Position Title: Director  
Date: October 2003  
Reports to: County Manager  
Department: Community Development & Planning  
FLSA Status: Exempt  
Positions Supervised: Deputy Building Official, Office Manager, Code Enforcement Officer and Planning Coordinator.

**BASIC FUNCTION:** Administers all aspects of the land use and building planning and permitting processes for San Juan County, including acting as the Building Official, Administrator of the Comprehensive Plan and Shoreline Master Program, and SEPA Responsible Official. Plans, organizes and directs the long-range planning activities of the county, provides staff support and staff reports to the Planning Commission, County Council, and various standing and ad hoc committees, and performs special projects as assigned. Supervises technical, professional, and support staff including recruiting, hiring, discipline and performance review. Establishes departmental goals, establishes permit processes and procedures. Provides direction in the day to day operation of the department and makes decisions regarding the policies, projects and regulations when presented with information and recommendations from staff. Provides support to the County Council relating to planning and permitting activities and implements policies adopted by the Council. Administers an annual department budget.

**MINIMUM QUALIFICATIONS:** Master's degree in urban or regional planning and ten (10) years experience in land use/building planning and code administration. Demonstrated management experience in the same or a related field. Demonstrated competency with relevant computer systems and software, including a management knowledge of Geographic Information Systems (GIS); or any equivalent combination of knowledge, skills and abilities that demonstrates the ability to perform the essential functions of the position.

**PRINCIPAL DUTIES - Asterisk designates essential function:**

*1. Provides daily support to Community Development and Planning employees and clarifies code and policy interpretations. Explains policy, County Council actions and other agency actions. Resolves procedural questions.

*2. Recommends to the County Manager sources of external support for programs and prepares funding proposals and applications for such programs.

*3. Coordinates quality customer service, such as establishing customer friendly processes, development of clear and easy to read informational brochures and handouts for counter customers and adjusting inspection scheduling to accommodate customer need.

*4. Makes recommendations to the County Manager regarding Community Development and Planning activities. Directs Community Development and Planning in accordance
with policy and allocated resources. Serves as responsible official for the County on legislative proposals for land use planning and building projects and periodically communicates with legislators regarding pending bills of interest to San Juan County.

*5. Interprets planning policies and land use and structural codes to clarify and resolve either policy or code questions or disputes as the final authority for administrative decisions of the department.


*7. Develops Community Development and Planning departmental policy. Measures operations, direction and efficiency to insure proper implementation of policy.

*8. Routinely communicates with local and state groups or agencies regarding policies and programs affecting land use planning and permitting activities.

*9. Directs the development and implementation of information systems.

*10. Coordinates with State and local agencies to insure consistency of policy application. Provides feedback to state agencies regarding county implementation of planning and permitting efforts and the state law.

*11. Anticipates future developments in planning and land use and building administration. Plans for effective use of staff resources to implement projected need. Explores possible alternative planning and regulatory systems. Prepares the Community Development and Planning department for the most probable outcome.

*12. Acts within the scope of his or her responsibilities, working as a public employee and municipal officer with courtesy and professionalism, and adhering to the highest standard of ethics in accordance with RCW 42.52.

**PHYSICAL AND MENTAL REQUIREMENTS:** Requires frequent sitting. This position frequently requires continuous hand and finger movement. Must be able to lift and carry to 15 lbs. Requires visual acuity at 20 inches or less, and frequent hearing acuity for speech discrimination. The employee must be able to talk and to receive and understand written and oral communication and give written and oral instruction. The position requires the ability to calculate mathematical problems.

**EQUIPMENT REQUIREMENTS:**

<table>
<thead>
<tr>
<th>Equipment/Tool</th>
<th>No. of Hours</th>
<th>Frequency of use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Camera, video camera</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Vehicle</td>
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<tr>
<td>Telephone</td>
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<td>0.5</td>
<td></td>
</tr>
<tr>
<td>Computer</td>
<td>4</td>
<td></td>
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</tbody>
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**WORKING CONDITIONS:** Normal office conditions. Some travel by automobile, boat, or aircraft. Works “on-call” 24 hours, seven days a week. Works with changing priorities and time constraints.