DIRECTOR OF COMMUNITY DEVELOPMENT SERVICES

DEFINITION

The Director of Community Development Services position is responsible for the direction and administration of the functions of permitting, planning, development, building inspection and building services; and to serve as the County's Planning Director as established in County Code Section 2.36.03.

The Director of Community Development Services may also implement and administer air pollution, environmental health, hazardous waste and materials, water, and Certified Unified Program Agency (CUPA) programs.

DISTINGUISHING CHARACTERISTICS

The Department of Community Development Services combines several inter-related functions under centralized administration. These functions include, but are not limited to permitting, planning, economic development, environmental health, community development, resource development, land use, and building inspection.

May administer the Certified Unified Program Agency (CUPA), which oversees hazardous waste generator inspection and on-site hazardous waste treatment programs, above ground storage tanks, hazardous materials release response plans and inventory program, risk management program, underground storage tank program, uniform fire code plans and inventory requirements.

May plan, organize, and coordinate a variety of duties related to water management in cooperation with other agencies to ensure the availability of future water Community Resources in Glenn County.

May administer the Air Pollution Control District which enforces sections of the Health & Safety Code pertaining to Air Pollution Control and may develop and implement district ordinances which pertain to regulations of sources that emit air contaminates.

SUPERVISION RECEIVED AND EXERCISED

Receives policy direction from the Board of Supervisors; exercises administrative direction over the managers, professional, technical and clerical staff within the governing Federal, State and local codes as well as policies of the Board of Supervisors such as the Strategic Plan.

EXAMPLES OF DUTIES --Duties may include, but are not limited to, the following:

Establishes and evaluates goals, programs, policies and procedures of the department.

Communicates and interprets the goals, programs, policies and procedures to staff, the public, other County departments and agencies, Federal, State and local agencies.

Makes recommendations to the Board of Supervisors and the Economic Development Corporation Board on policy matters pertaining to planning and economic development services.

Maintains knowledge of changes in directives, policies, statutes and regulations that affect operations and makes suggestions on proposed legislation and regulations concerning the department.

Advises and directs subordinate managers in the resolution of operational issues to increase efficiency and ensure compliance with County and departmental policies.

Directs the preparation and maintenance and ensures legal compliance of the County's General Plan.

Directs the processing, maintenance and disposal or destruction of all records, reports and other documents of the department.

Oversees the assessment of current community needs, anticipates future community requirements, and assures that the environmental health program meets current and anticipated community requirements.

Oversees the design and development of new environmental health programs which include ordinances, policies and procedures, staffing, education and outreach.

Acts as an internal consultant and advisor to staff for environmental health and management issues.

Assists in the preparation of the annual budget and monitors expenditures and revenues.

Negotiates grant applications, fees, ordinances and contracts.

Keeps abreast of legislative and technical changes in the environmental health field and recommends and implements changes in the program, as appropriate.

Coordinates environmental health division activities with other County, State and Federal agencies; advises and confers with State and local officials concerning environmental health methods, procedures and problems.

Meets with State and County officials, industry representatives, and others to influence the outcome of proposed legislation as appropriate and on various other matters of mutual interest; meets with other County and State officials to set guidelines on how various regulatory programs will be implemented.

Develops legislation and County ordinances which are of benefit to programs under the department's direction.

Reviews documents and reports on behalf of the Water Advisory Committee.

Seeks and prepares grant funding documents for program components.

Assists in coordinating and facilitating cooperation with interested local agencies to further develop and implement joint water management practices.

May administer the Air Pollution Control District which enforces sections of the Health & Safety Code pertaining to Air Pollution Control and may develop and implement district ordinances which pertain to regulations of sources that emit air contaminates.

May participate in the work of the California Air Pollution Control Officers Association and its Executive Director.

May collaborate with air pollution control officers to develop, amend and implement the Sacramento Valley Agricultural Burn Plan.

May assess civil penalties for violations of air pollution control laws and regulations; may conduct public hearings on regulations and fee changes.

Directs the department in initiating and maintaining cooperative working relationships with other County agencies and departments.

Is responsible for the interviewing, selection, development, evaluation and discipline of Agency employees.

Selects, trains, motivates and evaluates the work of personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures as required.

Prepares or directs the preparation of reports, memos, correspondence, studies, research or special projects.

Plans, directs and oversees implementation of the land use planning program. Plans, directs and oversees the Glenn County Economic Development program. Oversees preparation, justification and monitoring of the departmental budget.

Presents the department's budget to the Board of Supervisors.

May serve as secretary to the Planning Commission, and/or other boards and commissions when so designated.

Responds to and resolves difficult, sensitive and/or problematic citizen, client or community complaints or inquiries.

Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Pertinent Federal, State and local laws, codes and regulations.

Planning, development, land use, and resource management functions at the County level.

Principles and practices of organization and management, administration and personnel management.

Principles and practices of budget preparation and administration.

Principles and practices of supervision and performance evaluation.

English usage, spelling, grammar and punctuation.

Advanced mathematics, including statistical analysis, algebra and geometry.

Modern office practices and technology, including computers.

Ability to:

Understand, interpret and apply pertinent laws, codes and regulations.

Effectively administer a variety of public works and development services activities.

Plan, organize and manage projects and personnel.

Manage time effectively.

Demonstrate critical and analytical thinking.

Act with a high degree of maturity, integrity and good judgment.

Identify and respond to public and Board of Supervisors' issues and concerns.

Prepare and administer budgets.

Perform required mathematical computations with accuracy.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Gain cooperation through discussion and persuasion.

EXPERIENCE AND TRAINING GUIDELINES

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

Experience:

Five years of recent local government experience in a high-level management capacity in a planning, or resource planning and development department, or in other administrative assignments which would provide equivalent experience.

Training:

Bachelor's degree from an accredited college or university with major course work in planning, community or economic development, or related field.

LICENSE OR CERTIFICATE

Possession of, or ability to obtain, an appropriate, valid California driver's license.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to inspect County development sites, 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 partially a sedentary office classification; the job also involves field inspection work requiring frequent walking at inspection site areas to monitor performance and to identify problems or hazards; standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a

computer keyboard, typewriter 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, up to 50 pounds occasionally and up to 30 pounds frequently, necessary to perform job functions.

Director of Comm Dev Serv	Without Lic.	With Lic
Classification Code:	0776211	0776212
Bargaining Unit:	10	10
FLSA Status:	N	N
Workers' Compensation Code:	8810	8810
Pay Table:	CNTY	CNTY
Range:	484	500