

# YANKTON COUNTY

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Development Services Director</b>
<b>Reports To:</b>	<b>County Commission</b>
<b>Classification:</b>	<b>Exempt</b>
<b>Probationary Period:</b>	<b>One Year</b>

### General Statement of Essential Tasks (may not include all of the functions performed)

#### Commissioner Assistant

- Serves as intermediary on behalf of the County Commission on issues of public concern.
- Coordinate county operations through regular interaction between department heads, supervisors, and county commissioners
- Develops, presents, and defends professional recommendations about various departmental proposals
- Works with department heads to develop and implement key initiatives
- Meets with non-elected department heads to work through budget options for their departments; suggests operational improvements and assists with requests for needed resources
- Meets with elected department heads to coordinate budget preparation and gather information about their initiatives and resource requests
- Serves on ad-hoc or designated committees as assigned by the County Commission
- Implementation of the County Commission's philosophy, goals, objectives, policies, and priorities
- Performs duties as assigned by the County Commission

#### Planning and Zoning

- Maintains oversight of County land use development policies and regulations.
- Manages the County's flood plain and drainage regulations in accordance with Federal and State law.
- Creates, writes, updates, interprets, and enforces policies, procedures, and ordinances pertaining to zoning, drainage and public nuisances.
- Serves as staff to the Yankton County Planning Commission, scheduling, overseeing and conducting meetings.
- Serves as a resource for building, drainage, flood plain development, and conditional use permits and other land use processes.
- Reviews and evaluates environmental assessment requests in relation to their conformance with County land use plans and policies.
- Code enforcement/nuisance and drainage complaint responsibilities in accordance with County and State regulations

**Economic and County Development**

- Compiles information on development proposals and projects
- Provides the County Commission with updated information and recommendations associated with processes, infrastructure, site development, and economic proposals
- Coordinates the County's public information related to economic and county development
- Monitors the application process and administration of state or federal development assistance
- Acts as the County's liaison with regional planning commission and economic development agencies
- Attends County Commission meetings and as directed

**Supervisory Responsibilities**

- Supervises the Deputy Planning Administrator
- Supervises the Building Superintendent
- Supervises interns or other temporary employees
- Supervises clerical support personnel, as assigned
- Oversees consultants working on behalf of the County

**Minimum Qualifications**

- Bachelor's Degree in Public Administration, Planning, or closely related field plus ten years of senior level experience in public sector administration.
- Designation as a Certified Flood Plain Manager within two years of employment (if required)

**Other Requirements**

- Ability to interact and communicate effectively with commission members, county officials and the public
- Ability to read, analyze, and interpret legal descriptions, maps, and other material associated with land development activities, including technical drawings and diagrams
- Ability to maintain confidential information
- Ability to write reports and correspondence, which effectively communicates county policies and positions
- Ability to give balanced considerations to all aspects of a project, including the financial, environmental and health impacts to our entire county.
- Ability to effectively present information and respond to questions from individuals or groups
- Knowledge of state and county land use laws and legal procedures
- Must have a valid Driver's License
- Physical requirements include the ability to move around construction sites, sitting for long periods of time, driving or riding on extended trips, airplane travel, keyboarding and extended viewing of a computer screen, crouching and reaching.

**Certification**

I hereby certify that I have read and accept the duties and obligations associated with this position.

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Signature of Employee

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Date