

CLASSIFICATION:	Director
PAY RANGE:	S-10
BARGAINING UNIT:	Unrepresented – At Will

SAN JUAN COUNTY POSITION DESCRIPTION

Position Title: Director **Date:** July 2021
Reports to: County Manager
Department: Community Development & Planning **FLSA Status:** Exempt

Positions Supervised: Building Official, Code Enforcement Officer, Fire Marshal, Current Planning Manager, Administrative Support Specialist II- Records,

BASIC FUNCTION: Administers all aspects of the land use and building planning and permitting processes for San Juan County, including Administrator of the Comprehensive Plan and Shoreline Master Program, and SEPA Responsible Official. Plans, organizes and directs the long-range planning activities of the county, provides staff support and staff reports to the Planning Commission, County Council, and various standing and ad hoc committees, and performs special projects as assigned. Supervises technical, professional, and support staff including recruiting, hiring, discipline and performance review. Establishes departmental goals, establishes permit processes and procedures. Provides direction in the day to day operation of the department and makes decisions regarding the policies, projects and regulations when presented with information and recommendations from staff. Provides support to the County Council relating to planning and permitting activities and implements policies adopted by the Council. Administers an annual department budget.

MINIMUM QUALIFICATIONS: Master's degree in urban or regional planning and ten (10) years experience in land use/building planning and code administration. Demonstrated management experience in the same or a related field. Demonstrated competency with relevant computer systems and software, including a management knowledge of Geographic Information Systems (GIS); or any equivalent combination of knowledge, skills and abilities that demonstrates the ability to perform the essential functions of the position.

PRINCIPAL DUTIES - Asterisk designates essential function:

- *1. Provides daily support to Community Development and Planning employees and clarifies code and policy interpretations. Explains policy, County Council actions and other agency actions. Resolves procedural questions.
- *2. Recommends to the County Manager sources of external support for programs and prepares funding proposals and applications for such programs.
- *3. Coordinates quality customer service, such as establishing customer friendly processes, development of clear and easy to read informational brochures and handouts for counter customers and adjusting inspection scheduling to accommodate customer need.
- *4. Makes recommendations to the County Manager regarding Community Development and Planning activities. Directs Community Development and Planning in accordance with policy and allocated resources. Serves as responsible official for the County on legislative proposals for land use planning and building projects and periodically communicates with legislators regarding pending bills of interest to San Juan County.

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- *5. Interprets planning policies and land use and structural codes to clarify and resolve either policy or code questions or disputes as the final authority for administrative decisions of the department.
- *6. Administers Community Development and Planning departmental budget. Manages external contracts and grants awarded.
- *7. Develops Community Development and Planning departmental policy. Measures operations, direction and efficiency to insure proper implementation of policy.
- *8. Routinely communicates with local and state groups or agencies regarding policies and programs affecting land use planning and permitting activities.
- *9. Directs the development and implementation of information systems.
- 10. Manage Department response to public records requests and ensure that records are preserved and maintained as required by the Washington Secretary of State.
- 11. Coordinate support to the Planning Commission, Hearing Examiner and other Boards and Commissions as assigned by the County Manager.
- 12. Ensure compliance with the Growth Management Act, Shoreline Management Act, State building codes and other state planning and building enabling legislation.
- 13. Coordinate Department response to appeals of administrative determinations and decisions of the Director.
- 14. Supervise hiring, training and development of staff.
- 15. Assist the Prosecuting Attorney's Office with appeals of land use and building plans and regulations.
- 16. Manage the Fire Marshal inspection program and administration of burn permits.
- 17. Administer vacation rental permit compliance program.
- *18. Coordinates with State and local agencies to insure consistency of policy application. Provides feedback to state agencies regarding county implementation of planning and permitting efforts and the state law.
- *19. Anticipates future developments in planning and land use and building administration. Plans for effective use of staff resources to implement projected need. Explores possible alternative planning and regulatory systems. Prepares the Community Development and Planning department for the most probable outcome.
- *20. Acts within the scope of his or her responsibilities, working as a public employee and municipal officer with courtesy and professionalism, and adhering to the highest standard of ethics in accordance with RCW 42.52.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the County as the needs of the County and requirements of the job change.

WORKING CONDITIONS, PHYSICAL AND MENTAL REQUIREMENTS

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PHYSICAL DEMANDS				
(Fill in appropriate blank and add comments as needed)	Rarely < 1%	Occasionally 1-33%	Frequently 34-65%	Continuously 66-100%
Balancing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Carrying Items (distance 5 to 10 feet)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Climbing (stairs/ladders/scaffolding)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Crawling	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Crouching (bend at knees)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Grasping/Handling	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Keyboard/Mouse Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Kneeling	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Leg/Foot Use	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lifting (average: 20 lbs.)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operation of motorized vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use of hand tools	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing/Pulling (10 to 30 lbs.; average – 10 lbs.)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Rapid mental/hand/eye coordination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reaching (overhead/extension)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sitting (up to ½ hour)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Stooping (bend at waist)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Twisting (knees/waist/neck)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: Generally work is performed in a normal office environment. Lifting is typically associated with boxes of archival materials, climbing of stairs is required to access files in the file room.				

SENSORY DEMANDS				
(Fill in appropriate blank and add comments as needed)	Rarely < 1%	Occasionally 1-33%	Frequently 34-65%	Continuously 66-100%
Talking in person (clear and audible speaking voice)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Talking by phone (clear and audible speaking voice)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Hearing in person (normal voice or whispering)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Hearing by phone (normal voice or whispering)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Smell	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vision: Correctable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Vision: Depth Perception	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Vision: Distinguish Colors	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Vision: Computer Monitor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments: The employee must be able to talk and to receive and understand written and oral communication and give written and oral instruction.				

PSYCHOLOGICAL DEMANDS				
(Fill in appropriate blank and add comments as needed)	Rarely < 1%	Occasionally 1-33%	Frequently 34-65%	Continuously 66-100%
Deadlines/Shift Work/Overtime/Flexibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Interaction with Others/Communication Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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Highly Repetitive Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Attention to Detail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Deals with customer stress	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Comments: The position frequently requires patience and tact to deal with difficult customers. Requires ability to work alone and with others. Requires self-motivation, good judgment, initiative, and the ability to make decisions.</p>				
ENVIRONMENTAL DEMANDS				
(Fill in appropriate blank and add comments as needed)	Rarely < 1%	Occasionally 1-33%	Frequently 34-65%	Continuously 66-100%
Exposures to Fumes, Chemicals, Vibrations, Humidity, Cold, Heat, Dust, Noise, Unusual Lighting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Handling Outside Non-powered Mechanical Tools	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operation of Equipment: Computer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Power Tools	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vehicles	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy Equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Potential Exposure to Infectious/Hazardous Materials	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Potential Exposure to OSHA Blood/Body Fluid (BBF)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Required Hygiene Standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Works in Sterile or Isolation Areas	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works Indoors	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Works Outdoors (in all types of weather and areas)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Comments: This position works primarily in an office. Travel to other islands or off-island may be required for code enforcement, supervision of staff, staff training or public meetings.</p>				