July 2004
Revised: April 2008
Revised: November 2012

DIRECTOR OF DEVELOPMENT SERVICES

DEFINITION

Under general policy direction, plans organizes, coordinates and directs the programs and activities of the County's ~~Planning, Building Inspections, and Code Enforcement divisions~~Development Services Department; provides expert professional assistance to County management staff on planning, zoning, building code enforcement, and redevelopment programs and related activities and functions.

DISTINGUISING CHARACTERISTICS

This is an at-will position appointed by the Board of Supervisors and, pursuant to County Charter, is evaluated by the Chief Administrative Officer for submittal to the Board of Supervisors. This class reports to the Director of Community Development and has department head level responsibility for overall policy implementation ~~development~~, program planning, fiscal management, administration and operation of the ~~Administrative Services, Planning, Building Inspections, and Code Enforcement divisions~~Development Services Department in the Community Development Agency. The incumbent is responsible for developing and accomplishing departmental goals and objectives, in addition to furthering County policy goals and objectives as determined by the Board of Supervisors and Chief Administrative Officer. This position is exempt from civil service.

EXAMPLES OF DUTIES (Illustrative Only)

- Works closely with the Assistant Community Development Director in developing the comprehensive long range plans.
- Plans, organizes, and directs the work of County ~~Planning~~planning, building inspection, and code enforcement staff engaged in ~~developing comprehensive long-range plans, in~~ securing compliance with County building, zoning, fire and related codes; develops departmental goals and programs.
- ~~Establishes and~~ Implements policies and procedures; reviews legislation affecting department operations and revises procedures accordingly interprets and recommends changes in zoning, building, and other ordinances.
- Works closely with the Director of Community Development, Chief Administrative Officer, Board of Supervisors, other County Departments, a variety of public and private organizations, and citizen groups in developing programs and implementing projects to solve problems related to the development services function; advises the Director of Community Development, Chief Administrative Officer and Board of Supervisors on related issues and programs.
- Participates in the formulation of long-range planning, including general plan, zoning, financial and capital improvement plans.
- Makes final interpretations of County regulations and various ordinances, codes and applicable laws to ensure compliance.
- Coordinates the preparation of a wide variety of reports or presentations for County management or outside agencies.
- Directs the selection, supervision and the work evaluation of ~~division~~ department personnel; provides for their professional training and development.

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- Expedites implementation of plans and programs approved by the Planning Commission and the Board of Supervisors.
- Prepares, presents, and administers the department's budget; recommends fee schedules; insures the maintenance of adequate fiscal controls.
- Confers with other departments, agencies, or individuals regarding planning, building inspection, and code enforcement programs and projects; conducts negotiations with city, state and federal agencies; coordinates department activities with other agencies.
- Attends meetings and conferences as a representative of the County; addresses groups and individuals to interpret planning, building inspection and code enforcement programs and to explain County growth trends and development.
- Prepares complaints for legal action against violators of ordinances.
- Attendance and punctuality that is observant of scheduled hours on a regular basis.
- Performs related work as assigned.

QUALIFICATIONS

NOTE: The level and scope of the knowledge and skills listed below are related to the job duties as defined under Distinguishing Characteristics.

Knowledge of:

- Administrative principles and methods, including goal setting, programs and budget development and implementation and employee supervision.
- Principles, practices and programs related to community and urban development.
- Applicable county, state and federal law guidelines and standards affecting the administration of planning, zoning, building inspections, and code enforcement programs and projects; legal requirements relating to land use.
- Local government organization and the functions and practices of a County planning and building inspections function.
- Principles and practices of budget development and administration.
- Funding sources impacting program and service development.
- Land use, physical design, demographics, environmental, social and economic concepts, including public and private financing and capital improvements.
- Principles, practices and trends in the field of urban planning.
- Principles and practices of contract administration and evaluation.
- Principles and practices of business computer applications related to the work.

Skill in:

- Planning, organizing, administering and coordinating a variety of large and complex services, programs and staff.
- Selecting, motivating and evaluating staff and providing for their training and professional development.
- Developing and implementing goals, objectives, policies, procedures, work standards and internal controls.
- Understanding, interpreting, explaining and applying complex county, state, and federal laws regulating planning, building inspections, and code enforcement programs and projects.
- Recommending comprehensive development-related policy and programs based upon community needs, available resources, and County priorities and policies.
- Analyzing complex technical and administrative problems, evaluating alternative solutions and adopting effective courses of action.
- Coordinating programs with those of other departments and agencies.

- Preparing and presenting clear and concise reports, both orally and in writing.
- Exercising sound independent judgment within general policy guidelines.
- Establishing and maintaining cooperative working relationships with a variety of citizens, public and private organizations, boards and commissions, and County staff.

Other Requirements:

- Possession of, or ability to obtain, a valid California driver's license.
- Must be available for weekend or after hours meetings.

Education and Experience:

Where college degrees and/or college course credits are required, degrees and college units must be obtained from a regionally accredited college or university. Courses from non-accredited institutions will not be evaluated for this requirement.

Education: Equivalent to graduation from a four-year college or university with major coursework in urban or regional planning, public administration, geography, architecture, architectural engineering, or related field

-and-

Experience: Four years of supervisory or administrative experience in city, urban or regional planning, permit processing and/or related development-related activities which has included program planning, development and administration and working with community organizations. A Masters Degree in urban planning or related field is highly desirable and may be substituted for two years of the required supervisory or administrative experience. Certification by the American Institute of Certified Planners (AICP) is also highly desirable.

Physical Demands and Working Conditions

On a continuous basis sit at desk for long periods of time, intermittently twist to reach equipment surrounding desk; walk, stand, bend, crouch or stoop; perform simple grasping and fine manipulation is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office equipment. See in the normal vision range with or without corrections; hear in the normal range with or without correction. Employees must possess the ability to lift, carry, push and pull materials and objects weighing up to 25 pounds or less for varying periods of time.

Primary work is performed in an office environment within an even-floored, carpeted office environment with fluorescent lighting, moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employee may interact with upset staff and/or public and private representative in interpreting and enforcing departmental policies and procedures. Some fieldwork required with exposure to uneven surfaces, outside atmospheric conditions, traffic, noise, physical barriers, or around potentially hazardous construction conditions, substances and materials. Work is frequently disrupted by the need to respond to in-person and telephone inquiries.

Revised copy

JCN: 1284 #2
Created: Nov 2012

DIRECTOR, COMMUNITY DEVELOPMENT AGENCY

DEFINITION

Under general policy direction, and under a general delegation of authority by the Board of Supervisors to oversee the work of the various departments, plans, organizes, coordinates and directs the activities of the County's Community Development Agency which includes the Transportation, Development Services, and Environmental Management Departments; provides expert professional assistance to County management staff in areas of responsibility.

DISTINGUISHING CHARACTERISTICS

This is an at-will department head position appointed by the Board of Supervisors and, pursuant to County Charter, is evaluated by the Chief Administrative Officer for submittal to the Board of Supervisors. Under a delegation of authority from the Board of Supervisors, t~~T~~his class has the overall responsibility for ~~the direction~~coordination, direction and administration of the County's Community Development Agency, comprised of Transportation, ~~Building, Planning,~~ Development Services, and Environmental Management ~~and Code Enforcement~~Departments. The incumbent is responsible for overall policy development, fiscal management, administration and operation of the Agency. The incumbent is accountable for accomplishing Agency goals and objectives, administering the Agency's budget and supervising professional and other support staff. This position is exempt from civil service.

EXAMPLES OF DUTIES (Illustrative Only)

- Assumes full ~~management~~ oversight and coordination responsibility for all Agency services; develops and directs the implementation of goals, objectives, policies, procedures and work standards of the Agency.
- Plans, organizes, directs and coordinates, through subordinate staff, all programs, activities and operations of the County's Community Development Agency, including mandated and non-mandated services in the areas of environmental health, building construction and safety, transportation and road/bridge operations, engineering and surveying, land development, flood control, and waste management.
- Oversees financial management including developing and implementing capital and operating budgets, fiscal strategies, and annual budgets; monitors revenues and expenditures; allocates and develops resources including personnel.
- Directs and oversees the development of departmental strategic plans and initiatives, focusing on developing, delivering, and expanding services to meet community needs and evaluating the outcomes in terms of effectiveness and cost efficiency.
- Reviews and approves negotiated contracts for outside services and equipment.
- Reviews and analyzes a variety of financial, statistical, and narrative reports; reviews fiscal analysis and prepared cost projections; formulates and directs necessary responses and actions.
- Advises the Board of Supervisors, Chief Administrative Officer and/or appointive Boards and Commissions on short and long range planning where Agency services are concerned.
- Represents the County in meetings with representatives of governmental agencies, professional, business and community organizations, and the public.

- Confers with and provides professional assistance to members of County departments on Agency matters.
- Directs the selection, evaluation, training and development of departmental staff; interprets County policies and procedures to staff.
- Attendance and punctuality that is observant of scheduled hours on a regular basis.
- Performs related work as assigned.

QUALIFICATIONS

NOTE: The level and scope of the knowledge and skills listed below are related to the job duties as defined under Distinguishing Characteristics.

Knowledge of:

- Administrative principles and practices including goal/objective setting, policy and procedure development, work planning, and fiscal/budgetary principles and practices.
- Principles and practices of program management, including development, funding sources, grant writing proposals, program evaluation, quality control and fiscal management planning, evaluation, and monitoring.
- Principles and practices of public administration, management, and leadership, community relations and public information practices and techniques.
- Principles and practices of contract administration.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- General knowledge of the current developments, principles, and methods relating to Agency programs and functions.
- General knowledge of applicable federal, state, and local laws, codes, ordinances, rules, and regulations relating to Agency programs and practices.
- General knowledge of legislative issues relating to Agency programs and practices.

Skill in:

- Planning, organizing, assigning, directing, reviewing and evaluating Agency programs and activities.
- Developing, implementing, and interpreting goals, objectives, policies, procedures, and work standards.
- Preparing and maintaining the Agency's budget.
- Analyzing complex problems, evaluating alternatives, and making sound recommendations related to Agency activities.
- Interpreting, applying, and explaining applicable laws, codes, ordinances, policies, procedures, rules, and regulations.
- Analyzing, interpreting, and understanding technical and statistical information.
- Managing multiple priorities simultaneously.
- Exercising leadership, responsibility, and initiative.
- Evaluate the work of staff and train staff in work procedures
- Preparing and presenting clear and comprehensive written and oral reports and recommendations.

- Communicating effectively in organizing and directing group discussions and transmitting information and instructions to subordinate staff and other County agencies and departments.
- Effectively representing the Agency to the public, community organizations, and other government agencies; maintain a constructive and cooperative working relationship with those contacted in the course of work; demonstrate tact and diplomacy.
- Operating modern office equipment including computer equipment and related software applications.
- Use of tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establishing, maintaining, and fostering positive and harmonious working relationships with those contacted in the course of work.

Other Requirements:

- Possession of, or ability to obtain, a valid California driver's license.
- Must be available for weekend or after hours meetings.
- Certification by the American Institute of Certified Planners (AICP) is desirable.

Education and Experience:

Where college degrees and/or college course credits are required, degrees and college units must be obtained from an accredited college or university. Courses from non-accredited institutions will not be evaluated for this requirement.

Education: Bachelor's degree from an accredited college or university with major coursework in land use planning, architecture, environmental health, engineering, business administration, public administration, or a field related to the work; a Master's degree in one of the above fields is highly desirable;

-and-

Experience: Seven years of related management and supervisory experience, of which two years were at an executive management level. Experience in a public agency is highly desirable.

Physical Demands and Working Conditions

On a continuous basis sit at desk for long periods of time, intermittently twist to reach equipment surrounding desk; walk, stand, bend, crouch or stoop; perform simple grasping and fine manipulation is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office equipment. See in the normal vision range with or without corrections; hear in the normal range with or without correction. Employees must possess the ability to lift, carry, push and pull materials and objects weighing up to 25 pounds or less for varying periods of time.

Primary work is performed in an office environment within an even-floored, carpeted office environment with fluorescent lighting, moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employee may interact with upset staff and/or public and private representative in interpreting and enforcing departmental policies and procedures. Some fieldwork required with exposure to uneven surfaces, outside

atmospheric conditions, traffic, noise, physical barriers, or around potentially hazardous construction conditions, substances and materials. Work is frequently disrupted by the need to respond to in-person and telephone inquiries.

#2

County of El Dorado

PA # 6/DEM.1-2
June 1990
Revised: May 2002
Revised: October 2011
Revised: November 2012

DIRECTOR OF ENVIRONMENTAL MANAGEMENT

DEFINITION

Under general policy direction, plans, organizes and directs the activities and programs of the County's Environmental Management ~~Division~~ Department ~~of~~ in the Community Development Agency, including environmental health, hazardous materials, solid waste management and vector control; and provides expert professional assistance to County management staff in areas of responsibility.

DISTINGUISHING CHARACTERISTICS

This is an at-will department head position appointed by the Board of Supervisors and, pursuant to County Charter, is evaluated by the Chief Administrative Officer for submittal to the Board of Supervisors. This class reports to the Director of Community Development on a day to day baisis and has department head responsibility for the direction and administration of the Environmental Management ~~Division~~ Department in~~of~~ the Community Development Agency. The incumbent is responsible for ~~formulating~~ implementing policy, developing goals and objectives, administering the ~~division's~~ department's budget and supervising professional and other support staff. Assignments allow for a high degree of administrative discretion direction in their execution. This position is exempt from civil service.

EXAMPLES OF DUTIES (Illustrative Only)

- Develops and directs the implementation of goals, objectives, work standards and division policies and procedures; oversees the preparation and administration of the division's budget.
- Plans, organizes, coordinates and directs, through subordinate supervisors, all environmental health, hazardous materials, solid waste management, and vector control programs of the County.
- Works closely with the Board of Supervisors/Directors, Chief Administrative Officer, related County departments and key officials of local, regional, state and federal agencies in developing and implementing programs related to environmental management.
- Directs the development of management systems, procedures and standards for program evaluation; monitors developments relating to environmental management and evaluates their impact on County operations and implements change.
- Reviews and evaluates the effectiveness of programs and services and determines priorities.
- Directs the selection, supervision and work evaluation for division staff; provides for their professional training and development.
- Confers with staff on specific cases and on major programs; interprets policies and ensures their consistent application.
- Represents the department and County at public meetings; makes presentations and implements programs to obtain community input on environmental issues.
- Prepares or directs the preparation of a variety of periodic and special reports related to departmental action.
- Attendance and punctuality that is observant of scheduled hours on a regular basis.
- Performs related work as assigned.

QUALIFICATIONS

NOTE: The level and scope of the knowledge and skills listed below are related to the job duties as defined under Distinguishing Characteristics.

Knowledge of:

- Administrative principles and practices including goal and objectives development, work planning, budgeting and employee supervision.
- Principles and practices of environmental quality control, including basic sanitary sciences applied to air and water quality, sewage and waste disposal, food and beverage, housing, vector control, solid waste management, hazardous materials and epidemiological control.
- Basic budgetary principles and practices.
- Applicable Federal, State and local laws and regulations.
- Principles and practices of program management, including development, planning, monitoring, evaluation and administration.

Skill in:

- Planning, organizing, assigning, directing, reviewing, and evaluating the work of assigned staff.
- Training staff in work procedures and providing for their professional development.
- Administering and managing a variety of technical environmental health projects and programs.
- Recommending comprehensive environmental management policy and programs based upon community needs, available resources and overall County priorities and policies.
- Providing technical assistance and staff leadership to boards and commissions within assigned function.
- Using sound independent judgment and responding sensitively to community environmental health issues and concerns.
- Communicating effectively with a variety of individual citizens, citizen groups, boards and commissions, staff and governmental groups.
- Coordinating environmental management programs with other departments and agencies and preparing sound, oral and written reports and recommendations.
- Preparing clear and concise technical reports, correspondence and other written materials.

Other Requirements:

Must possess a valid driver's license. Must be able to attend evening meetings. Must be registered as an Environmental Health Specialist in the State of California.

Education and Experience:

Where college degrees and/or college course credits are required, degrees and college units must be obtained from an accredited college or university. Courses from non-accredited institutions will not be evaluated for this requirement.

Education: Equivalent to graduation from a four year college or university with major coursework in environmental science, environmental engineering, a health discipline or other related field.

and

Experience: Four years of supervisory or managerial experience which has included environmental program planning and implementation.

Physical Demands and Working Conditions

On a continuous basis sit at desk for long periods of time, intermittently twist to reach equipment surrounding desk; walk, stand, bend, crouch or stoop; perform simple grasping and fine manipulation is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office equipment. See in the normal vision range with or without corrections; hear in the normal range with or without correction. Employees must possess the ability to lift, carry, push and pull materials and objects weighing up to 25 pounds or less for varying periods of time.

Primary work is performed in an office environment within an even-floored, carpeted office environment with fluorescent lighting, moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employee may interact with upset staff and/or public and private representative in interpreting and enforcing departmental policies and procedures. Some fieldwork required with exposure to uneven surfaces, outside atmospheric conditions, traffic, noise, physical barriers, or around potentially hazardous construction conditions, substances and materials. Work is frequently disrupted by the need to respond to in-person and telephone inquiries.

#2

County of El Dorado

PA # 2/DOT.1-2
June 1990
Revised: November 2012

DIRECTOR OF TRANSPORTATION

DEFINITION

Under general policy direction, plans, organizes, coordinates and directs the programs and activities of the County's Transportation ~~Division~~ Department of the Community Development Agency; administers ~~division~~ departmental policies, goals and directives; provides expert professional assistance to County management staff on public works matters.

DISTINGUISHING CHARACTERISTICS

This is an at-will department head position appointed by the Board of Supervisors and, pursuant to County Charter, is evaluated by the Chief Administrative Officer for submittal to the Board of Supervisors.

This class reports to the Community Development Director on a day to day basis and has ~~division~~ department head level responsibility for policy administration, program planning, fiscal management and operation of assigned programmed activities, including engineering, maintenance~~,~~, and transportation services ~~and fiscal administration~~. The incumbent is responsible for developing and implementing ~~division~~ department goals, objectives and work standards in addition to furthering Agency goals and objectives. This position is exempt from civil service.

EXAMPLES OF DUTIES (Illustrative Only)

- Works closely with the Assistant Community Development Director in developing the comprehensive long range plans.
- ~~Develops and d~~Directs the implementation of goals, objectives, work standards and divisional administrative policies and procedures; directs the preparation and administration of the division's budget.
- Plans, organizes, coordinates and directs, through subordinate supervisors, all public works functions of the County.
- Works closely with ~~the~~ the Director of Community Development, Chief Administrative Officer, Board of Supervisors, and other County departments and a variety of public and private organizations in developing programs and implementing projects to solve problems related to public works issues and in generating support for additional revenue for public works maintenance and improvements.
- Makes final interpretations of County regulations and codes and applicable laws and provides technical assistance to staff and commissions.
- Determines priorities, reviews staff work and directs the development of management systems to evaluate policies and operating procedures for overall effectiveness.
- Confers with and gives guidance to managers and supervisors regarding matters affecting employer-employee relations; provides for the selection, work review and professional development of staff.
- Participates in the formulation of long-range planning, including financial and capital improvement plans.
- Represents the County and the Department in meetings with public officials, other public agencies and civic groups in order to coordinate, develop and implement projects and programs.
- Directs the preparation of and personally prepares a variety of complex administrative and technical reports; directs the maintenance of departmental records.
- Directs the selection, supervision and the work evaluation of ~~division~~ department personnel; provides

for their professional training and development.
- Monitors developments related to public works operations, evaluates their impact on County operations and implements policy and procedure improvements; monitors the safety program.
- Inspects current and proposed public projects and facilities.
- Attendance and punctuality that is observant of scheduled hours on a regular basis.
- Performs related work as assigned.

QUALIFICATIONS

NOTE: The level and scope of the knowledge and skills listed below are related to the job duties as defined under Distinguishing Characteristics.

Knowledge of:

- Administrative principles and methods, including goal setting, program and budget development and implementation and employee supervision.
- Principles and practices of public works administration including civil engineering, highway maintenance and facilities and equipment maintenance.
- Principles and practices of transportation planning.
- Engineering standards and legal guidelines for public works projects.
- Applicable county, state and federal laws, guidelines and standards.
- Principles and practices of budget development and administration.
- Principles and practices of contract administration.
- Principles of business computer applications related to the work.

Skill in:

- Planning, organizing, administering and coordinating a variety of large and complex public works programs and services.
- Planning, organizing, assigning, directing, reviewing and evaluating the work of assigned staff.
- Selecting, motivating and evaluating staff and providing for their training and professional development.
- Developing and implementing goals, objectives, policies, procedures, work standards and internal controls.
- Analyzing complex technical and administrative public works problems, evaluating alternative solutions and adopting effective courses of action.
- Preparing clear and concise reports, correspondence and other written materials.
- Exercising sound independent judgment within general policy guidelines.
- Establishing and maintaining cooperative working relationships with a variety of citizens, public and private organizations, boards and commissions, and County staff.

Other Requirements:

- Possession of, or ability to obtain, a valid California driver's license.
- Must be available for weekend or after hours meetings .
- Registration as a Professional Engineer and licensed by the State of California as a Civil Engineer (Business and Professions Code, Section 6730) is desirable.

Education and Experience:

Where college degrees and/or college course credits are required, degrees and college units must be obtained from a regionally accredited college or university. Courses from non-accredited institutions will not be evaluated for this requirement.

Education: Equivalent to graduation from a four year college or university with major coursework in civil engineering, business or public administration, or a related field,

and

Experience: Four years of supervisory or managerial experience in a major public works setting which has included program planning, development and administration.

Physical Demands and Working Conditions

On a continuous basis sit at desk for long periods of time, intermittently twist to reach equipment surrounding desk; walk, stand, bend, crouch or stoop; perform simple grasping and fine manipulation is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office equipment. See in the normal vision range with or without corrections; hear in the normal range with or without correction. Employees must possess the ability to lift, carry, push and pull materials and objects weighing up to 25 pounds or less for varying periods of time.

Primary work is performed in an office environment within an even-floored, carpeted office environment with fluorescent lighting, moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employee may interact with upset staff and/or public and private representative in interpreting and enforcing departmental policies and procedures. Some fieldwork required with exposure to uneven surfaces, outside atmospheric conditions, traffic, noise, physical barriers, or around potentially hazardous construction conditions, substances and materials. Work is frequently disrupted by the need to respond to in-person and telephone inquiries.

#2

County of El Dorado

JCN # 0174
Created: Nov 2012

ASSISTANT DIRECTOR OF COMMUNITY DEVELOPMENT

DEFINITION

Under general direction, assists the Community Development Director in planning, organizing, directing, coordinating, and evaluating activities, programs, and staff of the Community Development Agency; provides expert, professional/technical assistance and direction to Agency staff, and acts on behalf of the Director as directed in his/her absence or at his/her discretion.

DISTINGUISHING CHARACTERISTICS

This is a single position classification which reports directly to the Community Development Director. The incumbent has significant responsibility for the development, implementation, oversight, and evaluation of Community Development Agency programs, services, and functions and is responsible for managing day-to-day activities of the agency through subordinate managers. The incumbent is responsible for: long range planning policy development; assessing needs; formulating policy; developing goals and objectives; designing, implementing, and evaluating activities; performing fiscal management; ensuring compliance with federal, state, local, and contractual requirements; and supervising management, supervisory, professional and other support staff. This class is distinguished from the Community Development Director in that the latter is a Department Head with responsibility for overall administration and operation of the Community Development Agency.

EXAMPLES OF DUTIES (Illustrative Only)

- Plans, organizes, and directs staff engaged in developing long range planning policies and programs.
- Coordinates with Community Development Agency departments regarding program implementation and policy development.
- Assists the Director in developing and implementing goals, objectives, policies and work standards for Community Development Agency programs.
- Assists the Director in program planning and the development of associated budgets; confers with subordinates in planning, preparing, and monitoring budgets; identifies program funding sources and prepares or directs the preparation of grant applications and other proposals to secure funding.
- Assists the Director in planning, organizing, directing, coordinating, and evaluating activities and programs of the Agency to ensure compliance with all applicable laws and regulations.
- Reviews and analyzes pending and newly adopted legislation affecting Agency operations, apprises others as necessary, and recommends appropriate policy and program changes; coordinates implementation of approved changes.
- Oversees the development and implementation of management improvements and practices to ensure achievement of agency goals and objectives.
- Assesses the needs of the Agency, County, and community and evaluates the effectiveness of existing programs and functions; coordinates operational changes, organizational development, new program implementation, or modification of existing programs, as needed.
- Assists the Director in working closely with the Board of Supervisors, Chief Administrative Officer, related County departments, and officials of local, regional, state and federal agencies.
- Consults with other County departments and outside agencies in problem resolution, program development, and other services and activities involving mutual clients and interests.
- Directs the selection, supervision, and work evaluation of assigned staff and provides for their training and development; conducts or supports personnel investigations, as appropriate; makes recommendations regarding discipline, as needed; and implements approved disciplinary actions.
- Conducts and integrates functions and activities of assigned programs; develops standards and methods of measurement and evaluation of activities and work performance.

- Fosters operational effectiveness by facilitating coordination and cooperation within and between fiscal, administrative, and program areas and functions in the Agency, as well as with other County departments, contract agencies and service providers.
- Ensures and oversees the County's compliance with performance and reporting requirements established by grants and other agreements, as well as local, state, and federal laws, regulations, and mandates.
- Prepares or reviews administrative, fiscal, and technical reports; prepares or directs preparation of information for the Director, Chief Administrative Office, Board of Supervisors, commissions, state, federal, or other agencies.
- Represents the Agency and County at regular state and regional meetings; attends local meetings of community groups; participates on a variety of interagency committees.
- Monitors program and staff effectiveness; oversees quality improvement/quality management activities; undertakes any necessary management responses to improve effectiveness.
- Receives and responds to inquiries, concerns and complaints regarding service delivery.
- Attendance and punctuality that is observant of scheduled hours on a regular basis.
- Performs related work as assigned.

QUALIFICATIONS

NOTE: The level and scope of the knowledge and skills listed below are related to the job duties as defined under Distinguishing Characteristics.

Knowledge of:

- Administrative principles and practices including goal/objective setting, policy and procedure development, work planning, and fiscal/budgetary principles and practices.
- Principles, practices, methods and current developments relating to Agency programs and functions.
- Principles and practices of program management, including design, development, proposal writing, securing funding, planning, monitoring, evaluating performance and outcomes, quality control, fiscal management, and administration.
- Principles and practices of public administration, management, and leadership, community relations and public information practices and techniques.
- Principles and practices of contract administration.
- Principles, practices and current trends in the delivery of Agency programs and services.
- Community needs assessment, resources and organizations related to Agency programs and services.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- General knowledge of applicable federal, state, and local laws, codes, ordinances, rules, and regulations relating to Agency programs and functions.
- General knowledge of legislative issues relating to Agency programs and functions.

Skill in:

- Planning, organizing, directing, reviewing, and evaluating the work of staff directly or through subordinate managers; investigating personnel matters; recommending and implementing disciplinary action, as necessary.
- Selecting, motivating, and evaluating management staff and providing for their professional development.
- Utilizing statistical and demographic information and data to determine patterns influencing needs related to Agency programs and functions.
- Recommending comprehensive policy and programs based upon Agency, County, and community needs, available resources, and overall County priorities and policies.

- Identifying program funding sources, and preparing or directing preparation of grant applications, other proposals, contracts, and budgets.
- Analyzing complex problems, evaluating alternatives, making sound judgments and recommendations, and adopting effective courses of action.
- Interpreting, explaining and applying appropriate laws, rules, regulations, programs and procedures
- Planning, coordinating, implementing, and evaluating the effectiveness of Agency programs and functions.
- Preparing clear and complete reports and other written correspondence.
- Responding calmly and professionally in emergency or stressful situations.
- Operating modern office equipment including computer equipment and related software applications.
- Use of tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establishing, maintaining, and fostering positive and harmonious working relationships with those contacted in the course of work.

Other Requirements:

- Possession of, or ability to obtain, a valid California driver's license.
- Must be available for weekend or after hours meetings.
- Certification by the American Institute of Certified Planners (AICP) is desirable.
- Registration as a Professional Engineer and licensed by the State of California as a Civil Engineer (Business and Professions Code, Section 6730) is desirable.

Education and Experience:

Where college degrees and/or college course credits are required, degrees and college units must be obtained from an accredited college or university. Courses from non-accredited institutions will not be evaluated for this requirement.

Education: Bachelor's degree from an accredited college or university with major coursework in engineering, land use planning, architecture, environmental health, business administration, public administration, or a field related to the work; a Master's degree in one of the above fields is highly desirable;

-and-

Experience: Four years of related management and supervisory experience. Experience in a public agency is highly desirable.

Physical Demands and Working Conditions

On a continuous basis sit at desk for long periods of time, intermittently twist to reach equipment surrounding desk; walk, stand, bend, crouch or stoop; perform simple grasping and fine manipulation is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office equipment. See in the normal vision range with or without corrections; hear in the normal range with or without correction. Employees must possess the ability to lift, carry, push and pull materials and objects weighing up to 25 pounds or less for varying periods of time.

Primary work is performed in an office environment within an even-floored, carpeted office environment with fluorescent lighting, moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employee may interact with upset staff and/or public and private representative in interpreting and enforcing departmental policies and procedures. Some fieldwork grequired with exposure to uneven surfaces, outside atmospheric conditions, traffic, noise, physical barriers, or around potentially hazardous construction conditions, substances and materials. Work is frequently disrupted by the need to respond to in-person and telephone inquiries.