

KITSAP COUNTY CLASSIFICATION DESCRIPTION

TITLE: ASSISTANT DIRECTOR – COMMUNITY DEVELOPMENT DEVELOPMENT/PERMITS

DEPARTMENT: Department of Community Development (DCD)

REPORTS TO: Director, Community Development

SUPERVISES: Managers over the areas of Building/Code Enforcement, Fire Marshal's Office, Development Engineering, Land Use/Environmental Review, and, indirectly, subordinates in these areas

GENERAL STATEMENT:

An employee in this position manages a number of sections within the Department of Community Development. These functions include permit processing, land use, building code, fire prevention and site development reviews for road access and surface water management. This position also manages code development, field inspections and code enforcement activities and has the overall responsibility to ensure fair and consistent interpretation and application of codes and ordinances.

The person in this position must exercise sound and independent judgment in dealing with complex issues and legal requirements, while maintaining a strong commitment to responsive and efficient delivery of customer service. The Position is accountable to the Director for ensuring compliance with established policies and objectives and work is evaluated through reports, fulfillment of program objectives, and the results obtained. This is an "at will" appointed position. An "at will" employee's continued employment with the County is at the discretion of the Director, Community Development and may have their appointment revoked at any time with or without cause and without right to appeal.

ILLUSTRATIVE EXAMPLES OF DUTIES: (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Essential Job Functions:

Develop and oversee the operation of the permit processing system for land use permits and applications utilizing planning, engineering, permit processing, building and fire code disciplines.

Direct code enforcement and administration of land use, building, fire, and storm water ordinances and regulations including permit review and processing, staff report preparation, and administration of review and public hearing processes, including appeals.

Manage assigned operations to achieve goals within budgeted funds and available personnel; plan and organize workloads and staff assignments, review progress, direct changes in priorities and schedules as needed to ensure that work is performed in a timely and efficient manner according to appropriate guidelines, procedures, and legal requirements.

Develop or oversee the research and development of new and amended policies or ordinances to contribute to more effective operation of permit processing and related activities; draft and present proposed ordinances to the Planning Commission and Board of County Commissioners for adoption.

Act as a mediator and negotiator in planning and permit review processes to find equitable solutions consistent with policies, goals, and regulations of the division and of the County, balancing public and private rights and interests, as well as customer service.

Provide leadership and direction and develop short and long-range plans, goals, and objectives for assigned operations; review and update annual and five-year plans; coordinate division activities with other County Departments and outside governmental jurisdictions and agencies.

Prepare and justify divisional budget based upon staffing and resource requirements, cost estimates, division objectives and departmental goals. Monitor and document division expenditures. Assist in the preparation of the department's annual budget.

Select, supervise, and evaluate assigned staff. Establish work rules and performance standards, conduct performance evaluations and initiate and implement disciplinary actions as warranted. Resolve grievances and other sensitive personnel matters. Provide for the training and motivation of subordinates in order to make full use of individual capabilities and to meet changing system demands.

Provide technical support to assigned staff, other Department and Public officials and serve as the key liaison with the Board of County Commissioners regarding permit processing and enforcement issues.

Establish and implement policies, procedures, and standards for the efficient and effective operation and maintenance of assigned functions.

Participate in the review of the most complex land use applications and site plans for compliance with local and state regulations and plans, providing technical expertise to subordinates. Assure complete and thorough analysis and evaluation of applications from initial pre-application phase through hearing process (when applicable), final approval, and enforcement and follow-up through inspections.

Analyze and recommend improvements to existing facilities, equipment and operating systems of the Department.

This position is accountable for the development and maintenance of systems and records that provide for the proper evaluation, control and documentation of assigned operations.

Provide the Department and County representation regarding permit processing-related issues on various committees and before special interest groups and other community groups.

Direct the resolution of inquiries, problems, complaints, or emergencies affecting the availability and quality of services. Respond to the most sensitive or complex inquiries or service complaints.

Exercise sound judgment and appropriate demeanor in handling media inquiries and sensitive or controversial situations.

Appear for scheduled work with regular, reliable and punctual attendance. Establish and maintain cooperative, effective, and productive working relationships using tact, patience and courtesy. Effectively plan and organize work and complete tasks within prescribed timeframes. This position may be required to work over 40 hours in a workweek.

Other Job Duties:

Perform other related duties as assigned.

WORKING CONDITIONS/PHYSICAL ACTIVITIES:

Work is primarily performed in the office, but also requires driving to meetings and making site visits. Attendance at meetings may require working evening hours. The position may be exposed to physical hazards while conducting inspections of field sites. The incumbent must be able to review planning and permitting documents. Substantial telephone and in-person contact with the public, other County Departments and other governmental agencies require that the incumbent has the ability to communicate effectively. The ability to operate a personal computer is required

KNOWLEDGE & ABILITIES:

Extensive knowledge of: Land use planning principles, practices, and regulations, environmental regulations, permit processing statutes and regulations.

Thorough knowledge of: Community economics, geography, demography, community design, community organization, and public administration. Application of State and County rules, regulations, codes and ordinances as they relate to the areas of assignment. Research methods and techniques applicable to land use planning, zoning, permit processing, building and fire codes, and surface water management. Management and supervisory principles and practices including program planning, budgeting, direction, coordination, and evaluations of subordinates.

Ability to: Set work priorities and train, direct, motivate and evaluate the work of assigned staff. Develop divisional goals and objectives and perform planning and budgeting functions. Apply sound judgment and discretion in resolving problems and interpreting policies and regulations. Prepare, research, and administer plans based upon survey and analysis of data, citizen input, and agency consultation. Organize and oversee work programs, including monitoring budgets and funding, work schedules, grant requirements and progress reviews. Effectively respond to community and service organizations, and public representatives as they affect the planning and operation of programs. Read and interpret plans, specifications, maps, and engineering drawings. Establish and maintain effective working relationships with the general public, other staff, developers, contractors, public officials, and representatives of other agencies. Communicate effectively, both orally and in writing to make effective public presentations of technical, complex, and often controversial information. Establish and maintain accurate records of assigned activities and operations.

QUALIFICATIONS:

Bachelor's degree in planning, or related field, Master's degree preferred, from a college or university accredited by an agency recognized by the US Department of Education, and five years of progressively responsible experience in community development or project review, is required; or any equivalent combination of experience and education which provides the applicant with the desired skills, knowledge and ability required to perform the work. Three years of supervisory or managerial responsibilities is required.

LICENSES, CERTIFICATES & OTHER REQUIREMENTS:

AICP certification preferred or registration as a Professional Engineer is desirable.

Must be able to fulfill all traveling requirements of this position and meet the qualifications and guidelines of the Fleet Risk Control Policies in the operation of a motor vehicle on County business, including possessing and maintaining a valid Washington State Driver's License and the appropriate amount of automobile insurance. . A selected applicant will be required to furnish a Record of Driving History prior to employment.

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