



Development Services Director

Class code: 01106

Employee Group: Management/Confidential

FLSA: Exempt

Salary Band: 18

I. Position Summary

Plans, organizes, and directs development services functions for the County; prepares and implements the County comprehensive plan, land development ordinances and other ordinances and regulations as required by law; issues permits, and other approvals for land use and building; represents County's interests in all hearings and land use challenges; enforces the Jackson County Code as it relates to zoning, solid waste, wild land fire prevention, and land regulations; enforces state law and state codes related to uniform building codes; responds to all legal challenges directed toward development decisions.

II. Supervision Received and Exercised

The Development Services Director works under the administrative direction of the County Administrator and acts as a supervisor to various classifications.

III. Examples of Essential Position Duties

- Directs all aspects of comprehensive and current planning including development, implementation and evaluation of the comprehensive plan and the land development ordinance, in accordance with Oregon law, direction by the governing body, Oregon administrative rules, and current case law.
- Issues current planning (zoning) permits at all levels of complexity as allowed by the County's land development ordinance.
- Directs all aspects of County's code enforcement program related to solid waste, building and zoning violations.
- Directs all aspects of the County's building safety inspection/permit/enforcement program in accordance with state law.
- In conjunction with counsel, prepares Board of Commissioners for all challenges to County decisions related to development services including hearings, court appearances, written responses, etc.
- Directs department operations to achieve goals within budgeted fund, Oregon law, County laws and codes and available personnel; plans and organizes workloads and staff assignments, reviews progress, directs changes in priorities and schedules as needed to assure work is completed in an efficient and timely manner.
- Directs the selection, supervision and evaluation of staff. Conducts or oversees performance evaluations, and initiates and implements disciplinary actions as warranted. Resolves grievances and other confidential personnel matters. Provides training and motivation to make full use of individual capabilities and to meet changing system demands.
- May serve as the Planning Director. Provides planning leadership and direction and develops current and long-range plans, goals, and objectives for the County, including the comprehensive plan; evaluates existing local, state, and federal regulations and develops, recommends, and implements modifications to existing ordinances and procedures.
- Establishes policies, procedures, work rules, and performance standards to assure the efficient and effective operation of the Development Services Department in compliance with the County standards and federal, state, and local laws.

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- Prepares and administers the department budget based on staffing and resource requirements, cost estimates, and objectives and goals. Monitors and documents expenditures assuring compliance with approved budget and staffing levels.
- Analyzes and recommends improvements to existing services and operating systems of the department. Develops and maintains systems and records that provide for easy customer use, proper evaluation, control, and documentation of assigned operations. Coordinates department programs with other governmental agencies.
- Makes presentations regarding planning and development proposals and activities to the Commissioners, civic groups, and the general public. Directs the resolution of inquiries, complaints or problems, or emergencies affecting the availability or quality of services. Responds to the most sensitive or complex inquiries of service complaints.
- Serves as the economic development contact for land use matters.
- Adheres to County and departmental policies and procedures as well as safe work practices, policies and procedures.
- Develops and maintains effective working relationships with other staff, public officials, the general public and representatives of other agencies.
- Attends and participates in required trainings.
- Has regular and reliable attendance.
- Working irregular hours is required.
- Performs other related duties as assigned.

IV. Knowledge, Skills and Abilities

- Thorough knowledge of modern principles and practices of management and supervision.
- Thorough knowledge of all current and proposed legislation and laws of the local, state, and federal governments that affect the Development Services Department.
- Knowledge of practices, principles, and procedures of current and long-range planning.
- Knowledge of principles and practices of governmental fiscal management, including budget preparation, expenditure control, and record keeping.
- Knowledge of and ability to administer an effective professional code enforcement program.
- Ability to perform research and write comprehensive reports on planning, zoning, and related matters.
- Ability to plan, organize, and oversee assigned work programs, including monitoring work schedules and evaluating the work of subordinates.
- Ability to develop departmental goals and objectives and to conduct and implement planning activities.
- Ability to analyze and evaluate operations and develop and implement corrective action to resolve problems.
- Ability to develop and maintain effective working relationships with other staff, public officials, the general public, and representatives of other agencies.
- Ability to communicate effectively, both orally and in writing, with individuals and groups regarding complex or sensitive issues or regulations.

V. Minimum Requirements (Performance of the essential duties of this position includes the following requirements, physical demands and/or working conditions)

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Education and Experience

- Master's degree in Planning, Public Administration, or related field AND seven years of executive, professional level experience in development services; OR
- Any combination of education and experience which provides the applicant with the desired skills, knowledge, and ability required to perform the job.

Licenses, Certificates and Other

Valid Oregon State Driver's License with an acceptable driving record.

Physical Demands (*Performance of the essential duties of this position includes the following physical demands and/or working conditions*)

Typically requires climbing, stooping, kneeling, crouching, reaching, standing, walking, sitting, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions. Occasionally requires exerting up to 20 pounds of force to move objects. Minimum physical effort is required. Requires driving and travel.

Working Environments

Work is performed both in the office environment and may include exposure to disruptive people.

VI. Additional Information

This classification description is not intended to be an exhaustive list of duties, knowledge, skills, abilities, or requirements, as any one position in this classification may be assigned some or all of these duties, in addition to other duties not explicitly listed here. The various duties, responsibilities and/or assignments of this position may be unevenly balanced and change from time to time based upon matters such as, but not limited to, variations in the shift, work demands, seasons, service levels and management's decisions on how to best allocate department resources. Any shift, emphasis or rebalancing of these assigned duties, responsibilities and/or assignments does not constitute a change in the job classification.

Revised: 4/17