

**JEFFERSON COUNTY
JOB DESCRIPTION**

Job Title: Community Development Director
Department: Community Development
Annual Hours Worked: 2080
FLSA: Exempt - Professional
Exempt Salary System: Grade 22
Union: Exempt
Reports To: County Administrator
Approved By: Human Resources Director
Date: May 22, 2025



1.0 MAJOR FUNCTION AND PURPOSE

- 1.1** Plan for, direct, organize, and provide leadership to the Jefferson County Department of Community Development. Direct and implement management systems for effective planning, permitting and enforcement to maintain and enhance the quality of life in Jefferson County. Work to continually improve all processes and assure the efficient and economical use of County resources. Participate as a member of the County's senior management team.

2.0 SUPERVISION RECEIVED AND EXERCISED

- 2.1** Exercise significant independent judgment and action with general direction from the County Administrator, consistent with the policies of the County Commissioners, adopted plans, and local, state, and federal law. This position is supervised by the County Administrator.
- 2.2** Supervise all employees in the Department of Community Development, either directly or through subordinates.

3.0 SPECIFIC DUTIES AND RESPONSIBILITIES: Duties include but are not limited to the following.

3.1 Planning & Permitting

- Serve as the Director of Planning, Chief Department Administrative Officer, Building Official, Fire Marshall, Code Enforcement Officer, Unified Development Code Administrator, SEPA Responsible Official, Subdivision Administrator, Shoreline Administrator, Zoning Administrator, Critical Areas Administrator, Stormwater Administrator, and Floodplain Administrator, as referenced or required by ordinance, unless otherwise delegated
- Assist the Planning Commission and the Board of Commissioners in formulating land use policies, long-range plans, and development regulations
- Conduct or direct research, analyze and outline options, and make recommendations to adopt or amend long-range plans, development regulations, and ensure timely, efficient, and consistent permitting and enforcement procedures
- Conduct or direct research, prepare reports, outline options and make recommendations concerning priority projects and issues
- Administer County land use and environmental protection regulations, building codes, the Comprehensive Plan, the Shoreline Master Program, and the National Flood Insurance Program, and supervise their enforcement

- Assist citizens and businesses to understand County plans and development regulations, and help them achieve project goals in conformance with applicable development regulations and in support of the Jefferson County Comprehensive Plan and other applicable land use goals and policies
- Enhance customer service and efficiency by coordinating with and streamlining permit activities between Community Development, Environmental Public Health, Public Works, the Assessor, and other County departments

3.2 Coordination and Communication

- Coordinate project, program, contractual, permitting, and planning activities with County departments and other public agencies
- Act as a liaison on policy direction and recommendations between the Board of County Commissioners, the Planning Commission, and department staff
- Represent the County at a variety of local and regional venues, as initiated or directed
- Promote dialogue, collaborate, educate, and proactively share information regarding community development issues with citizens, development communities, other interest groups, other jurisdictions, County departments, the Planning Commission, and elected officials regarding the department's work and related issues
- Develop and improve management systems to solicit, track, and respond to customer and citizen feedback, and respond to citizen and staff suggestions and complaints
- Develop and improve systems to make information openly and readily accessible to the public to minimize the need for public records requests, and manage and improve the department's systems to track and respond to all public record requests

3.3 Supervision and Leadership

- Hire, train, evaluate, coach, and supervise staff. Assist staff in professional development
- Build a collaborative and cohesive departmental staff. Foster collaboration and positive relations with other departments
- Work with staff to set annual and multi-year individual and departmental goals and priorities
- Help prepare job descriptions, performance appraisals, labor agreement addenda, administrative procedures, etc., in exercise of management and supervisory responsibilities

3.4 Administration and Management

- Prepare annual budget recommendations and monitor expenditures; develop balanced multi-year budget and management plans
- Prepare, prioritize, track, and regularly report progress on annual and multi-year work programs
- Develop, track, and regularly report on performance measures of the department
- Organize the department's structure, procedures, and work assignments to carry out the department's mission effectively and efficiently
- Seek grants, contracts, and other funding sources in support of the County and the department's work
- Oversee preparation of ordinances, resolutions, contracts, agreements, covenants, and other legal documents related to community development and administration and enforcement of County land use and environmental protection ordinances
- Consider management systems and technology to improve the department's capacity and efficiency in its work, and to store and access records

3.5 Additional Duties

- Participate as a member of the County's senior management team to help address countywide issues
- May occasionally be delegated to fill in temporarily in the County Administrator's absence
- Perform other duties as directed

4.0 REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 4.1** Knowledge of local, state, and federal regulations; land use policies; administrative procedures; applicable environmental laws; and local government authority and responsibilities.
- 4.2** Skill in using standard office equipment, including personal computers and software applications (including manipulating data), printer/copier, and multi-line telephone.
- 4.3** Ability to read, analyze, and interpret planning, scientific, and technical journals; financial reports; and demographic and legal documents.
- 4.4** Ability to respond to common inquiries or complaints from customers, regulatory agencies, or the public.
- 4.5** Ability to write speeches and articles for publication concerning community development; and economic, social, and environmental issues in clear, effective, persuasive, and professional manner.
- 4.6** Ability to effectively prepare, direct the preparation of, and present comprehensive reports, presentations, budgets, and correspondence to top management, public groups, boards, and elected officials—conveying complex planning and policy information in a clear and professional manner.
- 4.7** Ability to work with mathematical concepts such as probability and statistical inference, and apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- 4.8** Ability to define problems, collect data, establish facts, and draw valid conclusions; ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- 4.9** Ability to perform duties out of doors as needed to conduct investigations at construction sites, areas of rough terrain, forested areas, wetlands, and shorelines.
- 4.10** Ability to understand unorganized facts and information and to order them in an understandable, organized manner.
- 4.11** Ability to facilitate discussion of small and medium groups.
- 4.12** Ability to perform in a self-managed work environment.

- 4.13 Ability to quickly grasp new techniques, deal with rapid changes in events, remain calm in stressful situations, and relate to various personality styles in a calm, professional manner.
- 4.14 Ability to maintain confidentiality of sensitive information.
- 4.15 Ability to ensure efficient and effective utilization of volunteers and department personnel, funds, materials, facilities, and time.
- 4.16 Ability to travel and attend meetings and conferences, both during regular working hours and in the evening.

5.0 MINIMUM QUALIFICATIONS

- 5.1 Bachelor's degree in Urban/Regional/Environmental Planning, Community Development, Public Administration or a closely related field from an accredited four-year college or university; plus five (5) years of progressively responsible experience in a senior level planning or public administration position, with at least one (1) year as a director or manager with direct responsibility for the performance of subordinates; OR an equivalent combination of education and experience is required. Master's degree in related field preferred.
- 5.2 A valid Washington State Driver's License or the ability to obtain one within 30 days of employment; and maintaining the Driver's License for the duration of employment with the County is required.
- 5.3 Must pass a Criminal History Check.
- 5.4 AICP certification is desirable.
- 6.0 **COMPETENCIES:** To perform the job successfully, an individual should demonstrate competency in the following:

Technical Skills - Assess own strengths and weaknesses; Pursue training and development opportunities; Strive to continuously build knowledge and skills; Share expertise with others.

Customer Service - Manage difficult or emotional customer situations; Respond to requests for service and assistance; Meet commitments.

Interpersonal Skills - Focus on solving conflict, not blaming; Maintain confidentiality; Listen to others without interrupting; Keep emotions under control.

Oral Communication - Speak clearly and persuasively in positive or negative situations; Listen and get clarification; Respond well to questions; Demonstrate group presentation skills; Participate in meetings.

Written Communication - Write clearly and informatively; Edit work for spelling and grammar; Vary writing style to meet needs; Present numerical data effectively; Ability to read and interpret written information.

Delegation - Delegate work assignments effectively; Match the responsibility to the person; Set expectations and monitor delegated activities.

Managing People - Ability to plan staffing, make decisions, facilitate and process improvements; Take responsibility for subordinates' activities; Be available to staff; Develop subordinates' skills and encourage growth; Solicit and apply customer feedback (internal and external).

Quality Management - Improve processes, products and services; Demonstrate accuracy and thoroughness.

Diversity - Demonstrate knowledge of Equal Employment Opportunity policy; Show respect and sensitivity for cultural differences; promote a harassment-free environment; promote an accepting and diverse workforce.

Ethics - Treat people with respect; keep commitments; inspire the trust of others; work with integrity and ethically; uphold organizational values.

Organizational Support - Follow policies and procedures; Complete administrative tasks correctly and on time; support organizations goals and values.

Judgment - Exhibit sound and accurate judgment; Support and explain reasoning for decisions; Include appropriate people in decision-making process; Make timely decisions.

Planning/Organizing - Prioritize and plan work activities; Use time efficiently; Plan for additional resources; Set goals and objectives; Organize and direct staff and their tasks; Develop realistic action plans.

Professionalism - Approach others in a tactful manner; React well under pressure and remain calm in stressful situations; Treat others with respect and consideration regardless of their status or position; Accept responsibility for own actions; Follow through on commitments.

Quality - Demonstrate accuracy and thoroughness; Apply feedback to improve performance; Monitor own work to ensure quality.

Quantity - Meet productivity standards; Complete work in timely manner; Work quickly.

Safety and Security - Observe safety and security procedures; Determine appropriate action beyond guidelines; Report potentially unsafe conditions; Use equipment and materials properly.

Adaptability - Adapt to changes in the work environment; Manage competing demands; Change approach or method to best fit the situation; Ability to deal with frequent change, delays or unexpected events.

Attendance/Punctuality - Ensure work responsibilities are covered when absent; Arrive at meetings and appointments on time.

Dependability - Follow instructions and respond to management direction; Takes responsibility for own actions; Keep commitments; Commit to long hours of work when necessary to reach goals; Complete tasks on time or notify the appropriate individual with an alternate plan.

Initiative - Volunteer readily; Seek increased responsibilities; Look for and take advantage of opportunities; Ask for and offer help when needed.

Innovation - Generate suggestions for improving work.

7.0 WORK ENVIRONMENT: 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

7.1 Work is primarily performed in an office, but also requires driving to meetings. Attendance at meetings may require working evening hours.

7.2 While performing the duties of this job, the employee is regularly required to use their hands to handle or feel objects, operate equipment, and communicate through speech and hearing. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

7.3 The employee must frequently lift and/or move up to 15 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, night vision, the ability to read small print and the ability to adjust focus.

7.4 The noise level in the work environment has moderate noise.

7.5 While performing the duties of this job, the employee occasionally works in outside weather conditions.

This Job Description is subject to change as the needs of the employer or requirements of the job change.