

ASSISTANT DIRECTOR OF COMMUNITY DEVELOPMENT

DEFINITION

Under administrative direction, to assist the Community Development Director with planning, organizing, directing, and managing the County's planning, building inspection, transportation, and code enforcement functions; to provide consultation and coordination for land use issues and pertinent codes, ordinances, rules, and regulations; to direct, coordinate, and oversee the development and preparation of complex environmental reviews, impact statements, and reports; to serve as chief staff person for the County Housing Authority; to perform special projects and assignments as directed by the Community Development Director; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the single-position, at-will, management classification which has responsibility for assisting with the direction, oversight, supervision, and coordination of County planning, building inspection, code enforcement, and land use functions. This position performs direct oversight and coordination of complex environmental reviews, impact statements, and reports. It also serves as chief staff person for the County Housing Authority and performs a variety of special assignments under the direction of the Community Development Director.

REPORTS TO

Community Development Director

CLASSIFICATIONS SUPERVISED

Building Official, Principal Planner, North County Development Services Coordinator, professional planning, code enforcement, and building inspection staff, and Department support staff, as assigned and delegated by Community Development Director.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Assists with planning, directing, organizing, managing, and coordinating the County's planning, building inspection, and code enforcement functions; serves as chief staff person for the County Housing Authority; assists with the preparation, submission, and oversight of the Community Development budget; assists the Community Development Director with the proper administration of the County general plan, zoning codes, building codes, and resource planning; assists with development and administration of a variety of inspection and enforcement programs; serves as Department coordinator for complex environmental reviews, analyses, impact statements, and reports; may serve as an appeals level for land use permits; assists with oversight of Department record keeping and report development; works with the Community Development Director to ensure proper administration of hiring, evaluation, staff development, and personnel practices within the Community Development Department; provides consultation on land use issues for County management and elected officials; may represent land use issues before boards and commissions; maintains contact with community organizations concerned about land use and environmental issues; performs special assignments and studies at the direction of the Community Development Director; interprets policies and regulations for the public; ensures proper responses to public complaints; represents the Community Development Department with regional organizations and other government agencies, as assigned.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX; operate an automobile.

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TYPICAL WORKING CONDITIONS

Work is performed in office, outdoor, and driving environments; some assignments performed in an outdoor environment; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

Pertinent State, federal, and local laws, regulations, and ordinances related to land use, resource conservation, the environment, planning, zoning, and building construction.
State and County nuisance abatement laws, rules, and regulations.
Purposes, procedures, and functions of public land use agencies, boards, commissions, and governing bodies.
Principles, techniques, and trends of land use and environmental planning.
Environmental impacts of changes in land use.
Research and statistical methods.
Proper inspection methods and procedures.
Principles, techniques, and practices of effective program administration.
Principles of budget preparation and expenditure control.
Principles of project planning, coordination and direction.
Principles of government administration, personnel management, work direction, management, supervision, and staff development.

Ability to:

Assist with planning, organizing, and managing the functions County's Community Development Department.
Serve as chief staff person for the County Housing Authority.
Supervise, train, and evaluate assigned staff.
Analyze, interpret, explain and apply a variety of State, and County laws, ordinances, policies, rules, procedures, and regulations related to land use, environmental quality, resource planning, building construction, and abatement and determine appropriate resolutions to problems and/or enforcement actions.
Formulate and implement countywide inspection and enforcement actions.
Oversee the gathering and maintenance of information regarding land use and environmental control, serving as the Department coordinator and expert for environmental reviews and reporting.
Assist with development and administration of the Department budget.
Direct and organize planning studies and presentations.
Effectively represent the Community Development Department in contacts with the public, community organizations, other County staff and other government organizations.
Gather, organizes, analyze, and present a variety of data and information.
Enforce regulations with firmness and tact.
Regularly work well under pressure, meeting multiple and sometimes conflicting deadlines.
Constantly demonstrate cooperative behavior with colleagues, supervisors, and customers/clients.

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DESIRABLE QUALIFICATIONS (continued)

Training and Experience:

Any combination of training and experience, which would likely provide the required knowledge and abilities, is qualifying. A typical way to obtain the required knowledge and abilities would be:

Broad and extensive professional experience in planning, land use, and environmental management work, including at least two years in a management or supervisory position. Completion of specialized training and/or advanced education in the areas of planning, building construction, land use, or related environmental management fields is highly desirable.

Special Requirements:

Possession of, or ability to obtain, an appropriate valid California Driver's License.

The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The County of Mono assumes no responsibility beyond the general accuracy of the document, nor does it assume responsibility for any errors or omissions in the information contained herein. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are determined through a "meet and confer" process and are subject to the Memorandum of Understanding currently in effect or they are established by an "At-Will" Employee Contract.