



# Uintah County

## Job Description

<b>Title:</b>	Community Development Director	<b>Code:</b>	107
<b>Division:</b>	Administration	<b>Effective Date:</b>	2/18/19
<b>Department:</b>	Community Development	<b>Last Revised:</b>	2/19
<b>FLSA Cat:</b>	Exempt	<b>Pay Grade:</b>	43

### GENERAL PURPOSE

Performs a variety of **professional, administrative and managerial** duties related to planning, building, directing, organizing, and controlling County development and growth. Manages all functions associated with overseeing creation of and compliance with established planning, zoning and building ordinances and regulations. Manages all functions as needed to further the County's interests in public lands management.

### SUPERVISION RECEIVED

Works under the broad policy guidance and direction of the Board of County Commissioners.

### SUPERVISION EXERCISED

Provides general supervision to department staff and supervisors including Deputy Building Official, Building Inspector(s) III, II, I, Planner, Code Enforcement Officer, Assistant GIS Supervisor, GIS-GPS Technician, and Building/Planning/Zoning Technician(s).

### ESSENTIAL FUNCTIONS

Assumes roles of Planning Director, Zoning Administrator, Chief Building Official, Public Lands Administrator and Flood Plain Manager while performing the following duties:

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 comprehensive plan; issues interpretations of county zoning, planning, building and related ordinances and regulations.

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.

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.

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.

Develops departmental budgets and monitors fiscal controls to assure conformity with established financial constraints; gives final approval for department disbursements; participates in county-wide fiscal planning processes.

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.

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 information in county ordinances pertaining to department responsibilities.

Plans, organizes and directs the overall activity of the building safety division; manages the day to day administrative requirements of the division; coordinates scheduling of inspections in all phases of construction, alterations and repairs to assure adherence to Uniform Codes, plans, and specifications.

Serves as a representative to the state-wide consortium of the County's model code group; participates in the promulgation and maintenance of the model codes adopted by the County on the local, state and national level; serves as the subject matter expert pertaining to building code enforcement.

Mediates code interpretation and enforcement disputes with architects, developers and builders; negotiates alternatives within provisions of the applicable codes; coordinates board of appeals proceedings as needed; attends various board and public meetings as needed to communicate division activity and to advise on issues affecting building activities within the county.

Conducts pre-project processes and may coordinate the preparation of various drafts of project documents and specifications; advises architects, engineers, contractors and owners on code and design requirements; issues final decisions related to code interpretations within the county.

Develops and implements procedures for processing permit applications; determines building permit fees following established procedures for building type and size; coordinates the issuing of permits for building, plumbing, electrical, sewer, water, heating, cooling and other construction phases as required by law; determines and verifies occupancy classification and issues certificates of occupancy.

Coordinates division research activities; reviews professional reports and journals to determine changes and trends in the industry; develops alternatives in policies, standards, ordinances and regulatory activities based upon findings; investigates complaint and coordinates with legal advisors as needed; offers testimony in court as needed to defend and support county code enforcement decisions.

Performs or supervises complex and detailed plan checks of major projects; researches and reviews proposed building plans to assure compliance with county ordinances, uniform building and safety codes; refers plans to other agencies for further research as necessary.

Performs the more technical and comprehensive inspections of industrial or commercial building and construction activities within the county; may routinely inspect building excavation, foundation, framing of walls, floors, structural elements, rated assemblies, fire dampers, smoke evacuation systems, air and vapor barriers, handicapped facilities, truss structures, etc.; may also inspect curbs, gutters, backfill, sidewalks, driveways and other site improvements.

Oversees various special function areas related to subdivision development, zoning proposals, land acquisitions, building authorizations and permits; oversees priority studies related to population, housing, social, economic, transportation and similar issues or concerns; reviews development plans to ensure compliance with county codes and ordinances.

Coordinates the activities and processes of public lands within the county and serves as a clearing center for requests for access to public lands.

Organizes and correlates the review of land use documents; determines document compliance with established guidelines; prepares and delivers documents for consideration and analysis by county commissioners.

Attends various meetings; develops working relationships with representatives of various agencies, i.e., state, federal and local.

Coordinates the day to day operations and activities and project management of the GIS Division.

Performs related duties as required.

#### MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from college with a bachelor's degree in urban planning, public administration or a closely related field;

AND

B. Eight (8) years of progressively responsible experience performing above or related duties; two (2) years of which must have been in a lead or supervisory capacity;

OR

C. An equivalent combination of education or experience.

2. Knowledge, Skills, and Abilities:

**Thorough knowledge of** principles and practices of comprehensive urban planning, economics, sociology and community organization as applied to urban planning; relationships between various factors affecting urban planning policy, such as economic, political, sociological, legal, etc.; research and statistical analysis and the evaluation of research 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; **Thorough knowledge of** construction methods and materials common to commercial, industrial and residential construction projects; legal system and procedures for initiating sanctions for code violations; basic engineering standards and codes; procedures and processes used in the establishment of codes and ordinances; political, legal and governmental processes affecting various building programs and project management; safety, fire, uniform abatement of dangerous buildings, mechanical, plumbing, electrical, and energy conservation codes; modern construction methods, practices, materials, tools and equipment; basic drafting techniques, blue prints and related specifications; interpersonal communication skills; 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.

3. Special Qualifications:

Must maintain membership in the American Planning Association.

Must be able to obtain AICP, ASLA, or APA certification within the first year of employment.

Must possess a valid Utah driver's license.

Must obtain I.C.C. or State of Utah Certified Inspector certifications in all areas of residential and commercial inspection, including plan review, plumbing, electrical, mechanical, and building within the first two years of signing this job description.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls and out of office work. Tasks require variety of physical activities, not generally involving muscular strain. Periodic walking, standing, stooping, sitting, reaching, required in normal course of performing essential duties. Talking, hearing and seeing essential to effective performance of the job. Common eye, hand, finger dexterity required for most essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) 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.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_  
(Employee)