

Date Posted: 12/28/17

Applications accepted until: 1/22/18

**Elbert County is an Equal Opportunity Employer**

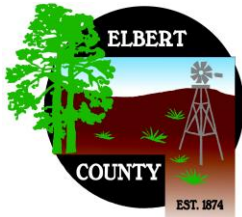
If interested, please submit application and resume to:

Elbert County Human Resources Department

215 Comanche St., PO Box 7, Kiowa, Colorado 80117

Or email: [dianna.hiatt@elbertcounty-co.gov](mailto:dianna.hiatt@elbertcounty-co.gov)

For more information, please call 303-621-3150



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## Community Development Services Director

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Department: Planning Division

Salary: \$70,000-\$80,000/year

Approved: December 2017

FLSA: Exempt

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### SUMMARY DESCRIPTION

The position will be responsible for all activities of the Community Development Services (CDS) Department including development, review and implementation of land use activities. Education and developed management skills are required to facilitate staff and consultant guidance as well as provide appropriate planning and zoning recommendations to the Planning Commission and Board of County Commissioners (BOCC). Management practices that encourage trust and confidence of the public and all County departments and their staff are expected. Position will be subject to a mutually agreed to employment contract.

### REPORTING RELATIONSHIPS

This position reports to the County Manager supervising planning staff and coordinating consultants that report to CDS. The Director supports a team-oriented and safe working environment that consistently develops and sustains cooperative working relationships with other employees, departments/divisions and external entities/agencies in delivering effective and innovative services.

### DUTIES AND RESPONSIBILITIES

- Manages staff and CDS budget to develop and implement goals, objectives, policies, procedures and priorities for the benefit of Elbert County;
- Maintains confidentiality of information consistent with applicable federal, state and county rules and regulations;
- Leads economic development and revenue driven resources through growth management and implementation of County short and long-term plans;
- Evaluates and processes all planning and zoning applications; provides knowledge and guidance facilitating the completion of applications in a timely manner; presents staff findings with appropriate recommendations to the Planning Commission and the BOCC for such reviews;
- Provides leadership and direction in the development of short and long range plans by coordinating staff and public input with the Planning Commission to facilitate appropriate updates to the County's Comprehensive/Master Plan;
- Periodically reviews County planning, zoning and subdivision regulations and makes appropriate recommendations regarding amendments; develops reasonable timeline projections for documentation and implementation of policy updates;
- Manages implementation of adopted plans and regulations from initial planning stages through completion of land-use application processes;
- Presents appropriate staff findings, with recommendations of staff and the Planning Commission to the BOCC meetings; provides situation analysis to the Planning Commission or

BOCC as requested; attends meetings and provides staff support to County appointed boards, commissions and authorities as necessary and at the County Manager's direction;

- Serves as staff liaison between BOCC and the Planning Commission;
- Identifies prospective economic opportunities, recruits such prospects and facilitates the land-use application process in a cost-effective manner, within a reasonable, predictable time schedule;
- Provides leadership for CDS to develop a positive relationship with its staff and consultants to ensure collaboration with other appropriate County departments, agencies and citizens;
- Prepares, monitors and implements CDS department budget in accordance with the County Finance Department Policies and Procedures; approves department expenditures and coordinates requests for proposals while participating in the budget and strategic planning process;
- Represents CDS regarding other County departments, elected officials, outside agencies and the public; will be required to represent the County on outside boards and attend evening meetings as necessary;
- Resolves difficult and sensitive citizen inquiries and complaints;
- Selects, trains, motivates, supervises and evaluates personnel; recommends appropriate staff disciplinary actions to the County Manager; coordinates staff training;
- Works with employees to educate, motivate and correct job-related performance deficiencies;
- Attends professional group meetings to stay abreast of new trends and innovations in the field as schedules and funding permits;
- Performs other duties as assigned.

#### **EDUCATION AND EXPERIENCE**

This position requires a Bachelor's degree in Planning, Public Administration, Civil Engineering or a closely related field and eight years of experience in land-use planning of which four years include supervisory responsibility. American Institute of Certified Planners (AICP) Certification is desired. If AICP certification is not currently attained, such certification must be obtained within 18 months of employment and a statement as to progress of application process for the APA/AICP exam will be required.

*Experience Guidelines: Any combination of experience that would likely provide the required knowledge, abilities and certification will qualify. A typical way to obtain the knowledge and abilities would be eight years of increasingly responsible experience in land-use planning or related field including four years of senior administrative responsibility.*

#### **Knowledge and Abilities**

- Ability to establish and maintain positive community relations and interact effectively with citizens and organizations;
- Knowledge of the theory, principles and techniques of the planning profession and development process including residential, commercial, industrial and mixed-use developments;
- Knowledge of federal, state and local laws pertaining to a wide variety of planning topics;
- Leadership experience in economic development and senior level land-use planning in high growth local, regional and state project areas;
- Proven management skills and ability to manage day-to-day operations;
- Strong written and oral communication skills, including writing, editing and preparing land-use documents, staff reports and presenting information at public meetings;
- Strong interpersonal and public relations skills to work effectively with the BOCC, Planning Commission, various officials, staff and citizens;

- Strong negotiation, problem solving and organizational skills;
- Ability to understand and manage sensitive or controversial political situations;
- Ability to exercise sound and independent judgement within policy guidelines;
- Ability to read, analyze and interpret studies, reports, land development plans/plats, technical procedures and governmental regulations;
- Knowledge of computer applications including Microsoft, GIS and internet applications;
- Must follow all rules and guidelines in the employee handbook.

Additional Requirements

- Valid Colorado Driver’s License with acceptable Motor Vehicle Record;
- Must be able to pass a criminal background check;
- This is a safety sensitive position that is subject to random drug testing.

**PHYSICAL EFFORT, WORK ENVIRONMENT:**

- Primarily works indoors in a controlled, standard office environment;
- Requires maintaining physical condition necessary for sitting, standing or walking for prolonged periods of time and operating motorized vehicles;
- Professional appearance is required at BOCC and community meetings;
- Field visits may require working during inclement weather conditions;
- Support operations of the Office of Emergency Management may require working in strenuous and hazardous situations to maintain the health and well-being of County residents.

Physical Requirements for Position

Grade Scale: At All Times/ Frequently/Occasionally/Never

Driving:	Frequently
Balancing:	Occasionally
Bending/Stooping:	Frequently
Twisting:	Frequently
Squatting/Crouching:	Frequently
Kneeling:	Frequently
Crawling:	Occasionally
Climbing Stairs:	Frequently
Climbing Ladders:	Occasionally
Reaching at shoulder level:	Frequently
Reaching below shoulder level:	Frequently
Reaching above shoulder level:	Frequently
Standing/Walking:	Frequently

Position requires sitting for extended periods of time

Lifting:	1 lb minimum/50 lbs maximum
Carrying:	1 lb minimum/50 lbs maximum
Push/Pull:	1 lb minimum/50 lbs maximum