

**Walla Walla County
Position Description**

JOB TITLE: Deputy Director Community Development

DEPARTMENT: Community Development

REPORTS TO: Community Development Director

PAY GRADE: 9 ; Full-Time; FLSA Exempt; Benefits apply.

JOB SUMMARY: Under the direction of the Director, this position plans, organizes, and manages day-to-day functions of the planning and code compliance sections, and serves as the Director's most senior advisor. Responsible to provide efficient, effective, impartial, and timely planning services county-wide. Supports Director in overall administration and operation of the Community Development Department. This is an administrative and professional planning position, providing policy guidance and recommendations to the Director, Planning Commission, Hearing Examiner, and the Board of County Commissioners in the development, modification, and implementation of comprehensive plans, development regulations, and environmental review and planning. Work involves contact with federal and state agencies, County and city departments, advisory committees, public officials, land development professionals, and the general public.

SUPERVISORY RESPONSIBILITIES: Supervises and evaluates the planning and code compliance employees.

ESSENTIAL JOB FUNCTIONS:

- Acts as, or on behalf of, the Director in their absence.
- Provides complex technical and administrative planning support to the Director.
- Reviews and processes the land use applications and plans for compliance with state and local regulations including permit review and process, staff report preparation, administration of review, public hearing processes, and appeals.
- Reviews and approves a variety of administrative planning and code enforcement decisions as assigned by the Director.
- Assists Department staff as needed to ensure timely and accurate performance of work.
- Assists in developing and implementing policies and procedures for Department.
- Supports the Director in supervising department staff, either directly or indirectly.
- Prepares and presents reports on department activities.
- Assists in the recruitment, employment, evaluation, and release of staff and contract personnel.
- Responds to and resolves difficult, sensitive customer inquiries and complaints.
- Establishes and maintains effective working relationships with employees, public officials, other professionals, the media, and the general public.
- Interprets and applies laws and development regulations as may be required.
- Analyzes, recommends, and implements policies, procedures, standards, and ordinances to promote efficient and effective operation of assigned functions.

EXAMPLE OF DUTIES:

- Assist in hiring consultants and managing contracts for a variety of professional services.
- Prepare or assist with departmental reports and presentations, assists in Department budget.
- Evaluate planning-related legislation and applicability to Department projects.

- Act as a liaison with other County departments, local agencies, and state agencies for planning and code compliance topics.
- Researches and prepares a variety of written documents.
- Oversee or manage projects through to completion and/or implementation.
- Performs other duties as assigned.

TOOLS AND EQUIPMENT USED: Various types of materials and equipment are used: local, county, state, and federal codes, digital and paper records, building and area maps, statistical and legal documents and information, construction documents and specifications, professional literature, architectural, mass communications, audiovisual aids, graphics, telecommunications, computer, permit tracking software, and GIS.

WORKING ENVIRONMENT/PHYSICAL ABILITIES: The working environment includes activities in multiple department office venues and also attendance at night meetings. Physical abilities required for this position are ones typically related to office operations and conducting site reviews. Occasional travel is required and contact with citizens that may become hostile at times.

KNOWLEDGE AND ABILITIES:

- Considerable knowledge and experience with the principles, practices, and techniques of Washington State planning and planning law, land use concepts.
- Knowledge of code enforcement principles and procedures.
- Knowledge of supervisory and administrative principles.
- Ability to motivate and lead employees, delegate effectively and encourage decision-making; anticipate, respond to, and manage change.
- Strong ability to communicate clearly both orally and in writing, including the editing, oversight or preparation of technical reports, and the presentation of information to government entities, committees, decision-makers, and the general public.
- Strong problem-solving and negotiation skills.
- Ability to exercise sound and independent judgment within general policy guidelines.
- Ability to understand and manage high-profile, sensitive, or controversial political situations.
- Strong organizational skills and ability to work with multiple priorities and challenging timelines.
- Knowledge of and proficiency with computer software programs, GIS, website design and management, particularly word processing & data management.
- Ability to oversees or manage projects through to completion and/or implementation.

EDUCATION AND EXPERIENCE: Bachelor's degree, in public administration, urban or regional planning, or related field is required; and a minimum of five (5) years of experience in a local planning organization, preferably within Washington State, utilizing land use controls and comprehensive plans; two (2) years of supervisory or managerial experience; and substantial exposure to the Washington State Growth Management Act.

LICENSES AND OTHER REQUIREMENTS: Must have a valid Drivers' License. Must successfully pass a background check and a driving record check. AICP certification is desired.

**THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR
EMPLOYMENT**