

COMMUNITY DEVELOPMENT DIRECTOR

NATURE OF WORK

Performs work of considerable difficulty in coordinating the County's approach to land use management and economic development issues, including the preparation of related plans and grant applications.

TYPICAL DUTIES

Acts as staff liaison in providing technical assistance to the Manager and the Board of Supervisors with regard to land use management and economic development issues; performs research including the collection and development of data in order to write a County Land Use Plan; oversees the issuance of building and mobile home permits and related inspection processes; responds to complaints and violations of the County's Planning Ordinances; functions as staff support and coordinates meetings for the Planning & Zoning Commission; consults with the County Engineer, contacts property owners and prepares legal descriptions and all other necessary documents for the purpose of acquiring and recording easements and right of ways; writes state or federal grant applications (i.e., Community Development Block Grants) and implements awarded grants; keeps the Manager and Board up to date with regard to public lands issues such as proposed listings under the Endangered Species Act, designation of critical habitats, water rights, wilderness and rangeland issues, etc.; reads, researches, and analyzes existing and proposed federal or state laws, rules, regulations, and listings, preparing written comments when appropriate; drafts letters, resolutions, or policies on current and proposed land use issues for the Manager and Board consideration; attends related local and statewide meetings, providing input and support as appropriate; develops networking contacts at the federal, state and local levels; performs other duties as assigned.

REQUIRED KNOWLEDGE AND SKILLS

Knowledge of land use planning, public lands issues, and related federal and state laws; knowledge of the County's Planning and Zoning Ordinances; knowledge of the processes associated with issuing building permits and conducting manufactured/mobile home inspections; knowledge of research methods and sources of legal, economic, and social data; ability to proficiently use personal computers and related software; ability to supervise staff; ability to write clearly and concisely; ability to prepare plans, letters, policies, and grant applications; ability to develop legal descriptions and other documents necessary for acquiring easements and right of ways; ability to develop effective working relationships with the general public, county staff and other state, federal or local personnel involved in land use planning, and economic development.

QUALIFICATIONS

Any combination of experience and education which demonstrates the ability to perform the duties of the position. The ideal candidate will have two years of experience in community development, or land use planning and a B.A. Degree in Urban and Regional Planning or a related field.