

ABOUT MONO COUNTY

Wild by nature, Mono County is a destination that is full of adventure. Set on the eastern slopes of California's Sierra Nevada mountain range, Mono County is a rare environment of natural contrasts: soaring granite peaks & spacious desert vistas, quiet lakes, bubbling hot springs & cold mountain streams, winter snows & sunny summer skies, rolling sagebrush hills & vibrant wildflower meadows.



Photo: © Greg Newbry

Best of all, this natural playground is matched with a complete range of amenities & activities making it an ideal place to get away from it all. Enjoy an array of fine shops, restaurants & cafes, snowboard or bike down mountain trails, fish for trout, relax in a soothing hot spring, or paddle a kayak along the shore of an ancient inland sea.

The Town of Mammoth Lakes is the most populated area of Mono County & offers fine schools, shopping, dining & recreation.

The County Seat is located in picturesque Bridgeport located 360 miles north of LA and 182 miles SE of Sacramento.

The northern areas of the county include Topaz, Coleville & Walker. The southern areas of the county include Crowley Lake, Benton and Chalfant.

Rat Race? Graveyard Shift? Looking for a lifestyle change with a great quality of life? Mono County is a sparsely populated rural county that offers numerous recreational opportunities for the outdoor enthusiast. Ski Mammoth, fish the Sierra's, enjoy working where you vacation. An outstanding opportunity exists in the beautiful eastern Sierras.

BENEFITS: Mono County provides generous benefits, including 2% @ 62 PERS, medical, dental, vision and 457 deferred compensation

TO APPLY

Application materials should be returned to:

County of Mono, CAO/HR
P.O. Box 696, Bridgeport, CA 93517
Telephone: (760) 932-5412
Fax: (760) 932-5411

Email: hr@mono.ca.gov
www.monocounty.ca.gov

SPECIAL NOTE: The provisions of this job bulletin do not constitute an expressed or implied contract. The County of Mono reserves the right to make necessary modifications to the recruitment plan. The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Any questions or comments about the need for accommodation should be directed to HR.

COUNTY OF MONO



INVITES APPLICATIONS FOR

**COMMUNITY DEVELOPMENT
DIRECTOR**

At-Will position

FINAL FILING DATE:

05/01/2018

ANNUAL SALARY: \$ 120,000.

Equal Employment Opportunity Employer

THE POSITION

Under administrative direction, to plan, organize, direct, and manage the County's planning, building inspection, and code enforcement functions; to provide consultation and coordination for land use issues and pertinent codes, ordinances, rules, and regulations; to serve as the Planning Director in support of the Planning Commission, to server as or appoint designee to serve as the executive Officer of the local Agency Formation Commission, Building Official and lead staff to the Airport Land Use Commission; to perform special assignments as directed by the County Administrative Officer and the Board of Supervisors; and to do related work as required.

QUALIFICATIONS

Knowledge of:

Pertinent State, federal, and local laws, regulations, and ordinances related to land use, resource conservation, the environment, planning, zoning, and building construction. State and County nuisance abatement laws, rules, and regulations. Purposes, procedures, and functions of public land use agencies, boards, commissions, and governing bodies. Principles, techniques, and trends of land use and environmental planning. Environmental impacts of changes in land use including California Environmental Quality Act, National Environmental Policy Act and Endangered Species Act. Research and statistical methods. Proper inspection methods and procedures. Principles, techniques, and practices of effective program administration. Principles of budget preparation and expenditure control. Principles of project planning, coordination and direction. Principles of government administration, personnel management, work direction, management supervision, and staff development. Principles of public outreach, facilitation and conflict resolution. Principles of internet and social media dissemination and public education purposes. Principles of file management including legal requirements, permit software, paperless efficiencies and online availability/posting.

Ability to:

Plan, organize, and manage the functions of County's Community Development Department. Supervise, train, and evaluate assigned staff. Analyze, interpret, explain and apply a variety of State, and County laws, ordinances, policies, rules, procedures, and regulations related to land use, environmental quality, resource planning, building construction, and abatement and determine appropriate resolutions to problems and/or enforcement actions. Formulate and implement countywide inspection and enforcement actions. Oversee the gathering and maintenance of information regarding land use and environmental control. Develop and administer the Department budget. Direct and organize planning studies and presentations. Effectively represent the Community Development Department in contacts with the public, community organizations, other County staff and other government organizations. Gather, organizes, analyze, and present a variety of data and information. Enforce regulations with firmness and tact. Regularly work well under pressure, meeting multiple and sometimes conflicting deadlines. Constantly demonstrate cooperative behavior with colleagues, supervisors, and customers/clients. Direct and organize the County's community-based planning structure, including regional planning advisory committees.

Training and Experience:

Any combination of training and experience, which would likely provide the required knowledge and abilities, is qualifying. A typical way to obtain the required knowledge and abilities would be: Broad and extensive professional experience in planning, land use, and environmental management work, including at least two years in a management or supervisory position. Completion of specialized training and/or advanced education in the areas of planning, building construction, land use, or related environmental management fields is highly desirable.

Special Requirements:

Possession of, or ability to obtain, an appropriate valid California Driver's License. A master's degree in planning/environmental/management related field is desirable.

Physical Requirements & Working Conditions:

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, typewriter, telephones, calculators, copiers, and FAX.

THE EXAM PROCESS

The exam process will consist of a review and competitive evaluation of the required knowledge and abilities as demonstrated on the application. Those successful in this evaluation will be invited to an interview with County management staff.

Photo: © Greg Newbry

