

County of Rockingham, VA
Deputy Director of Community Development

Employment Status: Full-Time

FLSA Status: Exempt

Experience Required: A combination of 5-8 years of experience and education in planning, public administration, or related fields

Minimum Education Requirements: Bachelor's degree in a related field

Direct Supervisor: Director of Community Development

Primary Work Location: Office setting

Physical requirements: This is sedentary work requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.

Certification: Valid driver's license

Job Summary: To promote coordinated development in the County and to aid informed decision-making by officials and the community regarding their physical environment. Lead the department in fulfilling its responsibilities to the citizens, elected officials, and other departments.

Essential Job Functions

An employee in this position may be called upon to do any or all the following essential duties:

- Analyze current development requests and make decisions or recommendations by meeting and communicating with interested parties, coordinating responses with other departments, and performing research
- Develop plans for identifying and implementing County goals, working with officials, agencies, and the public, drafting planning documents, reports, and proposed regulations, and working within public hearing and decision-making processes
- Supervise Community Development staff by meeting formally and informally, individually and in groups, for status reports and to provide direction and instruction. Assess employee conduct and performance and take appropriate action
- Identify areas for improvement in coordination and facilitation among all divisions within Community Development and engage division staff in problem-solving and team-building
- Engage with Comprehensive Plan and Area Plan development and revision efforts, other land use planning projects, the drafting of transportation project proposals and applications for grant funding with VDOT and County staff, and short- and long-range transportation plans
- Contribute to overall effectiveness of County administration by participating in staff and Board of Supervisors meetings, assisting in the development and administration of the department budget, and reporting on activities and significant items of concern or interest
- Serve as official County staff representative and liaison to organizations, commissions, and regional committees
- Attend local and state meetings to ascertain interests to County and to address those interests as appropriate
- Give presentations to civic and other organizations and constituents on County matters
- Perform the duties of Community Development Director in his/her absence

Knowledge

- Computer proficiency including Microsoft Office products
- Basic knowledge of internet and software used by the department
- Laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process
- Knowledge of the Spanish language is preferred, but not required.

Skills

- Business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources
- Consider the relative costs and benefits of potential actions to choose the most appropriate one
- Demonstrated skill in public speaking

Abilities

- Combine pieces of information to form general rules or conclusions
- Identify complex problems and review related information to develop and evaluate options and implement solutions
- Learn and use the county's automatic permit tracking system
- Handle public relations issues effectively
- Maintain regular attendance at work

To Apply

All applicants must apply online at www.rockinghamcountyva.gov

Application review will begin as soon as possible. **Deadline to apply is January 21, 2022.**

Rockingham County is an Equal Opportunity Employer

