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|-------------------------|----------------------------------|---------------------|--------------------------------------|
| <b>Department:</b>      | Community Development            | <b>Title:</b>       | Assistant Director                   |
| <b>Bargaining Unit:</b> | Non-Represented                  | <b>FLSA Status:</b> | Exempt                               |
| <b>Pay Range:</b>       | \$6,086-\$8,564/monthly<br>(DOQ) | <b>Reports To:</b>  | Director of<br>Community Development |
| <b>Date:</b>            | February 8, 2019                 |                     |                                      |

### **POSITION PURPOSE:**

Under the direction of and assisting the Director, this position provides management capacity by analyzing and coordinating office services such as personnel, budget preparation and control, fiscal controls, equipment utilization, records control, and special management duties. Position also assists senior staff as needed to ensure timely and accurate performance of work.

### **POSITION OVERVIEW:**

Serving as the second most senior staff member within Community Development, the Assistant Director provides assistance in the management and leadership of the Department, and acts as, or on behalf of, the Director in his/her absence. Takes a dominant role in all activities within the Department, long-range planning, leads special project teams, and develops strategies, procedures and policies to improve operations and customer service as assigned by the Director. Regularly attends and represents the Department at meetings of the Board of County Commissioners, Planning Commission, other government elected bodies, and with the public and media. Position generally works autonomously with broad latitude for exercising independent judgement, priority, and authority in solving complex or unique problems within focus areas designated by the Director. Strong, adaptable abilities in communication, tact, and diplomacy are essential to the successful performance of duties. This position is not included in a bargaining unit.

### **SCOPE OF RESPONSIBILITY:**

Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this classification.

1. Assumes the duties of the Director in his/her absence or as delegated.
2. Manages and directs assigned responsibilities to achieve established goals within personnel and budget resource limitations, personally or through subordinate managers.
3. Assigns work to division management staff and reviews work for accuracy, consistency, clarity, and professional judgment. Provides staff recognition and holds staff accountable for meeting established departmental performance as well as industry standards of work.



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4. Analyzes procedures and workflow of divisions and/or programs, recommending improvements in such areas as purchasing, accounting, performance metrics, and administration.
5. Reviews, analyzes, and/or prepares budget reports, proposals, and amendments.
6. Represents the Department to the Board of County Commissioners, other departments and elected officials, other agencies, the public, and the media in the Director's absence or at his/her direction.
7. Researches and prepares applications for funding sources that may be used to support Department activities and projects.
8. Provides policy and technical guidance to staff, other departments, the public, advisory committees, and small cities (staff, planning commissions, city councils) as assigned.
9. Represents Chelan County in various forums related to position responsibility and as assigned by the Director.
10. Prepares work programs identifying the purpose, scope, approach and process for department-wide advanced/complex projects or programs for review and approval by the Director and the Board of Commissioners.

### **ADDITIONAL RESPONSIBILITIES:**

1. Coordinates, supervises and conducts activities to compile and analyze background data, need assessments, policy alternatives and implications, and methods to maintain and present results of the analysis.
2. Assists staff by providing guidance and interpretations of laws, rules, and regulations applicable to the organization.
3. Mentors and reviews staff and management work and provides direction on complex or highly litigious building, code enforcement, or land use issues.
4. Prepares and presents reports to a variety of groups, organizations, committees, and elected and appointed officials.
5. Responds to public inquiries in writing, by telephone, and in person when necessary, reviews or prepares formal written reports to owners, architects, engineers, contractors, the general public, and other agencies.
6. Establishes and maintains cooperative and effective working relationships with subordinates, peers, elected officials, clients, customers and the public.
7. Responds and provides resolution to the most sensitive or complex inquiries or service complaints and keeps the Director apprised of these situations and resolutions.
8. Stays current on changing codes and regulations related to Department functions through continuing education (seminars, classes, meetings) and reading applicable journals.
9. Works with other members of the Department in collaborative problem solving and completion of tasks.
10. Reviews grant applications.
11. Performs other duties as assigned.



## **DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES:**

### **Knowledge of:**

- ◆ Land use planning principles, procedures, regulations; the interrelationships between land use, the environment, and economics
- ◆ Comprehensive planning methods and their practical application
- ◆ Code enforcement procedures and processes within the responsibility of the organization
- ◆ General building code applications and construction industry practices
- ◆ Governmental structures, responsibilities, and oversight
- ◆ The relationship between adopted policies and the regulatory environment
- ◆ Community organization and effective public participation techniques
- ◆ The functions, principles and practices of planning. Specific knowledge of Washington State planning laws including the State Environmental Policy Act (RCW 43.21C, WAC 197-11); Shoreline Management Act (RCW 90.58, WAC 174-14); subdivision regulations (RCW 58.17, RCW 58.12, RCW 58.19.); zoning administration, Planning Enabling Act (RCW 36.70), the Local Project Review Act (RCW 36.70B) and the Washington State Growth Management Act (RCW 36.70A); and applicable case law
- ◆ Mapping and graphic design application techniques, GIS, and computer applications supporting the Department

### **Ability to:**

- ◆ Lead, guide, and manage professional and technical staff in a regulatory environment
- ◆ Read legal descriptions, plats, maps, and other engineering, survey, or land use related depictions of properties, boundaries, projects, and zoning
- ◆ Effectively determine workload/staff balancing, departmental priorities, and make adjustments to the same to affect the best performance outcome of the Department
- ◆ Handle contentious and potentially hostile customers with tact, diplomacy, and resilience
- ◆ Evaluate operations and develop and implement corrective action to resolve problems
- ◆ Explain codes, ordinances, resolutions and regulations with firmness, tact, consistency, and compassion
- ◆ Exercise considerable discretion and independent judgment in choosing approaches, methods, and resources to solve problems and achieve results
- ◆ Prepare effective and technically correct written reports and verbal presentations
- ◆ Establish and maintain advanced interpersonal and communication skills (both written and verbal) to maintain effective working relationships with internal and external contacts

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- ◆ Documentation and records procedures and standards, including understanding of Washington State Public Records Disclosure laws and procedures

### **Skills in:**

- ◆ Effective written and oral communications
- ◆ Proactive and effective conflict resolution and mediation between staff, managers, other County staff, customers, and the public
- ◆ Highly proficient public relations and interpersonal communications
- ◆ Meeting facilitation, problem solving, and mediation
- ◆ Computer and equipment operations necessary to the functions of the position including the use of a variety of software programs such as Windows, MS Office (inclusive of Word, Excel, Access and PowerPoint), and ESRI GIS viewing products
- ◆ Calculating figures and amounts such as interest, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry
- ◆ Being flexible and adaptable to changing priorities

### **SUPERVISORY RESPONSIBILITIES:**

- ◆ Position supervises four full-time management staff who in-turn supervise up to 20 department employees; ensures timely and accurate performance of the work
- ◆ Responsibilities include interviewing, hiring, and training employees and assisting with on-boarding of new staff members
- ◆ Recognizes staff achievements and fosters a positive, productive work environment within the Department that supports cohesion with all staff
- ◆ Mentoring, coaching, directing, and evaluating management staff on a daily basis and is involved with formal performance evaluations and employee improvement plans for all staff, consistent with department and county policies
- ◆ Responsible for maintaining employees' adherence to county personnel policies while maintaining compliance with applicable bargaining unit contract
- ◆ Provides feedback on recognition and/or disciplinary action to the Director

### **BEHAVIORAL STANDARDS:**

- ◆ Respectful, courteous, and friendly to customers, other County employees, and County leadership; demonstrates and maintains honest and ethical behavior. Develops and maintains a positive working relationship with peers and management
- ◆ A team player that helps the organization meet its objectives; takes initiative to meet department and county goals
- ◆ Effectively communicates with customers and other County employees. Positively represents the County, maintaining the trust County residents have placed in each of us



### **WORKING CONDITIONS:**

- ◆ Duties are performed primarily in an office environment and public settings, but do include outside inspections subjecting this position to a variety of weather and driving conditions
- ◆ Work is mostly performed independently but does include small and large group settings
- ◆ Demands of managing multiple activities, addressing citizen needs and meeting established timeframes for work performance may cause stressful situations
- ◆ Work under pressures and under high liability exposure
- ◆ Position requires appropriate attire and image, projecting a professional attitude
- ◆ Evening meetings are a required part of this position
- ◆ Out-of-town travel and a non-traditional work schedule may be required, at the sole discretion of the County

### **PHYSICAL REQUIREMENTS**

- ◆ Sitting for extended periods of time while working at a computer, preparing written documents, attending meetings and driving a passenger vehicle
- ◆ Climbing stairs in County offices and other agency buildings
- ◆ Lifting (up to 40 pounds waist high), bending, stooping and twisting
- ◆ Manual dexterity for the operation of a keyboard for computer and equipment use
- ◆ Negotiating uneven terrain while performing site inspections
- ◆ Sight and hearing of acceptable standards

### **MINIMUM QUALIFICATIONS:**

- ◆ A bachelor's degree in planning, law, architecture, engineering, natural resources, government administration or other closely related field;
- ◆ Five (5) years progressively responsible experience in a public planning, public works, or natural resources agency involved in planning, permitting, and regulatory practices; two (2) or more years of supervisory experience is preferred;
- ◆ Proficient use of desktop/laptop computers, associated software programs, and relevant office and field equipment;
- ◆ Membership in the American Institute of Certified Planners or registration as a Professional Engineer (Washington State) is desirable;
- ◆ A valid Washington State Driver's License



**CLOSING STATEMENT**

This job description does not constitute an employment agreement between the employer and employee and is subject to change as the needs of the employer and requirements of the job change.

**Reviewed by:**

\_\_\_\_\_  
Incumbent Signature

\_\_\_\_\_  
Date

**Witnessed By:**

\_\_\_\_\_  
Supervisor or HR Signature

\_\_\_\_\_  
Date

Chelan County is an equal opportunity employer and does not discriminate on the basis of disability in the admission or access to, treatment or employment in its programs or activities.  
ADA accommodations available upon request.