

Staff Report

Subject: Approval and publication of Job Descriptions for Positions Authorized in the 2022-2023 Budget for Development Services and IT.

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Department: Human Resources and Risk Management

Meeting Date: September 20, 2022

Item Description: Approval and publication of Job Descriptions for Positions Authorized in 2022-2023 Budget for Development Services and IT.

Summary Recommendation:

Staff is requesting authorization to publish job descriptions for new positions that have been authorized in the 2022-2023 budget.

Executive Summary/Background

The following job descriptions are required for positions authorized in the 2022-2023 budget:

Applications Administrator – The purpose of this position is to provide the various county departments with advanced software support and maintenance for all computer systems and associated infrastructure. This position is also responsible for application configuration and training, product research, and application server maintenance.

Planner – The purpose of this position is to assist the Planning Manager with development plan review, and research for ordinance revisions and long-range planning projects. In addition, the position coordinates the Development Services pre-application meeting schedule.

Process Manager – The purpose of this position is to plan, manage, develop work rules; training; coordination, and administration of all activities of such staff positions as administration, citizen participation, research, finance, and manages such personnel as are assigned to specific functions in the performance of the necessary duties. Ability to work closely and cooperatively with all areas of Development Services to support a successful and holistic work environment.

Zoning Manager – The purpose of this position is to administer, interpret, and enforce the Zoning Ordinance. The ability to effectively work with and develop positive relationships with different community and industry groups, elected and appointed officials, and the general public is required. Also required is the ability to research, navigate, understand, and concisely report information contained in the County ordinances.

Zoning Technician – The purpose of this position is to support the Zoning Manager through clerical, research, and other support means.

Planning Manager – The purpose of this position is to supervise the planning section and handle all related matters from the general public and planning staff. Manages staff in coordinating development-related activities and tasks associated with the County's Flood Plain Management Program.

These job descriptions have been reviewed and approved as true to form by the County Attorney.

Alternatives for Commission to Consider

1. Approve the job descriptions and authorize publication and distribution.
2. Disapprove the job descriptions and provide guidance to staff.

Recommended Alternative:

Staff recommends Alternative 1.

Other Alternatives:

None.

Department Review: County Manager, County Attorney, Human Resources.

Funding Source: Funding for the positions were allocated and approved in the 2022-2023 Fiscal Year Budget.

Attachments: Applications Administrator Job Description
Planner Job Description
Process Manager Job Description
Zoning Manger Job Description
Zoning Technician Job Description
Planning Manager Job Description