

DIRECTOR, COMMUNITY DEVELOPMENT

JOB PURPOSE AND SUMMARY

Department director position administering the Community Development functions of land use, development review, building and site inspection, engineering, code enforcement, fire marshal's office, animal protection and control, and others as assigned. Manages a staff of approximately 150 positions through intermediate managers and administrative officers. Reports to the County Administrator and Clark County Board of Commissioners on all Community Development services and functions.

Major divisions, units and services of Community Development are:

- **Administration** (provides support, coordination and advice to all other divisions of the department)
- **Animal Protection and Control** (provides regional services for community health and safety through criminal and civil enforcement of animal protection and control laws)
- **Building** (reviews, approves and inspects projects requiring building, mobile home placement, and plumbing and mechanical permits in unincorporated areas of the county)
- **Code Enforcement** (responds to concerns regarding compliance with building, zoning and environmental regulations)
- **Customer Service** (issues all land use and building permits, as well as provides information to the public)
- **Development Services** (processes preliminary plan review applications and environmental reviews such as shoreline, habitat and wetland reviews. Also provides support to the Hearings Examiners who are responsible for land use decisions that require public hearings)
- **Engineering/Inspection** (responsible for preliminary and final review of stormwater and transportation engineering plans related to development applications; processes and reviews erosion control plans, flood plain and grading permits, as well as responsible for construction inspection and approval of those plans)
- **Fire Marshal's Office** (charged with enforcing state and local statutes relating to fire prevention, conducting fire and arson investigations, and controlling the sale and use of fireworks)

KEY OR TYPICAL TASKS AND RESPONSIBILITIES

The director performs or oversees the performance of the following functions, in consultation and coordination with the Board of County Commissioners, County Administrator, other elected officials of the County and department management and staff:

- Determines overall department organization, mission, core services and allocation of financial, human and capital resources. Develops and manages short- and long-term department goals and priorities.
- Guides and leads the development, interpretation and application of policies and practices within each of the department's functional areas.
- Measures and evaluates departmental, divisional and individual performance and effectiveness.
- Develops and maintains effective personal and department-level working relationships, including other governments, other County departments, community organizations, neighborhood groups and individual citizens. Represents the department in relations with state, federal and local regulatory agencies.
- Develops and oversees policies, programs and activities involving community relations, community education and public information. Promotes optimum community participation and input into department activities and manages the department's relations with print and electronic media.
- Fiscal management including development and presentation of the department's operating budget, monitoring of revenues and expenditures, development or improvement of funding mechanisms and sources, ensuring that all programs are within budget and as cost effective as possible.
- Human resource management functions including recruitment and selection of staff, establishing and communicating department goals and performance expectations, monitoring and evaluating performance, training, compensation and salary administration, motivation and employee relations, and career development activities, corrective action, labor relations and other associated activities.
- All other expected and typical managerial functions including capital resources and facilities management, technology use and management, vehicles and equipment and all administration and record keeping.

KEY PERFORMANCE INDICATORS

- Department and division performance in relation to service needs and demands.
- Effectiveness of resource allocation and financial management.
- Human resources productivity, cost-effectiveness, organizational climate.
- Effectiveness of organizational structure, policies and procedures.
- Effective use of technology and automation.
- Quality of external community relations and public involvement.
- Quality of internal county communications and coordination.
- Foresight and proactive planning.
- Interpersonal, oral and written communication skill.
- Good judgment on politically sensitive issues.

QUALIFICATIONS

Bachelor's degree and 8-10 years responsible management experience providing expertise in the leadership of Community Development programs and services. A master's degree in public administration or a related field is highly desirable. In addition to expertise and commitment to public involvement and participation, excellent leadership and interpersonal communication skills, and strong written communication and public presentation skills, the ideal experience would provide a thorough:

Knowledge of: operational characteristics, services and activities of a land use planning, development review, and inspection programs (i.e., building, site, fire); modern and complex principles and practices of urban planning and development review; modern and complex principles and practices of land use, environmental protection, engineering, architecture, design, economics, finance, law and sociology as applied in the planning process; principles and practices of public administration; methods and techniques of effective public presentations; research methods and sources of information related to urban growth and development; recent developments, current literature and sources of information related to planning and administration; principles of budget preparation and control; principles of supervision, training, and performance evaluation; and pertinent federal, state and local laws, codes, and regulations.

Ability to: manage and coordinate the work of supervisory, professional and technical personnel; select, supervise, train, and evaluate staff; analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support

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of goals; identify, coordinate, and resolve a wide variety of interests in the development of land use policies; analyze site design, terrain constraints, water quality management, erosion control, and land use compatibility and other urban services; ensure program compliance with federal, state, and local rules, laws, and regulations; communicate clearly and concisely, both orally and in writing, establish and maintain effective working relationships with those contacted in the course of work including county and other government officials, community groups, and the general public.

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