



JOB DESCRIPTION

JOB TITLE: Director of Community Development

JOB CODE: 1900

DEPARTMENT: Community Development

FLSA STATUS: Exempt

REPORTS TO: County Manager

SUMMARY OF JOB PURPOSE

Responsible for organizing, directing and coordinating activities of the divisions of the Community Development Department; the Department is administered through a number of divisions including Building, Engineering, Planning, Code Enforcement, and Administration; direction is given to staff of technical, skilled, unskilled and clerical employees; work is performed under the general direction of the County Manager.

ESSENTIAL FUNCTIONS

1. Provides general oversight and management of the Building, Planning, and Engineering divisions in the administration of codes, permits, inspections, processing of permits, land divisions, master plan administration, designs and specifications, securing of bids and assignment of contracts for major projects, and other related services; assists division managers and other County departments in the development of Community Development structures and other County building projects.
2. Provides oversight and management of problems related to the design, construction and maintenance of roads; controls project program planning, contracting and construction supervision; revises plans, technical engineering reports, budget estimates and proposed ordinances and regulations submitted by Division Heads.
3. Provides leadership, direction and guidance in financial and technical strategies and priorities for Community Development operations, budget preparation and execution, purchasing, personnel, reports, and correspondence in administration of projects involving state and Federal funds; evaluates needs and determines resource requirements and objectives for Building, Planning, and Engineering divisions; assists in the development of capital improvement plans.
4. Plans, develops, and evaluates Department's goals, objectives, policies and procedures; interprets laws and regulations; develops systems and standards for program evaluation; assures Department's activities are in compliance with all laws, policies and regulations; performs all duties required by applicable state law, Nevada Revised Statutes.
5. Monitors and directs Department's operations; evaluates issues, and recommends solutions; prioritizes and assigns projects; identifies and communicates strategies, goals and objectives; assures a productive work environment; assures that effective communications and participative decision making occurs; assures project deadlines and performance standards are met.
6. Effectively manages department personnel by evaluating and analyzing department issues, and recommending and implementing solutions; participates in the interview process and training of new employees; develops staff skills; listens and responds to employee problems, concerns, and complaints and suggests solutions that may rectify the situation; prepares performance evaluations, discusses performance with assigned staff, and counsels employees concerning performance improvements.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



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7. Confers with the County Manager and the Board of County Commissioners on matters concerning major departmental activities and furnishes technical engineering advice on Community Development projects, activities, problems.
8. Confers with representatives of Federal, state and county agencies, towns and other levels of government on various Community Development problems, projects, engineering activities, and building or planning requirements.
9. Provides outreach to the public, civic organizations, professional groups, industry organizations, the press, and others regarding County information, changes impacting development, neighborhood projects, capital plans, and related departmental activities. Attends meetings of professional societies and speaks before professional and civic organizations on varied phases of Community Development programs.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty 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.

EDUCATION and/or EXPERIENCE

Bachelor's Degree in Business, Public Administration, Urban Planning, Civil Engineering, or other closely related field and seven (7) years of progressively responsible experience in municipal, engineering, public works or community development administration, including three (3) years of management experience; or an equivalent combination of education and experience that could provide the required knowledge, skills, and abilities.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents; respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community; write speeches and articles for publication that conform to prescribed style and format; effectively present information to top management, legislators, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations; apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions; interpret an extensive variety of technical instructions in mathematical or diagram form, and deal with several abstract and concrete variables.

OTHER KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of county, state and Federal laws, codes and regulations pertaining to community planning, economic development and community conservation; current trends and information

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sources for managing multi-modal planning and development projects; land use regulations and zoning codes; principles and practices of project management, environmental planning, economic development, and long range planning and zoning; research techniques for land use trends and regulations; techniques and practices for efficient and cost effective management of resources; principles of record keeping and records management.

Ability to use initiative and independent judgment within established procedural guidelines; assess, prioritize and delegate multiple tasks, projects and demands; analyze and interpret the factors affecting engineering projects; perform mathematical calculations; demonstrate effective interpersonal relationships in bringing people together to solve problems.

Skills in Analyzing and evaluating technical planning data and documentation; reading, understanding and interpreting land use law, engineering standards, building codes, right-of-way issues, zoning enforcement and State laws on environmental health; presenting and defending planning information in a public speaking setting such as neighborhood meetings, public hearings, and development agency meetings; the application of planning theory to complex operational activities; preparing reports and checking designs, details, estimates, plans, and specifications of planning projects; analyzing planning and infrastructure issues, evaluating alternatives, and making logical recommendations based on findings; project management procedures and techniques; maintaining accurate and interrelated technical records, and identifying and reconciling errors; effective oral and written communication; establishing and maintaining effective working relationship with consultants, contractors, other agencies and the public.

Intermediate to advanced proficiency level utilizing Microsoft Office applications including Excel, Access, PowerPoint, Word, and Outlook, and the ability to operate other standard office equipment, including telephones, calculators, copiers, FAX machines, etc. is required.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver's License with an acceptable driving record.

PHYSICAL DEMANDS

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.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift and/or carry up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORKING ENVIRONMENT

Work is performed in an office environment where the physical demands require sitting for extended periods of time; frequent use of computers and standard office equipment; may work under stress of deadlines.

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I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

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