



Associate Director – Community Development

Job Description

Department: Public Works
Position: Career Service
Starting Step: 60, Table 14
Supervisory: Yes
Reports to: Director – Public Works and
Community Development

Summary

Under general direction of the County Engineer / Director - Public Works & Community Development, oversees the various functions of Community Development.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supervisory / Administrative

1. Supervise, plan, coordinate and direct the work of Community Development including the Utah County Fire Marshall's Office.
2. Approve hiring, termination, promotion, disciplinary action, performance evaluation, training, and delegation of work for assigned personnel.
3. Instruct staff on land use, planning, zoning, building inspection, business licensing, legal matters and office procedures.
4. Prepare the Community Development budget. Monitor and approve purchase orders and expenditures.

Planning & Zoning

1. Administer, enforce, and make recommendations for amendments to the Utah County Land Use Ordinance and Zone Map.
2. Make presentations on county land use planning, codes, ordinances, and policy issues and receive input at public meetings.
3. Serve as Zoning Administrator as required by Utah County Land Use Ordinance and act on certificates of occupancy-zoning compliance applications.
4. Attend and act as staff lead at Board of Adjustment, Planning Commission, and Board of Commissioners meetings to provide input and implement decisions.
5. Coordinate efforts with state and federal agencies on flood insurance programs, utility projects, geologic hazard projects, and U.S. Census data.
6. Prepare and maintain the Utah County General Plan and make recommendations for amendments to the same.

For Office Use Only

Class Code: 2041

Class Title: Associate Director – Community
Development

FLSA: Exempt

Effective Date: 7/3/2017

Public Safety: No

Worker's Compensation: County

Background Level: II

Safety Sensitive: No

DOT: No

7. Conduct field surveillance and investigations and take action against violations of zoning, subdivision, building, or business regulation ordinances by writing reports, sending citations, and filing requests for legal action.
8. Administer, complete and approve building permits, business licenses, preliminary zone clearance and all other land use applications.
9. Maintain planning information files, maps, GIS data dealing with planning, zoning, natural hazards, and flood plain and draws and amends maps.
10. Maintain repository of census documents and maps and provide local input on census tract boundaries, annexation, changes in city boundaries, and other map related census functions.
11. Supervise advanced planning studies, field and library research and analyzes data.
12. Oversee preparation of the agenda and associated documents including staff reports, public notices, and individual property notifications for appeals to the Utah County Planning Commission and Utah County Board of Adjustment on a monthly basis or as required.

Building Inspection

1. Supervise the activities of the Utah County Building Official.

Fire

1. Supervise the activities of the Utah County Fire Marshal

Knowledge, Skills, and Abilities

Knowledge of public administration, supervisory techniques, and budgetary procedures

Knowledge of the laws, regulations, and procedures of planning and zoning administration

Knowledge of permit and licensing issuing and state enabling law

Skilled in utilizing GIS, desktop publishing, spreadsheet, word processing, and database software

Skilled in designing and drafting maps for printing and professional presentation

Skilled in technical writing and oral presentations

Ability to maintain cooperative working relationships with those contacted in the course of work activities

Ability to communicate effectively verbally and in writing

Ability to effectively supervise

Supervisory Responsibility

This position has direct supervisory responsibility, and does serve as a coach and mentor for other positions in the department.

Work Environment

This job operates in a professional office environment, but is occasionally performed outdoors including in hot, cold, or inclement weather. Incumbent is exposed to possible bodily injury while performing field work. This role routinely uses standard office equipment such as a laptop, desktop, smartphone,

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photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate.

Physical Demands

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.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is required to type, file and lift office supplies or equipment up to 50 pounds.

Position Type/ Expected Hours of Work

Incumbent must work 80 hours each pay period to maintain full-time status. There is availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

Travel

This position requires up to 5 percent travel.

Required Education and Experience

1. Master degree in City and Regional Planning or a related field with course work in natural sciences
2. And four (4) years of work experience performing civic planning activities
3. Equivalent combinations of education and experience may also be considered

Preferred Education and Experience

1. Preference may be given to qualified applicants with supervisory experience

Additional Eligibility Qualifications

1. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment
2. Selected applicants may be subject to, and must pass, a background check

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

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Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Below is to be completed after an offer has been extended and accepted.

Signatures

This job description has been approved by all levels of management:

Manager _____

Department Head _____

HR Director _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position

Employee_____ Date_____

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