the preparation of grant proposals, special studies, contractual services or projects as requested by the County Manager, Board of Commissioners or other interested parties.
- Possess strong facilitation skills to work with community groups, committees and the Board of Commissioners.
- Work cooperatively with other department managers and staff at all levels on a county-wide basis.
- Follow all safety rules and procedures established for work areas.
- Responsible for all departmental administration including:
 - a. Office procedures, priorities, goals and objectives
 - b. Management of expenditures
 - c. Maintenance of records
 - d. Preparation of reports
 - e. Preparation of budgets
 - f. Enforcement of the Administrative and Personnel Code
 - g. Risk Management
 - h. Training in Bureau of Labor and Industries (BOLI) for the supervisory staff

Auxiliary Functions:

In the event of declared emergency by the Board of County Commissioners, the employee is subject to a temporary emergency assignment according to the Emergency Management Plan (EMP), for which prior preparation or cross training may occur in an occasional "table-top" test exercise. The employee will return to their regular assignment upon the vacation of the declaration of emergency. Maintain records and files related to duties of the position. Maintain work areas in a clean and orderly manner.

Mandatory Qualifications

Broad knowledge of planning concepts, principles, techniques and practice's; laws, codes, rules, regulations and ordinances applied to land use planning; governmental and legal procedures; principles of supervision and personnel practices. Considerable knowledge of budgeting and record keeping. Equivalent to a four year college education



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in land use planning or closely related field. Over five years of experience in planning-related positions. Or, any satisfactory combination of experience and training.

Desired Qualifications

Previous supervisory experience. Specific course work or experience in coastal and natural resource land use planning. Extensive knowledge of, and experience with, Oregon land use laws.

Physical Demands

Physical demands for the position are minimal involving the movement of files, books, equipment, etc., seldom exceeding 20 pounds.

Working Conditions

Typical office working conditions.

Supervisory Responsibility

Supervises between five and eight personnel.

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, THE INCLUSION OF WHICH WOULD BE IN CONFORMITY WITH THE FACTOR DEGREES ASSIGNED TO THIS JOB.