

BENTON COUNTY POSITION DESCRIPTION

CLASSIFICATION		BAND	GRADE	SUBGRADE	FLSA STATUS
Administrator		E	8	1	Exempt
POSITION TITLE:	Community Development Director		POSITION#:	500391	
<input type="checkbox"/> New <input checked="" type="checkbox"/> Revised (Check one)		Date:	1/5/2026		
SERVICE TYPE:			NON-REP MANAGEMENT		
Employee Name:	Vacant	Department:	Community Development	Supervisor:	Assistant County Administrator
FTE:	1.0	Employment Status:	Regular Full Time		

Position Summary:

Responsible for the operations, strategic direction, and employees of the Community Development Department, comprising the County's land use planning, building permitting, code compliance, solid waste management and water quality programs. Oversees policy initiatives, program development and outcomes of assigned programs. Ensures program outcomes, advancement of Board of Commissioners priorities, and accountability to the public. Responsible for decisions that significantly impact individual property owners, environmental quality and community livability. Oversee the activities of both the County's Planning and Building Divisions, to ensure compliance with state standards, rules, and regulations. This position collaborates and works closely with other County Directors in assuring delivery of integrated services. The Community Development Department Director is an at-will position and serves at the pleasure of the County Administrator and reports directly to the Assistant County Administrator.

Essential Duties:

No.	Major Functional Area (MFA)	% of Time
1	MFA: Department Administration and Oversight Essential Duties: <ul style="list-style-type: none"> Provide effective leadership, direction, planning and organization for the Community Development Department. Strategically plans and establishes program goals. Provides supervision of management and professional staff, including prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making or overseeing selection, termination, and disciplinary decisions. Assures compliance with building and land use statutes, rules and regulations Establish, implement, adapt or assign departmental and program goals, performance standards, procedures, benchmarks, and monitor progress. Lead staff in strategic planning and employee engagement, including establishment of department goals aligned with County goals. Ensure implementation of strategic plan and completion of goals. Serves as advisor to the Board of Commissioners on policy matters related to community development program and services. Provides or directs the preparation of reports on Community Development Department performance measures and community programs and services. Leads and/or participates in Countywide and departmental strategic planning activities. 	60%

	<ul style="list-style-type: none"> • Oversee projects and programs and ensure that they are adequately resourced and align with departmental and County objectives and priorities. • Oversee preparation of departmental budget and allocation of funds to the appropriate programs and services. • Provide direction and oversight for obtaining and managing grants. • Develop, authorize, and assure compliance with grants, contracts, and other funding sources. 	
2	MFA: Organizational Leadership and Community Partnership Essential Duties: <ul style="list-style-type: none"> • Participate in County Leadership Team and provide input to the Assistant County Administrator, County Administrator and Board of Commissioners. Contribute to organization-wide initiatives. • Identify public, private, and community stakeholder engagement opportunities to advance Community Development Department mission and goals. • Represent the Benton County Community Development Department to the public, media, elected officials, other agencies, governments, and organizations on significant community development - related issues. • Provide or oversee communication and education to the community on matters of public interest. • Represent Benton County on regional or community panels, boards or projects. 	30%
3	MFA: Operational Policy Development Essential Duties: <ul style="list-style-type: none"> • Oversees the Community Development policy development, implementation, communication, and compliance. • Analyze high-level policy issues and develop response strategies for the Board of Commissioners and/or the County Administrator. • Contributes to County-wide strategic planning and initiatives and assures departmental alignment. • Leads or oversees special projects as directed by for the Board of Commissioners and/or the Assistant County Administrator including they are adequately resourced and align with departmental and County objectives and priorities. 	10%
Percentages should total 100%		100%

Special Requirements

- Master's degree in land use planning, geography, public administration, or other field related to the job duties.
- Significant knowledge of Oregon's land use planning system.
- 10 years in land use planning and/or building code regulation, including 5 years at local jurisdiction
- Skill in public speaking.

Education or experience in the in the following principles and practices are helpful in the performance of the position:

- ✓ Certification from American Institute of Certified Planners (AICP)
- ✓ Strategic planning, program development and administration.
- ✓ Municipal budget preparation and administration.
- ✓ Economic development and small business development and retention.
- ✓ Real estate finance and development.
- ✓ Oregon Building Codes and Construction.
- ✓ Pertinent Federal, State, and Local laws, codes, and regulations.

Physical Requirements

Physical Demands

While performing the duties of this job, the employee is frequently required to use hands to finger, handle or feel; talk; or hear. The employee is occasionally required to stand; walk; sit; reach with hands and arms; and stoop; kneel; or crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

Work Environment

The employee works in well-lighted, clean environments. The noise level in the work environment is quiet to moderate. **Check the following that applies to this position:** The employee may occasionally: ☒ work with angry or hostile clients or members of the public, ☐ work with toxic substances and biohazards, and ☐ exposure to infectious illnesses.

Emergency Preparedness

Benton County is committed to emergency preparedness planning and implementation and disaster recovery. In the case of a Health Department, County, State, Federal or other emergency or disaster, this position may be called upon to assist in responding. This may require the assignment of additional responsibilities, depending on the circumstances.

NOTE: The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Employee: _____ Date: _____

Immediate Supervisor: _____ Date: _____