



Terrebonne Parish Consolidated Government

JOB DESCRIPTION

POSITION TITLE.....:	Assistant Director
DEPARTMENT.....:	Planning & Zoning
DIVISION.....:	Regulatory
CLASSIFICATION/GRADE.....:	Assistant Director/ 212
REVISED.....:	09/2017
REPORTS TO.....:	Director, Planning & Zoning
REVIEWED.....:	09/2017
WAGES.....:	Exempt (Salaried)

SUMMARY:

The Assistant Director for Planning and Zoning deputizes as required for the Director of Planning & Zoning, and supports the work of the Director across all divisions and functions of the Planning & Zoning Department. This position also carries direct day to day management responsibility for the Regulatory Division of the Planning & Zoning Department, which encompasses: permitting processes; building & property maintenance code compliance & enforcement; floodplain management & Community Rating System compliance standards; Public Cemetery administration; and support for regulatory and building code compliance aspects of parish management under FEMA Public Assistance Grant recovery program functions, code compliance, with particular reference to the removal of hazards to public health and safety. The holder of this post is also designated as the Parish Building Code Administrator and Parish Property Maintenance Code Official.

BASIC FUNCTIONS:

1. Deputize as required for, and provide day to day support to, the Planning & Zoning Director in all functions and responsibilities of the Department.
2. Responsible for the general management and administration of the regulatory division including, but not limited to, the administration and enforcement of all permit systems & processes, applicable laws, codes, regulations, and ordinances; supervision of performance for all related staff support functions, whether internal or contractual.
3. Provide management support and coordination of all activities related to regulatory floodplain management and administration.
4. Maintain / improve compliance standards in nationally designated programs of performance assessment and grading, impacting various assigned functional responsibilities including, but not limited to: the Building Code Effectiveness Grading Schedule (BCEGS) which secures property insurance premium discounts throughout the parish; and the Community Rating System (CRS) of the National Flood Insurance Program (NFIP) which secures flood insurance discounts throughout the Parish; and such similar programs as the parish may, from time to time, adopt.
5. Maintain & improve compliance standards within the adopted code framework for Property Maintenance throughout the parish.
6. Provide management and administrative services to support the operation of public cemeteries as adopted within the parish, approve burial applications and act as secretary to the Cemetery Appeals Board.
7. Provide project management and administrative oversight and co-ordination of Parish and Contractor activities with regard to post disaster public safety projects

funded through the FEMA Public Assistance Program; and in relation to immediate post storm damage assessment and disaster reporting requirements.

8. Publicly represent the department and parish on or before various national, regional, state and/or local boards, councils, commissions, committees, and conferences associated with assigned functions.

OTHER REQUIREMENTS:

1. Must hold, or be capable and willing, to secure within 18 months, state registration as a Building Code Official and Professional ICC Certification as a Building Official.
2. A minimum of 5 years professional management/supervisory experience in public administration, ideally in regulatory functions of relevance to building controls, planning, and zoning; or significant senior level professional work experience in equivalent areas of responsibility.
3. Experience in federal, state or local government, or possess a working knowledge of local government and the integration of federal, state, and local law, codes, regulations, and ordinances.
4. Experience in the enforcement of building, contracting, and zoning laws.
5. Experience with, or working knowledge of, building permits issuance and/or regulation of building codes.
6. Experience with, or working knowledge of public administration, management, and budgetary process.
7. Proven ability to multi-task in the direct management and/or coordination of multiple long term projects with scheduled levels of performance and/or achievement.

EDUCATION/EXPERIENCE:

1. Bachelor of Science Degree in Construction Management, Public Planning, or Public Administration, or equivalent field of study, or significant professional level experience in construction code administration and compliance, or in a directly related field.
2. Verbal and written communication and public presentation skills of the highest order
3. A minimum of five years supervisory experience in a related field of activity.