

DIRECTOR OF PLANNING & BUILDING

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; provides expert professional assistance to County management staff on planning, zoning, building code enforcement, and redevelopment programs and related activities and functions.

DISTINGUISHING CHARACTERISTICS

This class has department head level responsibility for overall policy development, program planning, fiscal management, administration and operation of the Planning, Building Inspections, and Code Enforcement divisions. 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.

EXAMPLES OF DUTIES (Illustrative Only)

- Plans, organizes, and directs the work of County 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 departmental 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 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 Chief Administrative Officer and Board of Supervisors on related issues and programs.
- 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 departmental personnel; monitors and directs employee relations and grievance procedures; provides for staff development.
- 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 other duties as assigned.

QUALIFICATIONS:

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:

Must possess a valid driver's license.

Education and Experience:

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 five 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.

Note: The above qualifications are a typically accepted way of obtaining the required knowledge and skills