



## BOONE COUNTY JOB DESCRIPTION

<b>JOB TITLE:</b> <u>Director, Resource Management</u>	<b>NEW:</b> <u>X</u>	<b>REVISED:</b> <u>    </u> <small>(Please check one)</small>
<b>REPORTS TO:</b> <u>County Commission</u>	<b>FLSA:</b> <u>Exempt</u>	<b>DATE:</b> <u>10/11</u>
<b>DEPARTMENT:</b> <u>Resource Management</u>	<b>JOB CODE:</b> 100	

### **DEFINITIONS:**

With general direction, plans, directs, supervises and coordinates the daily operations of combined Planning, Inspection and Engineering divisions and provides management assistance to the Boone County Regional Sewer District.

**ESSENTIAL FUNCTIONS:** *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

Plans, organizes and directs the functions of planning, code enforcement, building inspection, road construction inspection, engineering services, zoning enforcement, floodplain management, stormwater services, right-of-way acquisition, solid waste and recycling services; hires, trains and develops staff. Serves as management consultant to the Boone County Regional Sewer District as a surrogate for the County Commission.

Ensures proper staff support for the County Commission, Planning and Zoning Commission, Zoning Board of Adjustment, Building Code Commission, Building Code Board of Appeals and the Road and Bridge Advisory Commission.

Ensures practical and systematic application of all county development related regulations. Ensures compliance with state and federal regulatory requirements regarding department activities.

Prepares, recommends and monitors department budget. Evaluates department policies and procedures and implements changes as needed.

Maintains knowledge of personnel supervision principles; budget development; administrative principles and practices; building construction principles; building, zoning, stormwater and other department related laws, ordinances and regulations.

Coordinates Resource Management Department activities with other departments and agencies.

**KNOWLEDGE AND SKILL:**

1. Comprehensive knowledge of the principles and practices of community planning.
2. Comprehensive knowledge of County, state and federal statutes, codes and regulations related to planning and development.
3. Comprehensive knowledge of Boone County Human Resources policies.
4. Skill in planning, organizing, budgeting and managing projects and staff.
5. Skill in communicating orally and in writing, and in establishing and maintaining cooperative working relationships with other departments and the public.
6. Skill in hiring, training managing and evaluating staff.

**MINIMUM QUALIFICATIONS:**

Bachelor's degree in Public Administration, Planning, Engineering, Political Science or related field; five years planning and management experience preferably in the government setting.

**APPROVALS:**

Department Director: \_\_\_\_\_ Date: \_\_\_\_\_

(Signature)

HR Director: \_\_\_\_\_ Date: \_\_\_\_\_

(Signature)