



OCTOBER 2024  
FLSA: EXEMPT  
Bargaining Unit: UM  
JCN: 0177

## **CHIEF DEPUTY DIRECTOR OF PLANNING AND BUILDING**

### **DEFINITION**

Under general direction, assists in planning, directing, organizing, and coordinating the programs and activities of the Planning and Building Department specific to the region of assignment, such as West Slope or the Tahoe Basin; serves on various boards, commissions, advisory committees, and collaboratives on behalf of the County; provides complex professional assistance to the Director of Planning and Building and/or the Assistant Director of Planning and Building in the areas of expertise.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the Director of Planning and Building and/or Assistant Director of Planning and Building. Exercises general direction and supervision over executive, management, supervisory, professional, technical, and administrative support staff through subordinate levels of supervision.

### **CLASS CHARACTERISTICS**

This is a management classification which reports directly to the Director of Planning and Building and/or Assistant Director of Planning and Building. The incumbent has significant responsibility for the development, implementation, oversight, and evaluation of departmental divisions, programs, services, and functions of a defined region, such as the West Slope or the Tahoe Basin. The incumbent is responsible for assessing needs; formulating policy; developing goals and objectives; designing, implementing, and evaluating activities; ensuring compliance with federal, state, local, and contractual requirements; and supervising executive, management, supervisory, professional, and other support staff.

This class is distinguished from the Assistant Director of Planning and Building in that the latter is responsible for day-to-day oversight, management, and administration of the activities for all functions and activities within the department; provides objective, independent advice, and recommendations on significant policy issues and/or activities affecting the full range of departmental programs in the Tahoe Basin and West Slope; and serves as acting Director of Planning and Building in his/her absence.

This class is further distinguished from the Deputy Director of Building and the Deputy Director of Planning as the latter classifications have responsibility and oversight of single divisions within the department.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned operational area; recommends and administers policies and procedures for the department.
- Assists the Director in planning, organizing, directing, coordinating, and evaluating assigned activities and programs of the department to ensure compliance with all applicable laws and regulations.
- Oversees the development and implementation of strategies and practices to ensure achievement of department goals and objectives.
- Assesses the needs of the department, 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.

- Develops and administers the budget and for the assigned operational area, including seeking outside funding and grant opportunities, including County Transient Occupancy Tax (TOT) funding.
- Manages compliance with the Regional Water Quality Control Boards for the Tahoe Basin or West Slope and ensures implementation of state and local stormwater requirements including staff training.
- Prepares, develops, reviews, and processes land use, housing, and environmental programs, projects, and activities for the West Slope or Tahoe Basin in El Dorado County.
- Implements Tahoe Regional Planning Agency (TRPA) land use regulations, agreements, and guidelines, including Planning and Building reviews and approvals when assigned to the Tahoe Basin.
- Serves in a strategic capacity to problem solve and reach solutions on complex, large-scale, political programs or projects.
- Acts as the lead for the department on multi-divisional and/or multi-departmental programs or projects.
- Oversees the efficiency and effectiveness of building inspection, plans examination, and permit processing services and activities.
- Prepares, manages, and implements the County's Specific Plans or Tahoe El Dorado Area Plan.
- Recommends the appointment of personnel; provides or coordinates staff training; conducts performance evaluations; implements discipline procedures as requested; maintains discipline and high standards necessary for the efficient and professional operation of the department.
- Represents the department and County at regular state and regional meetings; delivers presentations at public hearings; attends local meetings of community groups; participates on a variety of interagency committees and commissions.
- 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.
- Receives and responds to inquiries, concerns, and complaints and assists with resolutions and alternative recommendations.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Administrative principles and practices, including goal setting, program development, implementation and evaluation, and supervision of staff.
- Advanced principles, practices, and programs related to land use, housing and environmental programs, and other related areas.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to the assigned operational areas.
- 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 leadership.
- 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.
- Requirements for water quality control in the Tahoe Basin including permitting, legal, regulatory, and technical requirements of storm water quality management, best management practices programs, and environmental monitoring and assessment.
- Principles and practices of employee supervision, including work planning, assignment review and

- evaluation, discipline, and the training of staff in work procedures.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

**Ability to:**

- Assist in developing and implementing goals, objectives, practices, policies, procedures, work standards, and internal controls for assigned operational areas.
- Provide administrative and professional leadership and direction for assigned operational areas.
- Understand, interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations pertaining to department programs and projects.
- Plan, organize, direct, and coordinate the work of management, supervisory, professional, technical, and administrative support staff; delegate authority and responsibility.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Display political acuity in a variety of circumstances.
- Recommend comprehensive development-related policies and programs based upon community needs, available resources, and County priorities and policies.
- Analyze complex technical and administrative problems, evaluate alternative solutions, and adopt effective courses of action.
- Exercise sound independent judgment within general policy guidelines.
- Effectively represent the department and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*A combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying; however, education may not solely substitute for the required experience.*

Equivalent to a bachelor's degree from an accredited four-year college or university with major coursework in urban or regional planning, public administration, geography, architecture, architectural engineering, land use economics, natural resource management, or a closely related field;

AND

Four (4) years of supervisory or management experience in city/county urban or regional planning, building inspections, code enforcement, permit processing, and/or development-related activities which has included program planning, development, and administration and working with community organizations.

Possession of a master's degree in a field listed above and an understanding of the political dynamics in the region of assignment at the Federal, State, and local levels is desirable.

**Licenses and Certifications:**

- Possession of, or ability to obtain and maintain, a valid California or Nevada Driver's License and a satisfactory driving record.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to inspect development sites, including traversing uneven terrain, climbing stairs, and other temporary or construction access points; to operate a motor vehicle and to visit various County and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification with frequent field work, such as inspecting development sites. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds. Reasonable accommodations will be made for individuals on a case-by-case basis.

**ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may work in the field and occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.

**WORKING CONDITIONS**

May be required to attend meetings outside of regular working hours.