



Salt Lake County Job Description

Associate Division Director – Planning & Development

DEPARTMENT: Public Works & Municipal Services

DIVISION: Planning & Development/4050

JOB CODE: 053 **GRADE:** 017

FLSA STATUS: Exempt

SALARY PLAN: GEN

EFFECTIVE DATE: 01/01/2017

SAFETY SENSITIVE: No

JOB SUMMARY

Manages Division programs, personnel, initiatives and provides law and ordinance guidance for metro townships, contract cities, and unincorporated County. In conjunction with the Division Director, guides the overall direction growth, budget, and culture of the Division. Leads the strategic planning process of programs to meet goals and objectives.

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited college or university in Public Administration, Business, Metropolitan Planning, or other closely related field, plus six (6) years of related experience, of which two (2) years must have been supervisory; OR an equivalent combination of related education and experience. Education may not be substituted for the required supervisory experience.

Must possess Certified Business License Official (CBLO) from Utah Business License Association.

International Code Council Certifications preferred.

Due to the nature of this position, the successful applicant must pass a required pre-employment background check.

ESSENTIAL FUNCTIONS

The following duties and responsibilities are intended to be representative of the work performed by the incumbent(s) in this position and are not all-inclusive. The omission of specific duties and responsibilities will not preclude it from the position.

Applicants must be prepared to demonstrate the ability to perform the essential functions of the job with or without a reasonable accommodation.

- Assists in the overall leadership of the division by providing input in the areas of planning, staffing, program development, budgeting and total division operation.
- Assists with and implements strategic initiatives and goals for the division.
- Keeps the Division Director apprised of the organizational climate, identifies problems, either actual or anticipated and provides consultative assistance.
- Oversees, directs, and provides continuous oversight for the development and operation of assigned programs.
- Evaluates the allocation of division staffing resources and makes recommendations for effective and efficient service delivery.

- Manages, directs, and coordinates activities through managers and supervisors, which includes hiring, firing, promoting, orienting, training, assigning and reviewing work performance, annual work performance appraisal and discipline.
- Assists with the development of, makes recommendations and implements policies and procedures necessary to the effective management and operation of the Division.
- Ensures compliance with policies, procedures, laws and regulations.
- Establishes and maintains effective working relationships with internal and external stakeholders.
- Represents the Division Director in his/her absence and/or by assignment with authority to make decisions and commit resources on behalf of the agency.
- Provides guidance to metro townships, contract cities, and the unincorporated County to ensure government leaders are maintaining compliance with state laws and local ordinances.
- Oversees and manages the day to day operations of the division. Serves as a primary resource for information regarding policies, procedures, objectives and functions of operations; interprets regulations, policies and procedures; resolves complaints, answers questions, provides information and makes decisions requiring specialized knowledge of practices and precedents. Directs managers and staff to best utilize resources in accomplishing the division's mission and goals.
- Acts as the Business License Official for the Division.
- Tracks and remains actively involved in the legislative process. Drafts and modifies ordinances in accordance with legislative changes.
- Participates in planning, development, and implementation of division goals, budgets, policies, and procedures.
- Directs and provides continuous oversight for the development and operation of assigned programs including ensuring assigned programs comply with division, county, state, and federal policies, regulations, and grant requirements.
- Keeps the Division Director apprised of the organizational climate, identifies problems, either actual or anticipated and resolves them according to current policies and procedures.
- Assists with preparing, monitoring, managing the division's budget and prepares budget documents.

KNOWLEDGE, SKILLS AND ABILITIES (KSA)

Knowledge of:

- Program management
- Staff development
- Budget preparation and management
- Strategic planning
- Project development
- Mentoring and coaching
- Federal, state, and local laws pertaining to land use development, construction permits, building code review, building inspections, and business licenses
- Adopted zoning, land use, and business license ordinances for all contract cities, unincorporated Salt Lake County, and the five Metro Townships

- Current adopted codes including but not limited to International Building Code, International Residential Code, International Mechanical Code, International Plumbing Code, International Energy Conservation Code, and the National Electrical Code
- Utah State amendments to all adopted building codes
- Storm water regulations and management
- Program and project development and management
- Concepts, principles, techniques, and practices of administration and personnel management and development including mentoring, coaching, and leadership techniques
- Organizational development and strategic planning
- Public relations including public speaking

Skills and Abilities to:

- Develop, write, and modify ordinances for Salt Lake County, contract cities, and five Metro Townships
- Interpret and administer Federal, state, and local laws and current adopted codes
- Monitor legislation, understand impact, and apply to Division and MSD entities
- Monitor and participate in the code change process for all adopted building codes
- Develop, write, interpret and administer policies and procedures
- Lead and manage change
- Establish and maintain appropriate working relationships with employees, officials of federal, state, regional, and local agencies, community leaders, attorneys, and the general public
- Work with computer software related to job specific duties
- Resolve conflict effectively
- Delegate effectively
- Communicate effectively both verbally and in writing
- Analyze and solve problems
- Assess and adapt to complex situations
- Act independently
- Manage the financial aspects of the division

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

Work duties are typically performed in a general office setting.

IMPORTANT INFORMATION REGARDING THIS POSITION

Revised Date/Consultant's Initials: 11/9/2017 SW