



Josephine County, Oregon

Human Resources Office

Josephine County Courthouse
500 NW 6th Street Dept 11 / Grants Pass OR 97526
(541) 474-5217 / FAX (541) 474-5218 / TTY (800) 735-2900

POSITION DESCRIPTION

Job Title: Community Development Director
Department: Community Development
FLSA Status: Exempt
WC Code: 9410
Effective Date: January 1, 2001
Last Revised: April 26, 2017
Pay Grade: D09
Union: Non-Union (Management)

SUMMARY

The Director of Community Development is responsible for managing, directing and integrating planning, building safety and economic development programs and services. Plans, organizes, and directs Community Development and Planning activities that include the strategic planning process, development and implementation of the comprehensive plan, economic and environmental planning and zoning administration for all current planning, code compliance, housing, and land use issues. Administers and maintains land use plans, inventories and implements regulations in coordination with other county, state and federal entities. Responsible for managing County involvement in special projects related to local and regional economic development. Work is performed under the direction of the Board of County Commissioners who review work primarily on the basis of results obtained.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Illustrative Only. Any single position in the classification will not necessarily involve all of the listed duties below and other positions will involve duties which are not listed. These duties represent the essential functions needed of persons in this classification.)

1. Advises the Board of Commissioners and the Planning Commission regarding applications and issues relating to land use, zoning and development. Reviews and approves land use applications subject to compliance with federal, state and local laws and/or regulations. Implements procedures and strategies for planning and development of lands or infrastructure for economic development. Maintains and updates land use plans, inventories, and implementing regulations as required or needed.
2. Oversees the Building Official who administers the enforcement of the Oregon state structural, mechanical, electrical, plumbing and mobile home installation codes for residential, commercial, industrial and public buildings
3. Performs the role of a land use review body with the responsibility to create land use applications, to process land use applications in conformance with all applicable federal, state and local laws, to collect fees for services, to mail or publish legal notices, to review and approve applications and to process appeals for decisions.
4. Coordinates, develops and directs the planning program for compliance with the requirements of the state wide land use program as implemented through Oregon Revised Statutes, Oregon Administrative Rules and decisions of the Oregon Land Use Board of Appeals and Oregon Appellate Courts.

5. Responds to citizen and agency complaints regarding violation of land use regulations and supervises the investigation and resolution of such violations in coordination with the Building Safety Office, Legal Counsel's Office and the policies of the Board of Commissioners.
6. Meets with and advises Board of Commissioners and Planning Commission members on goals priorities, programs, and regulations for land use, conservation, county infrastructure and quality and livability of the County. Discusses, recommends, and seeks direction for complex projects and programs.
7. Consults on, and sets direction for major projects to ensure compliance with County goals, needs, and applicable planning, and building safety laws. Ensures that project deadlines are reasonable and attainable, and professional quality work is maintained.
8. Formulates and recommends policies on development, growth, land use, transportation, environmental, and housing. Directs and conducts communications programs to enhance public awareness of growth and planning challenges.
9. Supervises subordinate employees including assigning and reviewing work, scheduling and approving time off, training, evaluating performance, taking necessary disciplinary actions and making hiring and termination decisions.
10. Provide staff members with technical and/or professional guidance and support as needed.
11. Develops and maintains a working relationship with State and local agencies and associated land use and building safety organizations and coordinates planning efforts/activities with cities and special districts.
12. Develops and maintains a working relationship with local citizen's and community organizations; provides coordination of Community Development efforts/activities with formal and informal citizen committees (e.g., citizen involvement groups and organizations).
13. Formulates and presents departmental budget to the Finance Director and/or budget committee for each area of responsibility; monitors and approves expenditures to remain within established budgetary constraints.
14. Provides updates to the Board of Commissioners regarding developing and sensitive land use or enforcement issues or controversies, and important changes in state and federal laws or rules.
15. Directs the conduct of surveys, public hearings, and other communication techniques in order to identify community and customer goals, objectives and needs as requested by the Board of Commissioners.
16. Seeks ways to deliver public services more effectively and efficiently; seeks grants and other funding sources to finance public services and programs.
17. Oversees related contracts, agreements and licenses.
18. Serves as a County representative to conferences and meetings with other governmental agencies and industries. Participates in meetings, conferences, conventions, and other professional forums to stay current with Community Development trends and emerging strategies for developing communities.
19. Serves and the Planning Director for Josephine County.
20. Other duties as assigned by the Board of Commissioners.

SUPERVISORY RESPONSIBILITIES

Manages or provides supervision to Community Development staff. Is responsible for the overall direction, coordination, and evaluation of this unit. Carries out supervisory responsibilities in accordance with County policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

The position requires advanced professional knowledge in the theory, principles, practices, and techniques of current and long range urban and rural planning and design, land use, zoning administration, and urban renewal. Requires knowledge of planning and building safety department organization design, public administration, public financing, and financial management. Requires in-depth knowledge of the laws, regulations, codes, and ordinances applicable in the County's planning functions. Requires knowledge of, and sensitivity to the social, political and environmental issues influencing planning program and project development. Requires in-depth knowledge of research and analysis methods. Requires knowledge of the methods and techniques used in citizen involvement.

EDUCATION AND EXPERIENCE

Bachelor's degree (B.A.) from four-year college or university in planning or related field; and four years progressively responsible planning experience, including planning concepts, principles, techniques, and practices; and two to four years of supervisory or management experience; or equivalent combination of education, training and experience.

JOB IMPACT

Consequence of error could include exposure to lawsuits due to undetected problems or unanswered complaints resulting in damages or accident to the public.

JOB CONTACTS

Contacts are with city departments, private engineers, surveyors, contractors, developers and the general public to coordinate projects and answer questions.

LANGUAGE SKILLS

Ability to communicate effectively both verbally and in writing, and ability to establish and maintain effective working relationships. Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquires or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, rations, and proportions to practical situations.

REASONING ABILITIES

Ability to understand, interpret and follow state and federal laws. Ability to plan, organize and direct the work of others to meet overall objectives and goals. Ability to resolve conflicts and facilitate compromise among conflicting interest groups. Ability to define problems collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS AND ABILITIES

Knowledge of budgeting, GIS, and Oregon land use laws.

CERTIFICATES, LICENSES, REGISTRATIONS

Possession of or ability to obtain Oregon Driver's License; safe driving record.

BACKGROUND INVESTIGATION

Those employed in this position may be subject to pre-employment drug testing and a background investigation, including but not limited to criminal background investigation. Conviction of a crime will not necessarily disqualify an individual for this classification.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL REQUIREMENTS

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
<input checked="" type="checkbox"/>	Standing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Sitting - 1/2 hour plus	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving about work area	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Bending forward	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Stoop position - 1 minute plus	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Climbing stairs - 1 floor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Crawling - hands & knees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Reaching overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting strength	# of pounds = 25			
<input checked="" type="checkbox"/>	Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Patient Lifting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Lifting Overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Moving carts, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Carry items	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dexterity/Coordination	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Keyboard Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Rapid-mental/hand/eye coord.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Operation of motor vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Speech, Vision & Hearing

<input checked="" type="checkbox"/>	Distinguish colors	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>
<input checked="" type="checkbox"/>	Distinguish shades	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>
<input type="checkbox"/>	Depth perception	Describe:
<input checked="" type="checkbox"/>	Ability to hear	Normal Speech Level:
<input type="checkbox"/>	Other Spec. Hearing Req.	Describe:

Exposure - Environmental Factors

<input checked="" type="checkbox"/>	Heat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Humidity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Wet Area/Slippery	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Smoke	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Chemical Solutions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Uneven Area	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ladder/Scaffold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ionization	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Body Fluids	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

