

CLASS SPECIFICATION FOR
Assistant Director of Community Development

GENERAL STATEMENT OF DUTIES: Assists the Director of Community Development in planning, developing and implementing policies and procedures to ensure development that meets the overall objectives of the County.

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for the overall operation of both Permit Centers, is responsible for representing the department in all County meetings, and is charged with the annual budget process, monitoring expenditures, and forecasting needs. The work in this position is performed under the general guidance of the Director of Community Development with supervision over subordinate office staff at both Permit Centers. This position will take the lead role in the department in the absences of the Director of Community Development.

EXAMPLES OF WORK (illustrative only):

- Responsible for supervision over department staff at both Eastern and Western Government Centers including assignment of daily tasks and performance evaluations;
- Works to resolve concerns and complaints from citizens, the director, and the manager's office regarding problems or issues;
- Works closely with Building Inspections, Planning, Public Works, and Public Utilities to ensure proper licensing for projects;
- Works in developing and implementing policies and procedures and goal setting for the department;
- Supervises all personnel in the department, monitoring its performance, and represents the department at all required County meetings;
- Interprets zoning and subdivision ordinances, utility codes, and building inspection codes;
- Represents County in making oral presentations before various groups;
- Responsible for obtaining funds through the annual budget process, monitoring expenditures, and forecasting needs;
- Maintains and coordinates the login, routing and application forms for POD, subdivisions, and other plan review activities;
- Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of the principles and practices of planning and/or civil engineering; ability to research and organize material in good report form and to give reliable advice on planning problems; ability to express ideas both orally and in writing in a clear and concise manner; ability to coordinate and supervise the work of professional and technical staff; ability to establish and maintain effective working relationships with other employees, officials, and the public; some knowledge landscape architecture and/or civil engineering.

MINIMUM EDUCATION AND EXPERIENCE: Possession of a bachelor's degree with a major in urban planning or civil engineering, three (3) years of professional planning or civil engineering experience in municipal or county government, and minimum of one (1) year of supervisory experience; OR a master's degree with a major in urban planning or professional engineering, one (1) year of professional planning or civil engineering experience, and minimum one (1) year prior supervisory experience; OR any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.