GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501

POSTED: JUNE 2, 2016
REVISED: JUNE 28, 2016
CLOSING DATE: JULY 8, 2016

DEPARTMENT: **Community Development**

POSITION: **Director Community Development**

LOCATION: **Globe**

JOB CODE: **15-106**

ANNUAL SALARY: **$64,840-$77,808 DOE**

PURPOSE OF THE JOB

The purpose of this position is to ensure that the department's responsibilities of overseeing currrent development within the unincorporated areas of Gila County; and conceptualizing future development through the coordinated efforts of five departments within the Community Development Department are carried out in the most effective and efficient manner. This position ensures staff are trained and equipped to perform effectively, providing code interpretation, as needed. The position writes reports, makes presentations, liaises with other agencies and acts as secretary to the Commission and the Board of Adjustments.

SUPERVISORY RESPONSIBILITIES

Regularly assigns work to other employees and supervises related activities. Makes final decisions on hiring employees; scheduling work hours of employees; evaluating performance of employees; handling employee grievances; employee training; granting time off; employee promotions; employee coaching; managing assistants and managing supervisors. Provides recommendations on employee salary increases; employee disciplinary actions and discharging employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES	TIME SPENT
• Oversees the function of code enforcement, planning and zoning and ensures staff have adequate training and equipment to perform effectively; develops, plans, implements and manages department goals and objectives.	20%
• Directs development services to support the growth and redevelopment efforts of communities in Gila County; prepares plans, standards, ordinances and guidelines for managing growth.	20%
• Conducts feasibility studies on residential and commercial rehabilitation work possibilities; documents and presents results.	10%
• Recommends and reviews department issues relating to capital improvement plan and reviews the Gila County's General Plan.	10%
• Presents zoning applications to Board of Supervisors and Commission.	10%
• Provides code interpretations to staff and the citizens when needed; resolves difficult and sensitive inquiries, complaints and requests for services from the development community and the public.	10%
• Serves on Management Team in establishing and maintaining good management policies and procedures and prepares presentations to communicate information and provide updates on major projects and initiatives; works with other agencies to provide leadership in development related issues within County.	10%
• Acts as secretary to Commission and Board of Adjustments and maintains professional affiliations; attends conferences, workshops and training sessions as appropriate.	10%
• Performs other duties as assigned.	

BUDGET RESPONSIBILITIES

This position reviews, approves for submission and presents the department budget.

PROJECT RESPONSIBILITIES

Initiates, communicates, reviews, approves project resources and communicates results of quality assurance projects as well as employee training and development projects. Provides project resource allocation based on pre-approved resources on organizational planning projects and capital development projects.

ORAL COMMUNICATION DUTIES

This position trains colleagues, explains County procedures or processes, conducts and participates in meetings and negotiates or persuades.

WRITTEN COMMUNICATION DUTIES

This position creates or edits documents, internal memos, emails, formal letters and reports.

Continued on page 2…..

INTERACTIONS WITH THE GENERAL PUBLIC

Interacts extensively with employees, customers, the general public, vendors, regulatory bodies, and other groups and/or individuals and Institutions over the telephone, by email, and/or in person.

INTERACTIONS SPECIFICALLY WITH CUSTOMERS

Regularly (More than 55% but less than 70% in a year)

MINIMUM EDUCATION REQUIRED

Bachelor's Degree in Regional or Municipal Planning or closely related field, or equivalent combination of education, training and experience.

MINIMUM YEARS OF DIRECTLY RELATED EXPERIENCE REQUIRED

Ten (10) years experience with five (5) years of that experience in a management or supervisory role in a Community Development or Planning Function within a municipality or County government (with attributes similar to those found in Gila County) or a private sector organization servicing the development and/or construction community.

PROFESSIONAL CREDENTIALS PREFERRED

One or any combination of status as Registered Landscape Architect (R.L.A.), American Institute of Certified Planners certification (A.I.C.P.), Licensed Professional Engineer (P.E.), or Registered Land Surveyor (R.L.S.). Arizona Driver's License with an acceptable driving record.

KNOWLEDGE REQUIRED

Administration and management, customer and personal service, Geographic Information System (GIS), economics and law and government.

SKILLS REQUIRED

Analytical thinking, critical thinking, analytical writing, communicating diplomatically, customer service, public speaking (large groups), developing alternative solutions and time management.

ABILITIES REQUIRED

Express one's self orally, express self through written words, react in a calm and timely manner, consider options, risks and benefits and read and write at professional level.

PHYSICAL DEMANDS

- This position requires the use of personal or County vehicles on County business. The incumbent must be physically capable of operating the vehicles safely.
- Occasionally stands to present and regularly stands to attend to customers.
- Routinely sits to complete reports; regularly sits to operate computers; occasionally sits to attend to reception areas.
- Occasionally lifts up to 75 lbs. of work related materials, equipment or tools.
- Routinely requires dexterity for keyboard operation.
- Incumbents in this position may be required to occasionally walk to and from work sites and occasionally bend to complete tasks.

WORK ENVIRONMENT

Incumbents in this position constantly spends time in office environment as well as external construction sites; may routinely spend time in lobby environment. May regularly spend time in automobile to conduct rehabilitation related studies of the communities in Gila County.

SAFETY RISK EXPOSURE

Incumbents in this position may become exposed to telephone verbal abuse by customers or citizens; as well as exposure to extreme weather conditions.

Continued on page 3…..

PROTECTIVE GEAR & SAFETY MANUALS

Incumbents in this position are required to constantly follow written safety procedures and manuals relevant to the division or department.

CONSEQUENCES OF ERROR

Potential errors can result in unfavorable public perceptions and legal ramifications.

NOTICE: APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.