

JOB DESCRIPTION: **DIRECTOR, LAND DEVELOPMENT SERVICES**

DATE: 03/01/2009

EXEMPT (Y/N):	Yes	JOB CODE:	CSC Exempt
DEPARTMENT:	Land Development Services	CLASSIFICATION:	319
SUPERVISOR:	Board of Commissioners	SALARY RANGE:	E07
UNION (Y/N):	No	LOCAL:	NA

GENERAL STATEMENT OF DUTIES: Responsible for professional performance and administration of the Land Development Services Department for Columbia County. Responsible for planning, organizing and directing the activities of the Department.

Fairly enforce all laws, regulations, ordinances, and standards to ensure maximum compliance and to protect the public health and safety. Plan, organize and direct all Departmental activities, including those with other governmental units and private organizations. Work directly with a wide range of community groups, public and private sector officials, County employees, individual citizens and as part of the County management team.

Promote excellence, dependable performance, responsible customer services, pride, initiative, commitment, cooperation, safety and a team approach throughout the Department. Evaluate and define Departmental programs and policies along with the development of budget proposals in accordance with the vision of the County as articulated by the Board of County Commissioners. Supervise staff of professional, technical and office support staff and hold them accountable for results.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following which are intended to be descriptive and not restrictive. Other duties may be assigned as needed.

Plan, organize, direct and coordinate all activities of the Department. Ensure development and implementation of all Departmental goals, work programs, policies and procedures.

Serve as, or appoint designee to serve as, statutory Planning Director.

Provide final review, and recommendation to the Board of County Commissioners for the Departmental work plan and budget.

Direct the preparation of and review meeting agendas, staff reports, legal notices and official correspondence regarding land development issues.

Oversee the development of intergovernmental agreements and approve professional service contracts for supplementing staff work programs.

Ensure Departmental representation at all meetings of the Board of County Commissioners, Planning Commission, local planning advisory committees, solid waste advisory committee, surface mining and land reclamation committee, realtors and homebuilders associations and other various committees and groups. Ensure appropriate written and oral presentations before all of the above.