



CLASS SPECIFICATION

Class Code: 17352
Date Est: 08/2012
Last Rev:
Last Title Chg:
FLSA: Exempt
Probation: 12 months

DIVISION DIRECTOR PLANNING AND DEVELOPMENT CSD

DEFINITION

Under administrative direction, and in accordance with County Master Plans and relevant codes and ordinances, the Community Services Department (CSD) Planning and Development Division Director is accountable for directing the planning, community development, land use and building permitting and business licensing functions within CSD which provide the basis for land and property usage and business licensing in the County. The Planning and Development Division Director is the designated County Community Development Director and fulfills the duties and responsibilities assigned to the County Community Development Director by Nevada Revised Statutes and the Washoe County Code. The Planning and Development Division Director is a key advisor to the CSD Director and is a member of the CSD Executive Team.

EXPERIENCE AND TRAINING REQUIREMENTS

A Bachelor's Degree from an accredited college or university in Planning, Geography, Architecture, Business or Public Administration, or a closely related field and six years of progressively responsible full-time experience in planning, community development, land use, building and safety functions including permitting and inspection, building construction structural engineering, or architectural design to include three years experience in a supervisory/management capacity; OR an equivalent combination of education and experience.

LICENSE OR CERTIFICATE

A valid driver's license is required at the time of appointment.

SUPERVISION EXERCISED

This is a management position, exercising direct and indirect supervision over a large operating division made up of operating staff involved in planning, community development, land use and building permitting and business licensing functions and administrative staff supporting these functions.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Contributes to development of the strategy, objectives, long term and annual plans, and operating model for CSD by participating in the development and implementation of organization strategy and the creation of an organizational culture designed to support the delivery of a wide range of high quality and necessary services to the community.

Contributes to the optimal management of capital, financial and human resources for CSD to achieve its strategies and objectives, with focus on reviewing of the optimal capital resource allocation and performance by developing and administering the Planning and Development Division budget, developing projections for staffing, materials and services requirements and recommending and justifying staff, equipment, services and service levels.

Contributes to the development and implementation of inter-divisional programs, services and protocols and the allocation of the optimal resources to such programs and services engaging in organization wide priority setting, resource allocation, and decision-making and allocating Planning and Development Division resources as needed to maximize the accomplishment of both intra-divisional and inter-divisional priorities.

Within the parameters and priorities established by the Department Director, establishes the objectives, policies, organization structure, operating and staffing model for the Planning and Development Division to enable the Division to meet its pre-agreed goals.

Develops and implements performance metrics, quality standards and reporting of performance of the Planning and Development functions against pre-established and agreed performance standards.

Oversees the development of the County Master Plans and ensures that land use and parks planning, regulatory zoning, and development and usage permits are done in accordance with that plan.

Oversees the application and enforcement of building codes and policies to building projects including plan checking, issuing permits and conducting inspections, and leads or manages the process of amending and adopting revisions to existing building codes.

Oversees application and enforcement of County Code provisions related to business, gaming and liquor licenses, land development and uses and building codes requirements.

Within the staffing and operating model and plan for the Division, ensures that staff is allocated to planning and development work in an optimal manner.

Ensures that planning and development staff is provided with training and development to perform their duties in a technically competent manner, safely and to meet pre-established quality standards.

Builds and develops a Planning and Development Division leadership team and leads that team in the achievement of the Planning and Development Division's business objectives.

Creates and sustains a culture of continuous business improvement within the Planning and Development Division to enhance the efficiency and effectiveness of the Planning and Development Division's business.

Establishes and sustains a culture of personal and collective accountability within the Planning and Development Division; monitors performance and provides feedback and coaching to employees; encourages teamwork and collaboration.

Acts as a pro-active participant in the CSD Executive team and represents CSD internally and externally in a manner which enhances the image and effectiveness of CSD.

May perform other duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

County, departmental/division policies and procedures.

Countywide personnel policies.

Computer software specific to the work of the department/division.

Modern principles and practices of administration as applied to the planning, community development, land use and building permitting and business licensing functions.

Laws, ordinances, and codes and regulations governing the County's community planning, business, liquor and gaming licenses, building and code compliance, transportation systems and the planning, management, and operations of organizations providing these services.

Principles and practices of management and supervision; including program planning, implementation, and administration.

Principles and practices of project management, include developing and implementing project scopes, schedules and budgets.

Principles of budget preparation and fiscal accounting.

Washoe County budget process and pertinent policies and procedures of other County department (e.g., Purchasing, Finance, Risk Management).

Provisions of applicable collective bargaining agreements.

Ability to:

Organize, direct, and coordinate the activities of a division providing a diverse range of community services.

Interpret, understand, and apply codes, policies, technical reports, statutes, rules, and regulations.

Evaluate work priorities, procedures and processes and operational or engineering issues to determine their effectiveness and efficiency.

Evaluate operational problems or situations, develop sound conclusions, and make effective decisions and/or recommendations.

Plan, coordinate, and direct the operations of the Planning and Development Division to achieve established goals and maximize efficiency.

Supervise personnel, including training, assigning and reviewing work, coaching, mentoring, administering discipline, and conducting performance evaluations.

Implement work methods and procedures that promote a safe working environment and ensure proper staff training in work safety.

Develop and administer Planning and Development Division budget.

Organize and manage projects and programs meeting targeted schedules and budgets.

Communicate effectively both orally and in writing.

Maintain cooperative working relationships with Division and Department staff, representatives of other departments, professional engineers, planners, architects, contractors, management staff, elected officials, citizen interests, and the general public.

Make presentations and represent the Washoe County Community Services Department and the Planning and Development Division in various public forums such as County Commission meetings.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment.

Ability to lift and move objects weighing up to 25 lbs. Ability to use office equipment including computers, copiers, and telephones. Work is usually performed in an office environment and occasionally outdoors.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.