

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: ASSISTANT DIRECTOR COMMUNITY DEVELOPMENT
CLASS CODE: 2041
FLSA STATUS: EXEMPT
EFFECTIVE DATE: AMENDED 3/24/08 (Revised 3/17/98 version)
DEPARTMENT: COMMUNITY DEVELOPMENT

JOB SUMMARY

Performs as assistant to the Director and supervises planners in specific projects including major advanced planning studies, enforcing zoning and related ordinances, administering permits, reviewing appeals and applications, and maintaining planning information for maps and files.

CLASS CHARACTERISTICS

This is a assistant department lead classification level.

ESSENTIAL FUNCTIONS

Conducts advanced planning studies, field and library research, and analyzes data.

Presents information and receives input at public meetings.

Supervises staff work and writes reports and proposed ordinances.

Completes and approves building permits, business licenses, preliminary zone clearance applications.

Acts on certificates of occupancy-zoning compliance applications.

Administers permits including but not limited to buildings, subdivision wavers, power poles, and temporary use.

Conducts field surveillance and investigations and takes action against violations of zoning, subdivision, building, or business regulation ordinances by writing reports, sending citations, and filing requests for legal action.

Works out problems with ordinance violators and cooperates in legal actions with County Attorney.

Assists the public in completing permits and explaining process and reviews applications to determine compliance with ordinances and good planning practice.

Attends Board of Adjustment, Planning Commission, and Board of Commissioners meetings to provide staff input and implement decisions; acts as staff led for Board of Adjustments.

Maintains planning information files, maps, GIS data dealing with planning, zoning, natural hazards, and flood plain and draws and amends maps.

Remains current on statutes and case law for planning matters and inputs current information into files, data systems, and other data bases and assists public in accessing files and data.

Drafts agreements, covenants, and other documents and generates application forms, notices, permit forms, and various documents used in legal actions.

Drafts ordinances for review by Attorney and for County adoption.

Provides input on needed changes for Planning Office, and produces GIS work for Office.

Maintains repository of census documents and maps and provides local input on census tract boundaries, annexation, changes in city boundaries, and other map related census functions.

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ADDITIONAL RESPONSIBILITIES MAY INCLUDE

Acts as Director in the absence of the Director.

Acts as Census Key Person for Utah County SMSA.

KNOWLEDGE, SKILLS, AND ABILITIES

Ability to maintain cooperative working relationships with those contacted in the course of work activities; Knowledge of the laws, regulations, and procedures of planning and zoning administration; Ability to utilize GIS, desktop publishing, spreadsheet, word processing, and database computer software; Ability to communicate effectively verbally and in writing; Ability to design and draft maps for printing and professional presentation; Knowledge of supervisory techniques; Knowledge of permit and licensing issuing and State enabling law; Ability to maintain files, records, and reports; Skill in document composition; and Ability to coordinate multiple tasks efficiently.

PHYSICAL DEMANDS

Typically sit a desk or table; Regularly walk, stand, or stoop; Occasionally lift, carry, push, pull or otherwise move objects weighing up to 50 pounds; Regularly drives a motor vehicle; Work for sustained periods of time maintaining concentrated attention to detail; and Need to distinguish between shades of color.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is performed in an environmentally controlled room; Work is performed for sustained periods outdoors and occasionally in hot, cold, or inclement weather; and Work exposes incumbent to possible bodily injury while performing field work.

EDUCATION AND EXPERIENCE

Equivalent to a Master's Degree in City and Regional Planning or a related field including course work in natural sciences and four (4) years work experience performing civic planning activities.

LICENSING AND CERTIFICATION

Incumbent must possess a valid State of Utah driver's license.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.