



## BOONE COUNTY JOB DESCRIPTION

<b>JOB TITLE:</b> <u>Director, Resource Management</u>	<b>NEW:</b> <input type="checkbox"/>	<b>REVISED:</b> <input checked="" type="checkbox"/> <small>(Please check one)</small>
<b>REPORTS TO:</b> <u>County Commission</u>	<b>FLSA:</b> <u>Exempt</u>	<b>DATE:</b> <u>03/2020</u>
<b>DEPARTMENT:</b> <u>Resource Management</u>	<b>JOB CODE:</b> <u>100</u>	

### **SUMMARY:**

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, Hinkson Creek Collaborative Adoptive Management (CAM) and the Bonne Femme Watershed Committee.

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.

Performs related duties as needed or assigned.

**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.

**PHYSICAL DEMANDS:**

The majority of work is performed in a professional office setting and is generally sedentary. Must possess vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

Position requires CONTINUOUS sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils. FREQUENT side-to-side turning of neck, walking, standing, bending and stooping, pushing/pulling, twisting at waist, moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 25 lbs. from below waist to above shoulders and transporting distances up to 50 yards. OCCASIONAL squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate objects; lifting objects weighing 20-35 lbs. from below waist to above shoulders and transporting distances up to 50 feet.

**WORK ENVIRONMENT:**

This job operates in a professional office environment. Professional attire required. This position routinely uses office equipment such as computers, calculators, multi-line telephones, photocopiers, large format printers and scanners, binding machines, hand-held recording devices, filing cabinets and fax machines. Must be able to navigate commonplace obstacles in the community such as stairways and rough terrain. This position is routinely in contact with the public, other Boone County employees, elected officials and members of other entities.

**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.

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.*