

## **DEPUTY DIRECTOR, COMMUNITY DEVELOPMENT**

### **JOB PURPOSE AND SUMMARY:**

Under the general direction of the Community Development Director, this senior management position performs a variety of managerial and administrative work, including coordinating and directing the activities of the department or assigned divisions

The Deputy Director will provide strategic oversight and leadership and may be assigned to oversee the following Community Development programs

- Development Engineering
- Building
- Plan Examiners
- Permit Center

This position has full responsibility for the management of all staff of the assigned divisions through intermediate level managers. The Deputy Director represents and advises the Community Development Director and may serve as acting Department Director in their absence.

The Deputy Director is required to be a hands-on leader who seeks a challenge, values public service, who wants to make a visible, and lasting impact on local communities.

### **RESPONSIBILITIES:**

In consultation and coordination with the Community Development Director, County Manager, and other County stakeholders, the Deputy Director performs or oversees the performance of the following functions:

- Determines overall divisional organization, mission, core services and allocation of financial, human, and capital resources. Develops and manages short- and long-term divisional goals and priorities.
- Guides and leads the development, interpretation and application of policies and practices within assigned functional areas.
- Measures and evaluates divisional and individual performance and effectiveness.
- Develops and maintains effective personal and department-level working relationships, including other governments, other County departments, community organizations, neighborhood groups and individual citizens. Represents the department and/or Director in relations with state, federal and local regulatory agencies.

- Develops and oversees policies, programs and activities involving community relations, community education and public information. Promotes optimum community participation and input into divisional activities and manages the divisional relations with print and electronic media.
- Fiscal management including development and presentation of operating budgets, monitoring of revenues and expenditures, development or improvement of funding mechanisms and sources, ensuring that all programs are within budget and as cost effective as possible.
- Human resource management functions including recruitment and selection of staff, establishing and communicating division goals and performance expectations, monitoring and evaluating performance, training, compensation and salary administration, motivation and employee relations, and career development activities, corrective action, labor relations and other associated activities.
- Manages and participates in bi-annual code updates and fee structure studies for Community Development.
- Communicating effectively, both orally and in writing. Capable of presenting clear and concise information and reports before Council, committees, and others as required.
- Establish and maintain working relationships with County personnel, outside agencies, and the general public.
- All other expected and typical managerial functions including capital resources and facilities management, technology use and management, vehicles and equipment and all administration.
- Other duties as assigned.

**KEY PERFORMANCE INDICATORS:**

- Department and division performance in relation to service needs, demands and meeting timelines.
- Effectiveness of resource allocation and financial management.
- Human resources productivity, cost-effectiveness, organizational climate.
- Effectiveness of organizational structure, policies, and procedures.
- Quality of community relations and public involvement.

- Quality of internal (county and departmental) communications and coordination
- Foresight, proactivity, and planning.

## **QUALIFICATIONS**

### **Education and Experience:**

- Bachelor's degree and five (5) years of responsible management experience providing expertise in the management of Community Development programs and services; a master's degree in public administration, civil engineering or a related field is highly desirable.
- The ideal candidate will have a thorough knowledge and experience working on Community Development programs such as Development Engineering, Land Use, Building and Permitting.

**Knowledge of:** the principles and practices of public administration as applied to Community Development functions within the scope of responsibility. These include stormwater management, residential and commercial development, building and land use code, and the related physical sciences; construction, inspection, and investigation; solid waste management and wastewater treatment; federal, State and County standards applicable to Community Development projects; principles and practices of human resources and financial management.

**Ability to:** effectively fulfill the key responsibilities of the position as listed above; exercise sound judgment in the independent development of solutions to complex technical, administrative and managerial problems; direct and coordinate the inspection, negotiation and control of the work of private contractors; plan and utilize current technology in addressing personal and division responsibilities; communicate and express ideas effectively, orally and in writing; work responsively with community and business groups and group activists representing a wide variety of interests; effectively and collaboratively balance competing interests and approaches.

**WORK ENVIRONMENT & PHYSICAL DEMANDS:**

Typically works in an office setting with work from home opportunities, but duties may involve field work under adverse or challenging physical conditions. Work involves management of multiple priorities and can involve face-to-face interactions in stressful or sensitive situations. Essential tasks include use of the telephone and personal computer, writing, driving a county or personal vehicle, and traveling to conferences, meetings and seminars.