



JOB DESCRIPTION: DIRECTOR -- COMMUNITY DEVELOPMENT

Primary Responsibility: The Director of the Community Development department will plan, direct, manage, and oversee the activities and operations of the Community Development Department including Planning & Zoning, Code Enforcement, Building, GIS and Environmental Health divisions.

Supervised by: County Manager

Supervises: Planner 1, Building Inspector, GIS Coordinator, Office Assistant

FLSA Status: Exempt

Main Job Duties:

Administrative Duties (50%)

- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the department; establishes appropriate service, and staffing levels.
- Manages the development and administration of the department's annual budget; directs the forecast of funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.
- Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.
- Contributes to the overall quality of the department's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and County needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Represents the department to other County departments, elected officials, and outside agencies; explains and interprets departmental programs, policies, and activities.
- Conducts a variety of departmental organizational and operational evaluations; recommends modifications to programs, policies and procedures as appropriate.

Technical Duties (50%)

- Directs, coordinates and reviews code amendments; provides code interpretation as needed; provides analysis, recommendations, and implementation of policies and procedures; develops and presents recommendations on a variety of permits, maps, ordinances, zone changes and development applications.
- Meets with developers, engineers, property owners, contractors, and other stakeholders to discuss merits and concerns of development proposals; provides various parties with guidance on procedures; oversees negotiations and agreements regarding environment-related issues, rights-of-way, open space easements, and financial participation; discusses status of development projects with applicants.
- Oversees the development of consultant requests for proposals for professional services and the advertising and bid processes; evaluates proposals and recommends project award; negotiates contracts and agreements and administers same after award.

- Participates in and makes presentations to the County Board, Planning Commission, and a variety of boards and commissions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of community development and other services as they relate to the area of assignment.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects.

Qualifications:

- Equivalent to graduation from an accredited four-year college or university with major coursework in community development, urban planning, or a related field. A Master's degree in Urban Planning, Public Administration, or a closely related field is highly desirable.

Knowledge of:

- a) Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff.
- b) Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- c) Theories, principles, and practice of comprehensive planning, land use planning, zoning, subdivision, impact evaluation, natural resource protection, and environmental health compliance specifically as it pertains to onsite wastewater treatment systems.
- d) Principles and techniques of conducting plan reviews, architectural review, subdivision design, land use, and other analytical studies, evaluating alternatives, and making sound recommendations.
- e) Applicable Federal, State, and local laws, codes, and regulations.
- f) Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- g) Technical, legal, financial, and public relations aspects associated with the management of community development programs.
- h) Techniques for effectively representing the County to governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

Ability to:

- a) Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.
- b) Provide administrative and professional leadership and direction for the department and the County.
- c) Prepare and administer departmental budgets and allocate limited resources in a cost-effective manner.
- d) Interpret, apply, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- e) Plan, organize, direct, coordinate, and evaluate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.
- f) Conduct effective negotiations and effectively represent the County and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- g) Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- h) Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- i) Establish and foster a strong level of teamwork and commitment to quality customer service.

- Must pass background check, including traffic and criminal.

Certifications:

- Must possess FEMA ICS 100 and 700 certifications within 6 months of employment.
- Must have a valid Colorado Driver's License without any restrictions due to driving record. Must also be able to drive a county vehicle.

Work Environment:

- Work is performed in a typical indoor office setting.
- Work is mostly sedentary with periods of mobility and light physical activity.

Mental/Physical Requirements:

- Requires sedentary work involving, standing, or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and some dexterity in operating office equipment; and occasionally required to travel.
- Ability to perform, without additional assistance, all physical movements necessary for office administration.

Experience:

- A minimum of 7 years related experience of which 3 years shall be in a management and/or administrative capacity. Other combinations of education, public and private sector work experience will be evaluated.

I, _____ have read the above job description for the Gilpin County **Community Development Director**. To the best of my knowledge I am able to perform all duties of the job as described.

Employee

Date

Supervisor

Date