

PEND OREILLE COUNTY POSITION DESCRIPTION

JOB TITLE: Community Development Director

DEPARTMENT: Community Development

REPORTS TO: Board of County Commissioners

PAY GRADE: Full-Time (40 hours / week); Exempt Position; Benefits Apply

REPRESENTED: Non-Represented (Employment Agreement)

BOCC APPROVED DATE:

10/13/2026
(Date)

RR
(Initials)

JOB SUMMARY: The Community Development Director provides executive direction for the Community Development department including current and long-range planning, code enforcement, and permitting functions that guide growth and development in Pend Oreille County. Responsibilities include establishing and successfully implementing work plans, programs, policies and procedures as detailed in the Comprehensive Plan, advising the Board of County Commissioners on emergent planning issues and matters relating to the compliance with state and federal laws, and participating in regional and statewide planning activities and forums on behalf of the County. The Community Development Director oversees the work of subordinate and consulting professional and technical staff, is accountable for the administration and supervision of the department, and prepares and implements the department budget.

SUPERVISORY RESPONSIBILITIES: Directly supervises and is responsible for all Community Development department staff including staffing levels, performance management, and staff development.

ESSENTIAL FUNCTIONS:

1. Direct, coordinate, and review all work performed by the department including the approval of land use, shoreline, and related planning applications
2. Recruit, train, mentor, and evaluate the performance of employees within the department.
3. Lead by example with a transparent, communicative, solution-oriented approach, fostering an environment where technical expertise is valued and collaborative cross-coverage is seamlessly executed.
4. Manage consulting contracts and coordinate the activities of County staff and consultants involved in land use planning activities.
5. Develop short and long-term program goals and objectives; administer timelines to effectively accomplish goals and objectives on time and within budget. Evaluate policies and procedures and implement changes to increase work flow or project efficiencies.
6. Develop and monitor the department budget. Forecast needed funds for staffing, equipment, materials and supplies. Monitor statewide and countywide trends for accurately estimating department budget revenues.
7. Establish and maintain all forms and administrative procedures as may be necessary to implement County Development Regulations including a fee schedule for all land use and building permit activities in accordance with the approved County budget.
8. Research, prepare, and submit grant applications and manage grant awards and contracts.
9. Interpret County ordinances, regulations, and requirements and determine the applicability of the County Development Regulations to proposed projects and development activities.
10. Work closely with the Building Official, Building Inspector, and Fire Marshall to implement the International Building Codes as adopted by the County. Verify evidence of an adequate water supply for the intended use of a building (RCW 19.27.097)
11. Maintain effective working relationships with other County departments, the Kalispel Tribe and the cities, towns, and special districts in the county by modeling the highest levels of professionalism, accountability, and mutual respect in all interactions.
12. Administer inter-local planning agreements for the coordinated delivery of planning services in the incorporated areas and designated Urban Growth Areas of the County.

13. Serve as the SEPA Responsible Official.
14. Responsible for remedies to any condition found to be in violation of the Pend Oreille County Code and ordinances.
15. Responsible for the implementation of the Comprehensive Plan, Shoreline Master Program, including the periodic review and update process.
16. **Economic Growth:** Balance land use, public policy and business growth to build a stronger sustainable community. Working with local governments and economic development organizations to coordinate and foster economic development opportunities.
17. Provide staff support to the Board of County Commissioners, Planning Commission, and the Natural Resources Committee. Lead community planning and community development committees and teams when necessary.
18. Represent the County in local, regional, and state-wide planning organizations and activities.
19. Maintain a professional understanding of current and emerging trends and planning issues and advise the Board of County Commissioners on how best to respond.
20. Follow all County safety, risk management, and applicable personnel policies, rules and procedures at all times.
21. Wear required Personal Protective Equipment (PPE) such as safety glasses, gloves, hearing protection, etc. (only if applicable)
22. Participate in safety meetings, training, and continuous improvement activities as assigned.
23. Actively participate in fostering a workplace where safety and respect are prioritized by all employees.
24. Perform other duties and assignments as requested by the Board of Commissioners.

KNOWLEDGE AND ABILITIES:

1. Expertise in public administration, planning principles and practices, administration of development regulations, grant writing, GIS mapping, economic development, and project management experience.
2. Acute knowledge of the Growth Management Act of Washington State, the Planning Enabling Act, SEPA, Shoreline Management Act, and the Water Resources Management Program.
3. Ability to prepare and analyze complex reports with strong written and oral communication skills.
4. Ability to prepare and effectively administer budgets.
5. Ability to establish and maintain effective working relationships with the public, fellow employees, state and federal staff, and county officials while navigating sensitive political matters.
6. Critical thinking, sound professional judgement and decision-making skills to evaluate alternatives, assess costs and benefits, and select effective, timely solutions.
7. Intermediate computer and technical proficiency, including effective use of word processing, spreadsheet, internet, and other standard professional software applications.
8. Strong time management and organizational skills, with the ability to manage competing demands, prioritize work, and meet deadlines consistently.
9. Dependability, attendance, initiative, and accountability, including the ability to follow written and verbal instruction, respond to management direction, and reliably complete work as scheduled.

EDUCATION AND EXPERIENCE:

1. Must speak clearly, read, and write legibly in the English language.
2. Graduation from an accredited four-year college or university with a degree in urban/regional planning, architecture, engineering, economics, public administration or a closely related field..
3. Seven (7) or more years of progressively responsible professional experience in long range planning, current planning, economic development, housing, Growth Management Act implementation, grant writing, GIS mapping, project management, or real-estate development.
4. Three (3) years of top-level management/director-level experience.
5. Knowledge of and experience in grant writing and administration required, including compliance with federal and state reporting requirements for funded projects.
6. Experience in community-oriented leadership roles with cross-over intergovernmental programs and cooperative operations.
7. Demonstrable experience in conferring and interfacing with citizens regarding public works issues.

8. Management experience in a local government agency preferred.
9. Master's degree in planning or a related field and America Institute of Certified Planners (AICP) certification are preferred.

LICENSES AND OTHER REQUIREMENTS:

1. Must possess and maintain a valid vehicle operator's license.
2. Must successfully pass a background check and driving records check.
3. Must be legally authorized to work in the United States.
4. Must be at least eighteen (18) years of age.

WORKING ENVIRONMENT / PHYSICAL ABILITIES: Work involves walking, talking, hearing, using hands to handle, feel or operate objects, tools, or controls, and reaching with hands and arms. Vision abilities required by this job include close vision and the ability to adjust focus. The noise level in the work environment is usually moderately quiet. This position also requires good listening skills and occasional lifting of up to 50 pounds. Regular and punctual attendance is required. Participation in early morning, lunchtime, and evening meetings as well as occasional weekend meetings is required.

BEHAVIORAL STANDARDS: Respectful, courteous, and friendly to customers, other County employees, and County leadership. A team player that helps the organization meet its objectives. Takes initiative to meet work objectives. Effectively communicates with customers and other County employees. Builds relationships with co-workers and managers. Positively represents the County, maintaining the trust County residents have placed in each of us. Demonstrates honest and ethical behavior as guided by the five core values of the County: Integrity, Service, Collaboration, Courage, and Growth.

SIGNATURES

This job description has been approved by:

Supervisor/Department Head Signature: _____ Date _____

Human Resources Signature: _____ Date _____

Employee signature below indicates the employee's understanding of the requirements, essential functions, and duties of the position. The statements herein are intended to describe the general nature and level of work performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, skills, and conditions required of personnel so classified. It does not constitute a contract, commitment or promise of any kind.

Employee Signature: _____ Date _____

Employee Name: _____

THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT.