



Job Title: Community Development Director
Department: Tooele County Community Development Office
Starting Salary: \$72,000 thru DOQ
Status: Full-time with Benefits
Closing Date: April 16, 2018 at 5:00 p.m.

The Opportunity: Tooele County is currently accepting applications for a cutting edge professional to perform complex professional and administrative work at a managing level directing, organizing and coordinating the activities related to planning, zoning, building inspections, engineering, economic development and community development. Candidate will enact policies and directives of the County Commission as they relate to community development generally and the disciplines noted and will serve as grant administrator for community development for Tooele County.

This opportunity includes this great comprehensive benefit package:

- Competitive health, dental and vision packages from Utah's leading health providers
- 401 K match
- Participating Utah Retirement Services (URS) member
- Meeting, conference and network opportunities
- Extensive training opportunities
- Comprehensive voluntary insurance program
- Access to top leadership at local government and state government levels
- PTO leave as well as 11 paid holiday

Position Duties:

Coordinates and administers all projects of the Community Development Department. Exercises supervision over planning and zoning, building inspection, engineering, and economic development personnel.

Please see our website for a complete job description, duty detail, and skills and abilities requirements.

<http://www.co.tooele.ut.us/hr.html>

Minimum Qualification:

- Graduation from an accredited College or University with a bachelor degree in engineering, urban planning or economic development; Master's Degree Preferred:
- Six years of responsible, professional work experience with progressive managerial experience; must have strong managerial and project management background

Send a resume and completed application to the office below for consideration for the position.

For a complete job description or an on-line application please visit

<http://www.co.tooele.ut.us/hr.html>

Applications must be submitted to
Tooele County Human Resource Office, Rm 308
47 South Main Street Tooele
or email application and resume to tadams@tooeleco.org
EEO Employer

Tooele County
Job Description

JOB TITLE:	<u>Community Development Director</u>	JOB CODE:	<u>213</u>
DIVISION:	<u>Administration</u>	EFF. DATE:	<u>3/13/18 (Last:6/07)</u>
DEPARTMENT:	<u>Community Services</u>	GRADE:	<u>DOQ</u>
EEOC CLASS:	<u>Professional</u>	FLSA:	<u>Exempt</u>
WORKERS COMP:	<u>County</u>	CDL:	<u>Not Required</u>

GENERAL PURPOSE

Performs complex professional and administrative work at a managing level directing, organizing and coordinating the activities related to planning, zoning, building inspections, engineering, economic development and community development. Provides direction and management of in-house personnel and external contractors of the noted areas of interest. Enacts policies and directives of the County Commission as they relate to community development generally and the disciplines noted. Serves as grant administrator for community development for Tooele County.

SUPERVISION RECEIVED

Works under the supervision of the Tooele County Commission.

SUPERVISION EXERCISED

Exercises supervision over planning and zoning, building inspection engineering, and economic development and any other assigned personnel as designated by the County Commission.

EXAMPLE OF DUTIES

Serves as the liaison with external or in-house civil engineers who shall perform professional and civil engineering work with responsibility for developing designs, plans, and specifications for roads, utilities, drainage systems, active transport systems, and structural systems of buildings and storage facilities. Serves as the contract administrator with third-party firms performing such functions on behalf of Tooele County.

Analyzes needs, performs technical calculations, identifies the most economically efficient and state of the art procedures necessary to meet both the project and funding limitation requirements.

Prepares or contracts for the detailed and concise preliminary and final cost estimates for use in obtaining project funding.

Consults with construction personnel to resolve difficult and unidentified problems and conditions developed during construction and based upon such conditions, arranges engineering drawings and specifications, and recommends approval or disapproval.

Directs department programs through division supervisors; assists County Commission, Planning and Zoning Commission, Elected Officials, statutory boards and committees in planning, developing, implementing, and maintaining various development related programs for the County; coordinates programs and services with public and private agencies providing services with the County.

Develops and implements departmental administrative operating procedures related to planning, management of grants, budgeting and accounting, management information and control, professional and technical assistance, and program evaluation.

Obtains local citizen input into needs and program effectiveness through close liaison with various commissions, intergovernmental organizations, boards and ad hoc groups; assure that County programs and services comply with Federal and State guidelines, procedures and regulations.

Trains and directs work of staff in various procedural and policy implementation efforts; develops performance plans, monitors and evaluates performance.

Performs administrative review and issues approval of all reports, publications, applications and communications affecting or required for departmental programs and services; assures compliance with program regulations.

Planning and Zoning

Functions as an advisor to the Board of County Commissioners, planning commissions, administrative hearing officers, as well as other officials on long and short range plans, zoning and economic development. Directs the preparation and maintenance of the county general plan for the development of the county and its environs. Determines priorities of work and makes work assignments and schedules as necessary to carry out such priorities, as well as performs normal administrative / supervisory functions relative to operational activities and personnel.

Writes proposed plans and reports, and makes presentations of land use ordinance amendments, subdivision ordinances, and sections of the Tooele County code as it pertains to implementing policies and values along with development standards.

Advises the public and private sectors in developing new concepts, plans, projects, or programs. Consults with officials of Tooele County, other counties, municipalities, state and Federal government to coordinate all phases of planning.

Complies, coordinates and evaluates demographic information needed to make planning and land use decisions and recommendations; analyses of economic and labor data, forecasting, trend modeling and identifying business/industry indicators; formulates and reviews population and demographic statistics.

Ordinance Enforcement

Acts as the ordinance enforcement administrator for Tooele County. Presents cases before the administrative hearing officer in ordinance enforcement violations. Calculates, collects fees and contract reimbursements; negotiates contracts; writes, reviews and evaluates reports and citations issued for ordinance compliance, project status information and budgetary information.

Prepares and Present oral and written reports and recommendations following necessary research and investigation. Performs field inspections to insure compliance with applicable ordinances and business license requirements, and makes final determinations as to violations, and has the responsibility for filing charges with the County Attorney's office.

Coordinates efforts with other regulatory and enforcement agencies; uses surveillance techniques and document on paper, picture and video all violations and issues investigation reports and citations according to established procedures; ability to work with those who may have differing opinions and maintain cooperative working relationships.

Manages, analyzes and monitors contracts and special studies through project completion; researches and interprets codes, ordinances, statutes, agency regulations and procedures, resolutions, deeds and contracts; monitors and reviews legal aspects of planning and zoning actions with legal counsel; writes, amends and reviews land use and subdivision ordinances to assure proper impact with county goals and objectives. Makes administrative determinations as to the interpretation of the land use ordinance.

Supervises, directs, and evaluates planning and economic development staff and evaluates program effectiveness. Assists with the negotiation, preparation and processing of documents such as development agreements, owner

participation agreements, contracts, and requests for proposals/qualifications. Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service. Work includes overseeing legal and contractual assistance activities as well as consultant services.

Plans, coordinates, directs, and motivates the work of professional and administrative staff.

Economic Development

Works with County officials and management to ensure support for coordinated economic development activities. Organizes and implements economic development functions from conception to completion, including business retention, business attraction and incentive programs. Prepares speeches, articles, reports and other presentations dealing with the economic development of the County.

Implements economic development goals and objectives for the County. Prepares and implements the marketing plan, developing methodology to target businesses for recruitment and developing marketing strategy and materials.

Makes site visits and reviews site location requirements with prospective development, industrial and commercial clients. Knowledge of the techniques and principals of public relations, external community image building, and marketing.

Thorough knowledge of private sector financing and incentive strategies. Negotiates contracts between the County, private developers and/or other governmental entities in major, high profile redevelopment projects, such as commercial office development, public assembly facilities, retail centers, and industrial manufacturing and distribution centers.

Assumes management responsibilities for all services and activities of economic development including attracting increased capital investments and expanding and diversifying employment opportunities; establishes and maintains a private/public partnership for positive long-term economic change.

Grant Writing

Research grant programs and write funding applications. Research philanthropic funding opportunities from public and private funding sources for programs and projects of Tooele County.

Prepares grants or contract proposals including the preparation of letters of intent, writing substantial sections of the proposal based on interviews with the staff; copy editing and formatting proposals, and ensuring compliance with all funding agency requirements. Identifies and facilitates group collaboration on interdepartmental grant writing efforts.

Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service. Ability to establish and maintain effective working relationships with County and State officials and private sector executives and business representatives.

Possess superior communications, strategic planning and negotiation skills. Work includes overseeing legal and contractual assistance activities as well as consultant services.

Other tasks and duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from college with a bachelor degree in engineering, urban planning, or economic development; Master's Degree preferred;

AND

- B. Six years of responsible, professional work experience with progressive managerial experience; must have strong managerial and project management background

AND

- C. Candidate must be a resident of Tooele County, or become one within 6 months of hire.

OR

- D. An equivalent combination of education and experience.

2. KNOWLEDGE, SKILLS AND ABILITIES

Possesses the ability to organize and prepare work under general guidance and direction; ability to work under pressure caused by strict schedules and deadlines. Ability to plan, organize, direct and carry out assignments, and communicate effectively in oral, written, and graphic form. Must be able to make planned and impromptu public speeches on information and technical data. Knowledge of operational characteristics, services and activities of an economic development program; management methods and techniques to analyze programs, policies and operational needs; marketing analysis and development; business law contract development; public administration and local government operations; and pertinent Federal, State and local laws, codes and regulations. Thorough knowledge of effective principles, practices, methods, and techniques of county economic development.

Applies a comprehensive knowledge of advanced planning principles and practices of economic development, urban, rural and regional planning; thorough knowledge of economics, local government finance and sociology as they apply to planning and economic development; thorough knowledge of the current developments in the field of urban, rural and regional planning; general knowledge of the principles and practices of environmental sciences as they relate to planning and subdivision design; ability to interpret and analyze technical and statistical information and to prepare and present technical oral and written reports; has the ability to work under pressure caused by strict schedules and deadlines.

Must maintain a high level of confidentiality and deal properly with sensitive documents and information, diplomacy under stressful situations is critical assuring the County is always reflected in a pleasant light. Must dress appropriately for a professional image. Must be able to establish and maintain effective working relationships with co-workers, employees in other departments, and outside agencies. Possess superior communications, strategic planning and negotiation skills.

3. Special Qualifications:

Must have a valid Utah driver's license. Must possess and maintain a clean Utah driver's license with no DUI's/ARR's in the past five (5) years and no more than two (2) moving violations within the past 24 months.

4. Working Conditions and Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Working conditions conform to the usual indoor office environment.

Work is performed mostly in an office setting. Some outdoor work is required to visit buildings, construction sites, and unimproved land, and provide tours for groups. Must travel independently to

statewide or national meetings and locations. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. Is required to frequently talk and hear; sit, use hands to fingers, handle, feel or operate objects, tools or controls, drive motor vehicle; and reach with hands and arms. Required to stand or walk. Occasionally lift, carry and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

While performing the duties of this job, the employee occasionally works in outside weather conditions, attend meetings, trade shows and presentations. Exposure to hot, cold, wet conditions to include airborne particles. The noise level is usually quiet in the office and moderate in the field.

OTHER QUALIFICATIONS: Achieve a competent or higher rating overall in each performance evaluation, which measures the following:

- thoroughness, planning and organization, neatness and accuracy;
- learning and knowing all phases of the job; recognizing and solving routine problems;
- knowing the office policies, systems and services;
- compared to other employees, maintaining a competent volume of work in addition to regular tasks, and also a competent speed of work;
- being able to perform new duties, adjust to new situations, and control of self under pressure;
- being resourceful; volunteering suggestions for improvement of work; being self-starting; seeking new tasks; taking responsibility;
- making decisions; studying and considering all facts; using common sense;
- cooperating with supervisors and peers; accepting constructive criticism; seeking self-betterment through education and other means;
- being informed of economic development incentives;
- capable of contract negotiations and facilitation of meetings;
- understanding marketing concepts in promoting sites to potential commercial and industrial clients;
- strong understanding of the language and the structure, requirements and expectations of major funding agencies;
- high degree of analytical accuracy, initiative, judgment and ability to work independently;
- strong interpersonal skills, conflict resolution and negotiation skills are essential;
- being friendly, helpful and showing self-control;
- being punctual in attendance; and
- being professional in dress and manner; showing good housekeeping of the general work area.

APPROVED:

Dated this _____ day of _____ 2018.

Director

Human Resources

County Commissioner

New Employee Certification of Receipt of Position Description

I certify that I have read and have received a copy of this position description and understand this is a current description of the expected duties and responsibilities of my job with Tooele County Community Development Department.

Employee's Signature

Date