Director

Executive

Building Division Team

Planning & Zoning Division Team

GIS Division Team

Executive Assistant

Chief Building Official

GIS Administrator

Planning Manager

**General Responsibilities**

* Plan, direct, and oversee the management of the operations and employees of the department including the development of department vision and policies.
* Land Use Authority for land use actions as legislated by the County Council.
* Interdepartmental communication and collaboration.

**Minimum Qualifications**

Education and Experience:

* Graduation from an accredited university with a Master’s Degree in Urban or Rural Planning, Public Administration, or a closely related field; AND
* Eight (8) years of progressively responsible experience performing above or related duties; two (2) years of which must have been in a lead or supervisory capacity; OR
* An equivalent combination of education and experience.

Special Qualifications:

* Must maintain membership in the American Planning Association (APA).
* AICP Certification or ability to obtain certification within one year of employment.
* Must possess a valid driver’s license.

**Essential Functions**

Essential functions are listed in order of importance and the percentage assigned is the estimated time spent on described duties. These functions may include, but are not limited to, the following:

Priority 1: **Team** - 15% of Responsibility

Priority 2: **Leadership** - 35% of Responsibility

Priority 3: **Management** - 25% of Responsibility

Priority 4: **Technical** - 25% of Responsibility

Essential functions, as defined under the Americans with Disabilities Act, may also include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned other related duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer.

**Team**

* Practice positive working relationships and collaboration with fellow employees, elected officials, other departments and agencies, and the public.
* Be accountable to the department and fellow employees; valuing integrity, open communication, and professionalism in all interactions
* Assist individuals, teams, or departments with creative problem solving and work product.
* Effectively follow and utilize verbal and written communication.
* Operate under the supervision of the County Executive.

**Leadership** (Long-range vision)

* Exercise initiative, independent judgment, and act resourcefully under varying conditions.
* Collaborate on issues and provide potential solutions to improve efficiency and effectiveness of county processes for individual positions, departments, and the County.
* Provide general direction and supervision to department staff and supervisors/managers.
* Serve as an administrative advisor and liaison to the County Council, citizens committees, Board of Adjustments, Planning Commission, Cache Technical Advisory Committee, Cache County Council of Governments, and other government boards and committees with local, state, and federal agencies.
* Oversee the three division leads that manage the Building, GIS, and Planning & Zoning Divisions, and in coordination with the three division leads, develop department long-range strategic priorities, guidelines, deadlines, and implement annual action plans.
* Coordinate programs, development issues, and special projects with the public, county departments, and other government agencies.

**Management** (Short term, project-based)

* Provide direction and oversight for the management of division-related planning and zoning issues.
* Direct the development of applicable ordinances, permitting processes, public service provision, and related items.
* Monitor project activities and progress to assure implementation of long range plans.
* Issue interpretations of county land use, planning, building, and related ordinances and regulations, and review development plans to ensure compliance with county codes and ordinances.
* Participate in the recruitment and selection of department staff, and develop and conduct staff training.
* Direct department personnel, delegate assignments, review performance, and make decisions affecting job retention, advancement, and discipline.
* Ensure public engagement through formal and informal processes, and educate the public through the media, reports, public meetings, and presentations.
* Develop departmental annual budget, monitor ongoing fiscal controls to assure conformity with established financial constraints, and is also responsible for approving final department disbursements. Participate in county-wide fiscal planning processes, the development of understanding of revenue sources, and managing long term fiscal stability.
* Identify sources for alternative funding related to special projects, apply for and ensure grant compliance, and assure effective working relationships with funding agencies.
* Oversee special function areas related to subdivision development, land use proposals, land acquisitions, and building authorizations and permits.
* Oversee priority studies related to population, housing, social, economic, transportation, and similar issues or concerns.
* Develop, organize and facilitate on-going comprehensive planning processes and procedures for current and long range needs; participate in the development and maintenance of county general plan and related documents; identify alternatives for converting policy ideas into action plans affecting county development, expansion, transportation, and related public programs.
* Coordinate research and program options with other county departments; direct or conduct feasibility studies; prepare a variety of reports related to project options and progress; direct the review and update of ordinances affecting planning, zoning, development and related departmental areas; coordinate projects with other departments or governmental agencies.

**Technical**

* Thorough knowledge of legal system and procedures affecting planning, zoning and related operations of the county; principles and practices related to local government planning and zoning, economics, sociology, and community organization as applied to urban planning; planning, zoning, and subdivision law, theory and application; the relationship between factors affecting urban planning policy, such as economic, political, sociological, legal, etc.; local government structure and operations, including budgetary procedures and fiscal management; research methodology, statistical analysis, and evaluation of research data; land use, zoning, federal, state, and local laws; ability to interpret codes accurately and effectively.
* Skill in preparation and presentation of complex technical reports and analysis.
* Skill in the art of diplomacy and cooperative problem solving; interpersonal communication skills; develop and maintain effective working relationships with elected officials, federal agencies, state agencies, local governments, subordinates, the public, and all those contacted in the course of business.
* Provide technical insight and recommendations related to planning and development policies, goals and objectives; receive directives, formulate implementation options and strategies, direct and conduct research, convert strategies to action plans with timetables and deadlines; allocate personnel and resources as needed to accomplish elected projects and programs.
* Conduct public meetings and hearings as needed to solicit public response and inform of policy and project options; educate the public through media, reports, public meetings and presentations.

**Work Environment**

* The position performs in a typical office setting. Tasks require a variety of physical activities, such as walking, standing, stooping, sitting, reaching, talking, hearing, and seeing.
* Work tasks require common eye, hand, finger, leg, and foot dexterity.
* Mental tasks require the use of memory for details, verbal instructions, emotional stability, and discriminating thinking.
* The position requires a valid driver’s license and ability to drive for the County. Must not have any DUI/ARR within the past five (5) years and less than two (2) moving violations within the past 24 months.
* Comply with applicable County and departmental policies and safety standards.