

## **GROWTH & RESOURCE MANAGEMENT DIRECTOR**

### CODES/PAY RANGE

Class Code: 1052

EEO Code: A

Pay Range: A

### MAJOR FUNCTION

Highly responsible administrative work coordinating, directing and facilitating the operations and delivery of services provided by Growth Management, Environmental Management, Land Management & Acquisition, Leisure Services and ECHO and Forever Programs.

### ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment of the position.)

Ensures the efficient and economic delivery of services to the public and internal customers. Determines service levels and standards provided by subordinate organizations. Develops and reviews initiatives to improve quality and effectiveness of services.

Serves as chief advisor to County Manager and County Council on issues relating to growth and environmental management, land management and acquisition, leisure services and associated programs.

Serves as liaison and County representative to client cities, inter-government agencies, advisory groups, state and federal agencies, and citizen groups. Coordinates contracts and delivery of services to client cities. Addresses media on high profile projects and operations.

Coordinates and oversees activities of subordinate organizations including budget preparation, service levels, missions, goals and objectives, personnel and operations.

Serves on executive management team to assist and advise County Manager in developing short-term and long-term goals and objectives.

Responsible for overseeing staff reviews of all three steps in the land development review process of ODP, preliminary plats and final plats of subdivisions and other development projects. Serves as chair of the Development Review Committee.

Serves as the initial venue for appeal of determinations made regarding Article III, Section 70-81 relating to thoroughfare road impact fees.

Performs related duties as assigned.

## **KNOWLEDGE, ABILITIES AND SKILLS**

Knowledge of the principles, practices and techniques of management and public administration. Knowledge of effective supervisory practices and procedures. Knowledge of County codes, ordinances and administrative policies.

Ability to analyze and interpret fiscal data and prepare appropriate statements and reports. Ability to identify and meet goals and objectives. Ability to supervise and manage subordinate employees, consultants, and advisors. Ability to prepare accurate analysis, reports and recommendations. Ability to establish and maintain effective working relationships with officials, citizens, the media, consultants, employees, etc. Ability to effectively communicate both orally and in writing. Ability to exercise good judgement and initiative in the development and implementation of plans and procedures and in participation in the formulation of policy.

## **MINIMUM QUALIFICATIONS**

Bachelor's degree in Public Administration, Business Administration, Finance or related field, and five (5) years progressively responsible administrative and management experience.

A comparable amount of education, training or experience may substitute for the minimum experience.

## **ADA REQUIREMENTS**

Physical Demands: Sedentary work. Ability to see, talk. Ability to traverse uneven, wet and/or undeveloped terrain.

Environmental Demands: Inside work. Limited exposure to inclement weather, dust and noise.

Mental Demands: Ability to read and comprehend professional manuals, legal documents, ordinances, statutes; instructions, reports, abstracts, financial reports, letters, and summaries. Ability to write reports, evaluations, summaries, letters, financial reports, procedures, and policies. Ability to perform advanced mathematical functions. Ability to speak publicly and extemporaneously; conversant in policies, techniques and procedures of discipline. Ability to analyze data and develop conclusions. Ability to identify and resolve problems.