



## PRINCE GEORGE COUNTY, VIRGINIA

October 2018

### **DIRECTOR, COMMUNITY DEVELOPMENT & CODE COMPLIANCE**

*FLSA Status: Exempt*

#### **GENERAL DEFINITION AND CONDITIONS OF WORK:**

Performs complex professional and responsible administrative work planning, organizing and directing activities of the Community Development & Code Compliance department and its three divisions- Building Permits & Inspections, Environmental, and Code Compliance; does related work as required. Work is performed under County Administration supervision. Supervision is exercised over subordinate technical and clerical staff.

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently to move objects; work requires climbing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, hazards, and atmospheric conditions.

#### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

**Planning, organizing and directing the activities of the Community Development and Code Compliance department and its three divisions; coordinating work with County administration, other County departments and directors and other local and State agencies; maintaining records and files; preparing reports; testifying in Court.**

*(The following tasks 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 to the position.)*

Directs and manages the daily operation of the cooperative Community Development program, coordinating the provision of information and basic services offered by Building Inspections, Environmental Engineering, Code Compliance and Property Maintenance, Permitting and Administration, and the County Stormwater program;

Responsible for enforcement of state and federal building codes, development and environmental regulations, and local ordinances;

Selects, supervises and evaluates Community Development employees, overseeing their proper training in procedures and policies and conducting cross-training between the various agencies they represent to ensure that work is done in an accurate and timely manner;

Acts as the County liaison for VDOT projects; administers local transportation projects and grants;

Directs, plans and manages the County's Stormwater Program, oversees projects and manages construction;

Serves as the lead spokesperson for Community Development activities within the county, working with the Board of Supervisors, Commissions and Boards, local and regional jurisdictions, community groups, contractors, consultants, and the public;

Prepares department budget and revenue projections; approves and monitors expenditures;

Prepares and presents recommendations for fee schedules, staffing levels, capital improvements, monthly and annual reports;

Develops policies and operating procedures for department;

Participates in multi-agency review team for prospective and new commercial projects; reviews concepts and drawings; provides comment letters;

Meets and confers with designers, architects, engineers, developers, contractors and owners with respect to development, enforcement, interpretation and application of ordinances, regulations, and the building codes during planning and construction of projects;

Provides technical assistance and advice to other County departments, the County Administrator, the Board of Supervisors and local representatives of state agencies;

Responds to citizen and customer complaints, inquiries, requests and technical questions;

Responds to emergency incidents such as fires and severe weather; performs damage assessment and occupancy restrictions; verifies structural stability;

Participates in emergency response operations as required in a declared emergency by County officials; completes required NIMS training as a condition of employment;

Must have a valid Virginia Driver's License;

Performs related tasks as required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Considerable knowledge of business management and customer service functions; considerable knowledge of the technical aspects of design, planning, engineering and inspections as they relate to the work and assignments of the Community Development division; considerable knowledge of modern principles and practices of municipal, regional or community planning; thorough knowledge of County building and zoning codes and related laws and ordinances; knowledge of data processing applications and skill in the use of a personal computer and on-line services; ability to prepare and present accurate and comprehensive statistical and administrative reports; ability to organize and supervise a diversity of clerical and technical duties; ability to read and interpret plans, specifications and blueprints; ability to communicate effectively, both orally and in writing; ability to maintain effective internal and external relationships and communications with the Board of Supervisors, County Administrator, Planning Commission, Board of Zoning Appeals, county departments, external agencies, contractors and the public; strong public-relations skills.

**EDUCATION AND EXPERIENCE:**

Possession of a bachelor's degree in engineering, planning, architecture or a related field, and four (4) years of directly related work experience, including two (2) years in a supervisory or director capacity, extensive experience in building code enforcement and a comprehensive knowledge of the physical, social and economic implications of local planning activities and the ability to integrate diverse planning projects with the overall objectives of the County ; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.