



Job Description

TITLE: Community Development Director	JOB CODE: 1265
DEPARTMENT: Community Development	FLSA: Exempt
PREPARED: December 1, 2020	FLSA CLASS: Executive
UPDATED: April 12, 2022	WORK LOCATION: Aztec, NM
REMOTE WORK ELIGIBLE: YES	

Summary: Under executive direction of the County Manager, the Community Development Director oversees all functions of the Community Development Department, including but not limited to providing administrative and direct supervision to the Building Division, Rural Addressing Division, Subdivisions, and Floodplain staff. Coordinates cooperation with other departments and agencies and ensures compliance with all rules, laws and regulations. This position is also responsible for the implementation and oversight of a land use plan, the San Juan County Cleanup Program and the Office of Code Compliance.

Essential Job Functions: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Plans and develops programs, policies and procedures related to areas of responsibility based on County needs, workload, staffing levels, economic, and legislative influences to provide effective general administrative services for the County.
- Manages staff; sets priorities and assigns tasks and projects; hires, disciplines, trains and evaluates staff; supports, counsels, coaches and instructs employees as required; develops staff skills and conducts performance evaluations.
- Oversee and provide direction in the management and enforcement of all Code Compliance programs; serve as the County's representative to interpret codes, enforce ordinances, interpret land use regulations and permit issuing.
- Oversee the Building Division including electrical, building, mechanical, and plumbing inspections; including permit process and ensures inspections meet applicable regulations, laws, specifications, and standards.
- Oversee subdivisions and rural development activities by ensuring compliance with rules and regulations.
- Oversee the Rural Addressing Division providing physical addresses for 911 services in the unincorporated areas of the County; GIS road centerline file; Master Street Address Guide for San Juan County Communications Authority; ensure databases for Master Street Address Guide and Master Street Database are accurate and up to date.
- Oversee the Floodplain Management Plan Division by maintaining San Juan County Ordinance 58-Flood Damage Prevention Ordinance and San Juan County Ordinance 69-Manufactured Home Placement Permit Ordinance.
- Prepare, manage, and monitor the department's budget; includes monitor and approve expenditures; forecasting for short- and long-term projects.
- Manage the development of departmental goals and objectives; recommend and administer policies and procedures.
- Handles all aspects of the purchasing process, including RFPs and Bids for Community Development and related projects.
- Prepares special and recurring reports, proposals and contracts, and disseminates to County staff and external agencies; recommends and implements changes to existing policies and procedures; may compile, store and retrieve management data.
- Study management methods in order to improve workflow, simplify reporting procedures and implement cost reductions.
- Understands and interprets basic land use planning principles and practices.
- Provide ongoing recommendations and revisions to the County's existing land use Ordinances, Subdivision Regulations and Comprehensive Plan.

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- Assists the Legal Department with the preparation of ordinances and resolutions, prepares agenda items for presentation and adoption by the Board of County Commissioners.
- Uses excellent customer service skills to establish and maintain effective working relationships with other employees within the department, other departments, other entities, and the general public. Exercises common sense, flexibility, diplomacy, and the ability to assist the public in resolving issues.
- Participates on a variety of public and community committees and advisory groups.
- Oversee the reconciliation of monies received from Building, Subdivisions, Floodplain and Addressing Divisions.
- Performs other related duties as assigned.

Required Knowledge and Skills:

- Knowledge of management principles, practices, and methods.
- Knowledge of principles and practices of code enforcement and permit compliance including identification and investigation techniques.
- Knowledge of federal, state, and county laws, regulations, codes, ordinances, specifications and acts related to floodplain management, building division, code compliance, rural development, subdivision.
- Knowledge of occupational hazards and safety rules and regulations as it applies to all division within Community Development.
- Knowledge of GPS data collection and analysis; deeds and legal descriptions; real estate, surveying, and land titling; GIS and mapping;
- Knowledge of graphics for presentations and publications.
- Knowledge of budgets, grant requirements and financial reporting.
- Knowledge of County policies and procedures.
- Skill in reading and interpreting blueprints and specifications to ensure code compliance.
- Skill in communicating effectively, both orally and in writing.
- Skill in effectively managing, leading, and delegating work and projects.
- Skill in planning and implementing policies and procedures.
- Skill in establishing and maintaining effective working relationships with elected officials, County staff and the general public.
- Ability to handle and manage sensitive and confidential issues and information.
- Ability to develop a successful leadership style to establish and to achieve exceptional organization performance; ability to handle multiple responsibilities in a fast-paced environment.
- Ability to exercise good judgment in evaluating situations and taking corrective actions.
- Ability to communicate effectively and follow instructions both oral and written English. Ability to write technical reports, business correspondence and procedure manuals.
- Ability to work with little or no supervision, effectively present information and respond to questions from citizens.
- Skill in the use of a personal computer and standard business software.

Education and Experience

- Bachelor's Degree preferred in business administration, planning, public administration or a related field and five (5) years work experience in community planning and zoning, real estate, engineering, and code enforcement; or equivalent combination of education and work experience sufficient to perform the duties of the position.
- Minimum of 5 years demonstrated management/leadership experience required.
- Floodplain Management Certification, preferred
- Building Inspector Certification or Contractor's license, preferred.
- Valid State of New Mexico Driver's license or able to obtain within six (6) months of employment.

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Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment; may be subject to repetitive motion such as typing, data entry and vision to monitor; may be subject to extended periods of intense concentration in the review of documents and reports.
- May be subject to bending, reaching, kneeling and lifting such as retrieving files, records, and reports. Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County’s electronic ERP system as necessary and appropriate based on the needs and requirements of this position.
- Some work duties may be performed “remotely” outside of County facilities. For remote access you must complete and maintain a current remote work agreement.

Equipment and Tools Utilized:

- Equipment utilized includes computerized and conventional office equipment.

Approvals:

Employee: _____ Date: _____

Supervisor _____ Date: _____

Department Head: _____ Date: _____