



Director – Community Development

Job Description

Department: Community Development
Position: Appointed
Grade: 734
Supervisory: Supervisor
Reports to: Commission

Summary

Under broad policy guidance and direction from the Utah County Commission, supervises, plans, coordinates, and directs the activities and employees of Community Development. This position is appointed by the County Commission and determines key policies within the department.

Essential Functions

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

1. Supervise, plan coordinate, and direct the work and employees of Community Development; schedule workload and delegate assignments; oversee training and ensure work is completed accurately and efficiently.
2. Identify, evaluate, and resolve personnel concerns.
3. Evaluate performance and conduct performance appraisals.
4. Make staffing decisions related to the hiring and retention of assigned personnel and the administration of disciplinary action in accordance with County policies and procedures.
5. Prepare department budget and present to County Commission for approval; monitor and approve purchase orders and expenditures.
6. Ensure compliance with awarded grant activities and requirements for continued funding; monitor conditions of awarded grants; submit reports and other documentation, as required.
7. Coordinate with the County Commission / County Administrator on countywide economic development and planning efforts including the county strategic plan and coordinating with municipalities.
8. Do we have standard language about working with contractors and running point on RFPs? Would like to include something about working with contracted planning agencies
9. Oversee maintenance and purchasing decisions for equipment, tools, and supplies within the department; coordinate with appropriate vendors to acquire necessary services.
10. Prepare, plan, coordinate and maintain the Utah County General Plan; develop, organize, and facilitate ongoing comprehensive planning processes and procedures to meet established goals; make recommendations for amendments to the same.

For Office Use Only

Job Code: 1870

Job Title: Director – Community Development

FLSA: Exempt

Effective Date: 4/23/2024

Public Safety: No

Worker's Compensation: Clerical

Background Level: I

Safety Sensitive: No

DOT: No

ML: Department Head

11. Administer, enforce, and make recommendations for amendments to the Utah County Land Use Ordinance and Zone Map; train staff on land use, planning, zoning, building inspection, business licensing, legal matters, and related procedures.
12. Represent the department and Utah County at various meetings, as needed, including Board of Adjustment, Planning Commission, and Board of Commissioners meetings; conduct presentations on County land use planning, codes, ordinances, and policy issues; provide input and implement decisions, as authorized.
13. Serve as Zoning Administrator as required by Utah County Land Use Ordinance and act on certificates of occupancy-zoning compliance applications.
14. Coordinate efforts with state and federal agencies on flood insurance programs, utility projects, geologic hazard projects, and U.S. Census data.
15. Conduct field surveillance and investigations of violations related to zoning, subdivision, building, or business regulation ordinances; write reports, issue citations, and file requests for legal action.
16. Administer, complete, and approve building permits, business licenses, preliminary zone clearance, and other land use applications.
17. Maintain planning information files, maps, and GIS data related to planning, zoning, natural hazards, and flood plains; draw and amend zoning maps, as needed.
18. 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.
19. Oversee preparation of the Planning Commission, Board of Adjustment, and Agricultural Advisory Board agendas 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, as required.

Knowledge, Skills, and Abilities

- Considerable knowledge of the laws, regulations, and procedures of planning and zoning administration
- Considerable knowledge of permit and licensing issuing and state enabling law
- Knowledge of public administration
- Skilled in supervisory techniques
- Skilled in budgetary procedures
- Skilled in public relations
- Skilled in utilizing software relevant to work performed
- Skilled in designing and drafting maps for printing and professional presentation
- Skilled in technical writing
- Ability to establish and maintain cooperative working relationships with those contacted in the course of work activities
- Ability to communicate effectively verbally and in writing

For Office Use Only

Job Code: 1870

Job Title: Director – Community Development

FLSA: Exempt

Effective Date: 4/23/2024

Public Safety: No

Worker's Compensation: Clerical

Background Level: I

Safety Sensitive: No

DOT: No

ML: Department Head

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, photocopiers, shredders, and filing cabinets. Work may expose the incumbent to high stress situations, including contact with clients and/or the public in uncomfortable, confrontational, or emotionally charged circumstances. The noise level in the work environment is usually moderate. The incumbent is required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

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, ability to adjust focus, and ability to distinguish between shades of color and patterns. The employee is required to type, file, and lift office supplies or equipment up to fifty (50) pounds. The employee regularly drives a motor vehicle.

Position Type / Expected Hours of Work

Incumbent must work eighty (80) hours each pay period to maintain full-time status. There may be 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

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

Recommended Education and Experience

1. Master's degree in City and Regional Planning or a related field, including coursework in natural sciences.
2. Five (5) years of work experience performing civic planning activities, including two (2) years of supervisory experience.
3. Equivalent combinations of education and experience may also be considered.

For Office Use Only

Job Code: 1870

Job Title: Director – Community Development

FLSA: Exempt

Effective Date: 4/23/2024

Public Safety: No

Worker's Compensation: Clerical

Background Level: I

Safety Sensitive: No

DOT: No

ML: Department Head

Additional Eligibility Qualifications

1. Applicants must possess a valid driver’s license and obtain a valid State of Utah driver’s license within sixty (60) days of employment.
2. Selected applicants will be required to submit to a pre-employment drug screen and 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.

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.

Acknowledgement below to be completed after an offer has been extended and accepted.

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee _____ Date _____

For Office Use Only

Job Code: 1870
 Job Title: Director – Community Development
 FLSA: Exempt
 Effective Date: 4/23/2024
 Public Safety: No

Worker’s Compensation: Clerical
 Background Level: I
 Safety Sensitive: No
 DOT: No
 ML: Department Head