



DOUGLAS COUNTY
Administration & Human Resources
STATE OF WASHINGTON

Position:	Planning & Economic Development Director	Department:	Land Services
Reports To:	County Administrator	FLSA:	Exempt
Affiliate:	Excluded in Bargaining Unit	Salary Range:	20; \$9,210-\$9,979 / mo.

OVERVIEW

Position assesses community and development needs; plans and implements economic development initiatives; and develops, directs, and coordinates Land Services Department encompassing planning, building, code enforcement, and economic development. Provides leadership and vision for long range planning, current planning, permitting services, comprehensive and special plans, regulation development and building construction inspection for the Land Services department. Assures that plans and regulations associated with planning and building and life safety are in compliance with Federal, State and local laws.

ESSENTIAL JOB FUNCTIONS

- Prepare and manage annual budget and monitor expenditures and revenues.
- Work with department personnel in developing, negotiating, and presenting budgets.
- Administer and oversee various Federal, State, and other grants.
- Plan, coordinate, and direct the implementation of the County Comprehensive Plan, subarea plans, Shoreline Master Program, and County Code changes relating to planning and building.
- Develop, organize, and facilitate on-going comprehensive planning processes and procedures for current and long-range needs to reach goals of the County Comprehensive Plan.
- Ensure implementation and enforcement of planning and zoning ordinances and resolutions; identify alternatives for converting policy ideas into action plans affecting County developments, expansion, transportation, economic development, and related programs.
- Work with the planning commission, applicable boards, and advisory committees to provide leadership, technical insight, and recommendations related to department and County functions.
- Conduct public meetings and hearings as needed to solicit public response, provide explanation of policy and project options; educates the public through media, reports, public meetings, and presentations.
- Serve as a representative of Douglas County on State and local boards and committees.
- Supervise; manage; evaluate; recommend hiring, promotions, and disciplinary action for Land Service staff.
- Perform related duties as assigned.
- This list is illustrative and not a comprehensive listing of all functions and tasks performed in this position.

KNOWLEDGE, SKILLS, AND ABILITY REQUIREMENTS

- Thorough knowledge of local, State, and Federal laws related specifically to County and municipal government.
- Provide, recommend, and implement County codes and policies relating to Planning and Building.
- Oversee financial management of the department.
- Application processes to secure funding sources such as grants, loans, and entitlements.
- Principles and practices of leadership, personnel administration, and management.
- This position may service as the building official for Douglas County. Therefore, knowledge of current building construction methods, materials, tools and equipment is preferred.
- Maintain composure under stressful situations and provide problem-solving techniques.
- Advanced communication skills, both verbally and in writing and negotiation techniques.
- Establish and maintain effective working relationships and good public relations with other employees, agencies, property owners, and the general public.



- Ability to direct, motivate, develop, and evaluate subordinates.
- Operate a personal computer and software necessary to perform the requirements of the job.
- Effective group presentations ranging from small groups to large public meetings.
- Effectively dealing with people who may be emotionally charged by issues and information.
- Interpret and evaluate staff reports: know laws, regulations, and codes affecting work activities.

SUPERVISORY RESPONSIBILITY

- This position has supervisory authority in accordance with the personnel policy.

PHYSICAL REQUIREMENTS / WORKING CONDITIONS

- Work is performed in an office and field setting with extended periods of sitting, standing, bending, kneeling, walking, and lifting (up to 40 pounds waist high).
- Driving, climbing stairs, and walking outdoors on uneven terrain in a variety of weather conditions.
- May work an alternative schedule at the sole discretion of the County.
- Potential for working evenings, occasional weekends, holidays, and out of town travel.
- Environment may be stressful in striving to meet deadlines.

LICENSES, CERTIFICATES AND OTHER RECRUITING REQUIREMENTS

- Bachelor’s degree in planning, public administration, business management, and economic development or related field required.
- Eight (8) years of work experience in a managerial capacity in building, planning, code compliance, or related field, which must include five (5) years of supervisory capacity or a combination of education, training, and experience.
- AICP Certification is preferred.
- Building Official certification from the International Congress of Building Officials (ICBO) is preferred.
- The County may, at its discretion, consider combinations of education, experience, certifications and training in lieu of specifically required qualifications contained herein.
- A background security check may be required if a job offer is made.

CLOSING STATEMENT

This job description does not constitute an employment agreement between the employer and employee and is subject to change as the needs of the employer and requirements of the job change.

Applicant:

Human Resources:

Name

Date

Name

Date

Application and Resume must be submitted online at: [Douglas County Employment Opportunities](#)

This description reflects management’s assignment to reflect general details necessary to describe principal functions of this job, the level of knowledge and skills typically required and the scope of responsibility, but should not be considered all-inclusive. Individuals may perform other duties as assigned, including work in other functional areas, to cover absences or relief, to equalize peak work periods or to balance workloads. Management reserves the sole right to add, modify or exclude any duties at any time with or without notice. Nothing in this job description, nor by completion of any job requirements by the employee, is intended to create a contract of employment. Douglas County is proud to be an equal opportunity employer. Our objective is to provide equal opportunity in all terms, conditions and privileges of employment for qualified applicants and employees and prohibits discrimination and harassment of any type without regard to race, color, religion, sex (including pregnancy, gender identity/expression, and sexual orientation), national origin, age (40 or older), disability or genetic information, or status as a protected veteran status or any other characteristic protected by Federal, State, or local laws.