



<p><b>POSITION DESCRIPTION</b></p> <p><b>Community Development Administrator</b></p> <p><b>FLSA Status: Exempt</b>  <b>Classification: Executive</b>  <b>Salary Grade/Band:</b></p>	<p><b>9 June 2015</b></p> <p><b>Reports to: Commission</b>  <b>Revised:</b>  <b>Human Resources Initials: _____</b></p>
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<p><b>POSITION PROFILE</b></p> <p>Administer County zoning, subdivision, solid waste, and nuisance ordinances. Staff to planning commission and public lands committee.</p>
<p><b>GOALS</b></p> <ul style="list-style-type: none"> <li>• Administer and enforce zoning, subdivision, and nuisance ordinances.</li> <li>• Conduct research and assist the County's Community Development Department professionally and efficiently.</li> <li>• Provide supervision to department staff.</li> </ul>
<p><b>ESSENTIAL FUNCTIONS</b></p> <ul style="list-style-type: none"> <li>• Manages the day-to-day operations of the department; determines work priorities; develops guidelines and deadlines, initiates studies in zoning issues, development of ordinances, business regulations, review of permits, computer studies, architectural designs, traffic, etc.; monitors project activities and progress to assure implementation of general plan; issues interpretations of county zoning, planning, building and related ordinances and regulations.</li> <li>• Directs personnel and delegates assignments; reviews performance and makes decisions affecting job retention, advancement and discipline; participates in the recruitment and selection of department staff; develops and conducts staff training.</li> <li>• Serves as administrative advisor and liaison to board of county commissioners, citizens committees, board of adjustments and planning commission; provides technical insight and recommendations related to determining planning and development policies, goals and objectives; receives directives, formulates implementation options and strategies, directs and conducts research, converts strategies to action plans with timetables and deadlines; allocates personnel and resources as needed to accomplish elected projects and programs.</li> <li>• Conducts public meetings and hearings as needed to solicit public response and apprise of policy and project options; educates the public through media, reports, public meetings and presentations.</li> <li>• Develops department budget and monitors fiscal controls to assure conformity with established financial constraints; gives final approval for department disbursements; participates in county-wide fiscal planning processes.</li> <li>• Identifies sources for alternative funding related to special projects; applies for grants, implements administrative processes as needed to comply with grant conditions; monitors grant compliance to assure effective working relationships with funding agencies.</li> </ul>

- Develop, organize and facilitate on-going comprehensive planning processes and procedures for current and long range needs; participates in the development and maintenance of county general plan; identifies alternatives for converting policy ideas into action plans affecting county development, expansion, transportation and related public programs.
- Coordinates research and program options with other county departments; directs or conducts feasibility studies; prepares a variety of reports related to project options and progress; reviews and updates ordinances affecting planning, zoning, development and related departmental areas; coordinates projects with other departments or governmental agencies.
- Meets with public, developers, entrepreneurs, and contractors; discusses planning, building, zoning, and development issues; interprets requirements in county ordinances pertaining to department responsibilities.
- Oversees various special function areas related to subdivision development, zoning proposals, land acquisitions, building authorizations and permits; oversees studies related to population, housing, social, economic, transportation and similar issues or concerns; reviews development plans to ensure compliance with county codes and ordinances.
- Represents County interests while interfacing with federal, state, and local agencies that own or control land in the County.
- Performs related duties as required.

#### **EDUCATION AND EXPERIENCE**

- Graduation from college with a bachelor's degree in urban planning, public administration or a closely related field;
- Six (6) years of progressively responsible experience performing above or related duties; two (2) years of which must have been in a lead or supervisory capacity;

#### **SKILLS/ABILITIES**

- Thorough knowledge of principles and practices of comprehensive urban and rural planning, economics, sociology and community organization; relationships between various factors affecting urban and rural planning policy, such as economic, political, sociological, legal, etc.; research and statistical analysis and the evaluation of data; land use, zoning, federal, state, and local laws; municipal operations and inter-relationships of county departments; budgeting, accounting and related statistical procedures; various revenue sources available to local governments including state and federal sources; general office maintenance and practices; business and technical writing; interpersonal communication skills; public speaking; public relations.
- Considerable knowledge of principles of management, supervision and employee motivation.
- Ability to administer a large work program; analyze a variety of financial problems and make recommendations; analyze complex planning, development and zoning problems and make recommendations; operate personal computer (Windows, MS Word, Excel, etc.) in utilizing various programs to produce or compose formal documents, reports and records; prepare and present budget estimates; direct, motivate, develop, and evaluate subordinates; communicate effectively verbally and in writing; develop effective working relationships with supervisors, fellow employees, and the public.
- Must be able to work effectively with coworkers, clients and others by sharing ideas in a constructive and positive manner; listening to and objectively considering ideas and suggestions from others; keeping others informed of work progress, timetables and issues; addressing problems and issues constructively to find mutually acceptable and practical business solutions.

#### **PERFORMANCE MEASUREMENTS**

- Responsible to meet all expectations of the essential functions and perform the required skills and abilities.

**LANGUAGE SKILLS**

- Must be able to write clearly and concisely, edit work for spelling and grammar, and be able to read and interpret difficult and complex written information
- Must be able to respond to inquiries from public, agencies, companies, and other departments to fulfill requests for information.

**REASONING ABILITY**

- Must have the ability to synthesize complex or diverse information and collect and research data.

**PHYSICAL REQUIREMENTS**

- Work is primarily sedentary in nature. Physical requirements include sitting for extended periods of time, walking, bending, stooping, and lifting binders and files of approximately 10lbs to 20lbs. Work may include extended periods of time viewing a computer video monitor and operating a keyboard.

**HAZARDS**

- There are no significant harmful hazards that are present for this position.
- Work in office setting under florescent lighting which may cause minimal eye strain, but can be accommodated to individual needs.
- The noise level is usually moderate.

**ADA STATEMENT**

- Ability to perform the essential functions of this position with or without reasonable accommodation.

DISCLAIMER: The above statements describe the general nature, level, and type of work performed by the incumbent) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.