

Storey County Job Description

Community Development Director

Class Title: Community Development Director
Reports To: County Manager
Represented Status: Non-Represented
FLSA Status: Exempt
Created: 05/15/12
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JOB SUMMARY

Under administrative direction of the county manager, serves as the department head of the Storey County Community Development Department and is responsible for planning, organizing, and directing all phases of major community development functions which include administration; building and fire prevention field inspections and plans examination; site planning; business licensing; and economic development services.

DISTINGUISHING CHARACTERISTICS

This is an appointed department head position that reports to and serves at the pleasure of the county manager. This class manages all activities of the Community Development Department. The work involves a high level of problem solving requiring analyses of unique issues or increasingly complex problems without precedent and/or structure and formulating, presenting, and implementing strategies and recommendations for resolution. The position may also serve as the county's Building Official and/or Fire Marshal, and it is considered an administrative position also including substantial operations duties in the department.

EXAMPLES OF ESSENTIAL FUNCTIONS

The duties listed below are examples of the work typically performed by an employee in this position. Performance of these functions is the reason the job exists. An employee may not be assigned all duties listed and may be assigned duties which are not listed below.

1. Plans, coordinates, and implements the activities and programs of the Community Development Department including, but not limited to, building and fire prevention field inspections and plans examination; planning and development; business licensing; code and nuisance enforcement; and economic development.
2. Develops and implements goals, objectives, policies, procedures, and work standards for the department; ensures compliance with County and departmental policies and procedures.
3. Develops and maintains a department budget; forecasts and estimates costs and budget needs for maintenance operations, construction, purchases, and repairs; prepares funding justification requests; monitors expenditures for budget conformance; accounts for budget

expenditures and variances; prepares and presents information in oral and written form to the county manager, county commission, county and agency officials, and the public.

4. Manages and directs the activities of assigned staff; coordinates, prioritizes, and assigns tasks and projects; tracks and reviews work progress and activities; develops effective work teams and motivates individuals to meet department goals, objectives, and policies; directs the recruitment and selection of staff; undertakes disciplinary action as required; conducts performance evaluations; ensures appropriate scheduling of staff to ensure proper operational coverage; trains staff and provides for their professional development.
5. Confers with the county manager and county commissioners, advisory boards and commissions, citizen groups, and departments and agencies to formulate policies, resolutions, and plans related to the functions of the department.
6. Directs the procurement of professional contract services; negotiates professional services contracts; reviews the performance of contract professionals; takes and recommends corrective action to the county manager as appropriate.
7. Represents the department and the county in local, state, and national forums; makes presentations before various advisory committees, legislative, regulatory, and community groups; confers with departments and agencies regarding departmental or county-wide operational matters; facilitates problem resolutions and coordinated policies.
8. Directs and develops analytical studies; reviews reports, findings, alternatives, and recommendations; directs the maintenance of accurate records and files; prepares and directs the preparation of a variety of written correspondence, reports, procedures, and other written materials.
9. Drafts changes to county ordinances; serves an influential role on the International Code Council and other applicable regulatory bodies; lobbies and assists in lobbying efforts at the Nevada State Legislature and other bodies, provides supporting testimony as required.
10. Provides advice and consultation to the county manager, county commission, other departments and agencies, and contractors in assigned program areas and otherwise as needed; investigates and resolves complaints and concerns regarding county services and facilities; acts as liaison with other counties and regional, state, and federal agencies regarding public works facilities and services.
11. Prepares requests for proposals and bid requests for a wide variety of projects, plans, and other purchases and expenditures; administers projects and purchase agreements; monitors projects for conformance with specifications; authorizes payments.
12. Acts on behalf of the county by meeting with developers, general contractors, engineers, architects, planners, land surveyors, prospective private companies, local and state entities, and companies proposing to build or locate in Storey County; maintains active involvement and coordination with the county team attracting, enhancing, and improving private enterprise and private-public partnerships in the county; liaises with community groups, property and homeowners associations, general improvement districts, and other community groups.

13. Reviews applications and plans for commercial and non-commercial development in floodplains; regularly assists the floodplain management team in updating ordinances; and assists in floodplain management studies, plans, and mapping activities.
14. Coordinates with other departments administering applicable land use regulations, special use permits and variances, court data, corporation status, county assessor, and other databases and organization sources.
15. Coordinates special county projects when available and as needed, including coordinating staff from other departments, jurisdictions, and resources; providing fire prevention and building codes and technical advice and authorizes alternative means and methods; leads various project review meetings; and liaises with management, boards, committees, and commissions.
16. Leads coordination in locating and remediating vacant, abandoned, and dangerous buildings and structures.
17. Serves as a representative of Storey County and the Community Development Department, demonstrating professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
18. During emergencies may respond to call-out in emergencies, other than normal working hours, as needed. For example, may respond to and actively participate and serve in an influential and leadership role in all-hazard Incident Command Systems (ICS); provide assistance in the integration of facilities, equipment, personnel, procedures, and communications operating within a common organization ICS structure; assist and lead in coordinating responses among various jurisdictions and functional agencies, both public and private; and assist and lead in establishing common processes for planning and managing resources in the ICS; may assist departments on their emergency management and ICS plans.

QUALIFICATIONS

Knowledge of

1. Advanced principals of supervision and leadership.
2. Universal building construction and plan vocabulary, techniques, and principles as related to fire prevention, life safety, and plans examination; International Fire Codes (IFC) and International Building Code (IBC); general land use planning; and other federal, state, and county regulations applicable to residential and non-residential fire prevention and suppression; and field inspection practices.
3. Federal, state, and county codes and regulations relating to building and structure construction code, fire prevention and related life safety, hazardous material use and storage, wildland urban interface codes including residential and non-residential fuels clearances.
4. Business and geometric mathematics sufficient to fully examine complex building plans and calculations to ensure compliance with building and fire codes; and to calculate measurements of construction plans and sites, water flows, pressures, distance, and volume; and to calculate permits and other fees.

5. Private-public partnerships, development agreements, and local jurisdiction regulations as may apply or interface with the position.
6. Business license practices and regulations in Nevada and Storey County, including general process for special license functions of other jurisdictions such as the Storey County Sheriff's Office.
7. Correct English usage including grammar, punctuation, and vocabulary.
8. Principles of customer services and working within a team-oriented work environment; methods and techniques for dealing with the public during stressful situations.

Ability to

1. Manage department operations and demonstrate consistent and effective leadership.
2. Perform and direct thorough and accurate examinations of complex commercial and non-commercial building and site plans and specifications.
3. Perform and direct thorough and accurate code compliance inspections; apply codes and regulations to practical use and under varying conditions; investigate complaints, evaluate alternatives, recommend appropriate resolutions; enforce regulations with firmness, tact, and impartiality.
4. Perform mathematical calculations applicable to building and site plans and permits, including fire prevention and suppression systems; coordinate plan review and approvals with other departments; apply policies and procedures efficiently and in a practical manner.
5. Effectively communicate verbally and in-writing; gather, analyze, and prepare valid and reliable data and information; present to individuals and groups in understandable and persuasive manner; promote constructive and efficient cooperation in a team environment; act courteously and communicate effectively with others in a variety of different emotional states, from a variety of different backgrounds, and with different educational backgrounds and mental capacities.
6. Demonstrate effective working relationships with diverse individuals, customers, companies, private-public partners, property owners associations, and other entities with consistent focus and achievement on fulfilling customer needs.
7. Work effectively in fast-paced, dynamic, and evolving workplace with customer focus.
8. Maintain and oversee the maintenance of accurate records; exercise sound independent judgment within established guidelines; work effectively under pressure of deadlines, conflicting demands, and during emergencies.
9. Operate basic modern office equipment including telephones, fax machines, and copiers; personal computer programs such as Microsoft Windows and Office, and other programs and systems applicable to the position; type at a sufficient rate and with accuracy to perform the functions of the position; and operate a motor vehicle for intermittent and extended periods.
10. Carry out and actively participate in an assortment of special and ongoing projects.
11. As allowable by law, maintain and handle information in a highly confidential manner.

12. Represent the department in the court of law and testify on matters pertaining to building development, code enforcement, violations, and related matters, as necessary.
19. Continue education and training to remain current on latest policies, practices, and required certifications; remain current on new and proposed federal and state legislation related to the field.

LICENSING, EDUCATION & OTHER REQUIREMENTS:

1. Any combination of training, education, and experience that would provide the knowledge and abilities. A typical way to gain the required knowledge is:
 - a. High school diploma or equivalent; and
 - b. At least 5 years of progressively responsible experience in management, supervision, and leadership; and
 - c. Associates Degree or 60 or more semester hours from an accredited college, university, or technical school with substantial coursework in construction, general contracting, engineering, architecture, fire science, fire investigation, public or business administration, management, leadership, or similar field may be preferred; or;
 - d. Two or more years of code enforcement experience; or
 - e. Combination of experience and education.
2. The following certifications are required and must be maintained:
 - a. ICC Building Inspector I and II certifications within 2 years of hire.
 - b. ICC Fire Inspector I certification within 2 years of hire.
 - c. County authorized Management Skills program or certification within 12 months of hire.
3. Possess and maintain a valid Driver's License appropriate for vehicles and other equipment operated.
4. The ability to pass a criminal background investigation.
5. Military experience applicable to the duties of this position may be preferred.

PHYSICAL REQUIREMENTS & WORK ENVIRONMENT: The requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

- **Physical Requirements.** Strength, stamina and dexterity to sit in vehicles operating on rough roads, wildland areas and off-road terrains; walk on uneven or slippery surfaces; climb ladders and scaffolding, and walk on high roof tops; frequent bending, sitting, reaching, kneeling, standing for long periods; occasional lifting of items weighing up to 50 pounds; reaching for items above the head and below the feet; enter confined spaces and other areas; visual acuity for field inspections; strength, dexterity, coordination, and vision

to use keyboard and video display terminal for prolonged periods; dexterity and coordination to handle files and single pieces of paper; manual dexterity and cognitive ability to operate a personal computer; ability to communicate via telephone and other telecommunications equipment. In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

- **Working Environment.** Work is typically performed under the following conditions: position functions indoors in an office environment where a portion of work is performed at a desk and on a computer, and work is performed in outdoor environments with intermittent to frequent exposure to a variety of extreme weather conditions, including heat, rain, snow, cold, wind, and dust. Work may occasionally be performed in buildings severely damaged by fire and water. Work is typically performed independently. Frequent travel by motor vehicle and use of other motorized equipment. Work will include periodic contact with angry and upset individuals under stressful situations. Frequent interruptions to planned work activity by telephone calls, office visitors, and response to unplanned events.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.