

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE: PLANNING AND BUILDING SERVICES DIRECTOR
DEPARTMENT: PLANNING AND BUILDING SERVICES
REPORTS TO: COUNTY ADMINISTRATOR

CLASS CODE: 24211
FLSA STATUS: E
DATE: 10/99

JOB SUMMARY AND DISTINGUISHING FEATURES:

Under administrative direction, supervises, directs and administers the functions and staff of the Planning and Building Services Department. The work consists of highly complex and responsible management duties associated with overseeing all aspects of a large department within the County.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Carries out supervisory responsibility in accordance with policies, procedures and applicable laws including: interviewing, hiring and training, planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Develops and recommends operating budget for the department annually; monitors and administers approved budget.

Performs special assignments as requested, to include researching and preparing reports and projects, developing and implementing programs, and presenting technical data to management, elected officials, and others.

Makes presentations to Planning Commission and Board of Supervisors.

Sets priorities for the department; confers with supervisors of the division.

Serves as hearing officer to approve or deny Coastal Development permits.

Interprets and implements building code regulations as "Building Official."

Responds to inquiries from the Board of Supervisors and County Administrator's office.

Reviews staff reports and work product of others.

Serves as hearing officer for building code violations and abandoned vehicle cases.

Investigates and responds to complaints from clients regarding service.

Attends a variety of meetings as chairperson, member, or primary staff contact.

Answers public inquiries.

Represents the organization at various functions such as making speeches at civic and business associations, meeting with influential persons within the community, developers, officials, citizens, and representatives of the press, to establish goodwill and resolve/respond to issues.

Maintains and upgrades professional knowledge, skills, and development by attending seminars and training programs and reading trade and professional journals and publications.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Vehicle Code Books Computer General Office Equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree from an accredited four-year college or university in Community or Regional Planning, Public Administration, Environmental Studies, Geography, Economics, Architecture, or a related field; and,

Seven years of progressively responsible related experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Valid State Driver's License

AICP (desirable)

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Advanced principles, practices, theories and techniques of land use and urban planning.

Principles and practices of public administration.

All applicable state, federal and local ordinances, laws, rules and regulations.

Basic budgetary principles and practices.

Administrative principles and practices, including goal setting and implementation.

Administration of staff and activities, either directly or through subordinate supervision.

Methods and techniques of research, statistical analysis and report presentation.

All computer applications and hardware related to performance of the essential functions of the job.

Skill in:

Using tact, discretion, initiative and independent judgment within established guidelines.

Researching, compiling, and summarizing a variety of informational and statistical data and materials.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.

Using mathematics.

Communicating clearly and effectively, both orally and in writing.

Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.

Selecting and motivating staff and providing for their training and professional development.

Preparing clear and concise reports, correspondence and other written materials.

Mental and Physical Abilities:

Ability to speak effectively before public groups and respond to questions.

Ability to read, analyze and interpret professional periodicals and journals, technical procedures and government regulations.

Ability to write reports, correspondence, procedure manuals.

Ability to add, subtract, multiply and divide whole numbers, common fractions and decimals.

Ability to define problems, collect data, establish facts and draw valid conclusions.

Ability to interpret a variety of technical instructions with abstract and/or concrete variables.

While performing the essential functions of this job the employee is regularly required to sit, use hands to finger, handle, or feel, and speak and hear.

While performing the essential functions of this job the employee is occasionally required to lift and/or move up to 25 pounds.

Working Conditions:

Work is performed in a normal office environment with some exposure to outdoor temperatures or dirt and dust.

The incumbent's working conditions are typically moderately quiet.

file: p&bldsvd.24211

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.