



## JOB DESCRIPTION

<b>TITLE:</b> Planning and Community Development Director	<b>JD:</b> 034
<b>DEPARTMENT:</b> Planning & Community Development	<b>EFFECTIVE DATE:</b> 2/26/99; rev 8/1/08, 11/12/15, 10/26/21
<b>REPORTS TO:</b> City Manager	<b>FLSA STATUS:</b> Exempt
<b>SUPERVISES:</b> Planning Manager, Building Official, Administrative Specialist III	<b>UNION STATUS:</b> Unrepresented

### **JOB PURPOSE/SUMMARY**

The Planning and Community Development Director is responsible for overall leadership and management of the Planning and Community Development department. The Director plans, organizes and directs the planning, building, code compliance and affordable housing programs and activities. The Director serves as a resource to the City Manager, City Council, Planning Commission, stakeholder groups, businesses, developers, other governmental agencies and the general public.

### **ABOUT THE CITY OF BAINBRIDGE ISLAND**

The City of Bainbridge Island is a vibrant community with small-town feel, 52 miles of scenic shoreline and densely forested areas. Our employees are the most important asset in preserving and enhancing the special character of the Island, and in responding to the community's needs. The City provides competitive salaries, outstanding benefits and professional growth opportunities.

### **CITY VISION**

A healthy Bainbridge Island, now and for future generations.

### **CITY MISSION**

Serve and respond with skill, trust, and care.

### **CITY VALUES**

- Stewardship: We manage our resources with intention.
- Professionalism: We bring knowledge to our work and energy to new challenges.
- Connection: Respect and communication are central to our success.
- Balance: Personal well-being improves our work and makes our organization strong.

### **ESSENTIAL FUNCTIONS**

- As a member of the City's leadership team, provides highly responsive support to the City Manager.
- Works closely with the City Manager, City Council, Planning Commission and colleagues on activities related to strategic planning and implementation of the citywide and departmental goals and workplans.
- Plans, organizes, directs and evaluates the activities of the divisions comprising the Planning and Community Development Department; ensures that the department's programs are implemented in a manner consistent with the City's goals and policies; determines major departmental policies, performs short- and long-range planning activities, and sets direction, goals, objectives and priorities for the department.
- Directs and coordinates the review of development proposals; ensures consistency in the application of building codes, zoning, environmental regulations, comprehensive plan and other related codes

and ordinances; reviews and approves State Environmental Policy Act (SEPA) reviews and mitigation plans for critical areas.

- Provides administrative interpretation of all land use and building related codes, standards and regulations; reviews and approves certain permits and land use decisions; prepares and reviews reports, and recommends plan and code amendments, annexations, historic preservation projects and other planning, zoning and building issues.
- Develops and administers departmental budget, including forecast of funds for staffing, projects, equipment, materials and supplies, and monitoring of expenses; makes recommendations concerning priorities, allocation of funds, materials and personnel for planning, building and code compliance activities.
- Reviews and monitors proposed changes and updates to Federal, State and local laws to determine their impact on planning and building policies and practices; prepares, coordinates and implements responses and recommendations.
- Monitors trends in development practices, and recommends operational and policy improvements; evaluates programs, services, and activities to ensure they are meeting community needs.
- Coordinates the department's activities with those of other City departments, governmental agencies and developers.
- Prepares materials for and makes presentations to elected officials, hearing examiner, other agencies and the public; represents the department to a wide variety of intergovernmental and other agencies, as well as other community, professional, construction, environmental and civic groups and individuals; attends City Council and Planning Commission meetings, and other meetings as required.
- Provides managerial assistance and supervision to subordinates in planning and implementing programs; selects, trains, motivates, coaches and evaluates staff; establishes and monitors employee performance objectives; reviews employee performance evaluations completed by the department management team; provides or coordinates staff training; implements discipline.
- Meets regularly with staff to discuss and resolve priorities, workload and technical issues.
- Facilitates problem solving in the department and encourages a high degree of communication and feedback between employees and supervisors; leads by example by maintaining high standards of behavior and performance.
- Maintains timely and regular attendance.
- Other duties as assigned.

**KNOWLEDGE OF:**

- City organization, operations, policies and procedures.
- City land use and development regulations, zoning codes and planning concepts; geography, transportation networks and historically significant sites in City and surrounding areas.
- Principles, practices and procedures relating to urban planning, community development, land use, zoning regulations, building construction, code enforcement, permitting and environmental protection.
- Organizational, fiscal and supervisory practices and principles.
- Structure, organization and interrelationships of City departments, agencies and related governmental agencies and offices affecting assigned functions.
- Program and project management techniques and principles.
- Research methods and report preparation and presentation.
- State and federal regulations relating to land use development and planning processes; e.g. State Growth Management Act, SEPA, critical areas management.
- Management practices in a union environment.
- Correct English usage, grammar, spelling, punctuation and vocabulary.

**ABILITY TO:**

- Develop short- and long-range goals, and plan, assign, coordinate and evaluate the work of subordinates.
- Analyze issues, evaluate alternatives and make logical recommendations based on findings.
- Interpret and apply building and safety standards, state and federal regulations, department standards and City codes and policies.
- Administer program goals and objectives; implement initiatives and recommendations in support of department and City goals.

- Foster cooperative group processes and efficiently use resources; delegate tasks and workload assignments.
- Develop and monitor departmental and program/project operating budgets, costs and schedules.
- Assess and prioritize multiple tasks, projects and demands.
- Supervise, lead, coach and use best management practices to improve staff performance.
- Support and model the identified vision, values and behaviors of the organization.
- Establish and maintain effective working relationships
- Use initiative and independent judgment within established procedural guidelines.
- Operate a personal computer utilizing a variety of standard and specialist software.
- Communicate effectively both orally and in writing.

#### **PREFERRED QUALIFICATIONS**

A bachelor's degree in urban planning, engineering, earth Sciences, business or public administration or a related field and eight years of progressively responsible senior management level experience in planning and community development; OR any combination of experience, education and training that would provide the level of knowledge and ability required. A master's degree is preferred.

#### **LICENSE AND CERTIFICATION REQUIREMENTS**

- Valid Washington State driver's license is required.
- Successful completion of a pre-employment background check is required.
- AICP certification is preferred.

#### **WORKING CONDITIONS**

The regular work schedule is generally Monday through Friday, 8 am to 5 pm. Work is primarily performed in an office which is busy, oriented to public service and subject to occasional work interruptions. Noise level is moderate. Position infrequently requires outdoor work, which includes driving a vehicle. Outdoor environment can include uneven and unstable walking surfaces, tripping hazards and inclement weather conditions. Frequent attendance at meetings before or after regular work hours is required.

#### **PHYSICAL REQUIREMENTS**

Continuous repetitive arm/hand movement is essential to performance. The incumbent in this position must be able to discern voice conversation, have the physical ability to perform essential job functions, and have hand-eye coordination sufficient to operate computers, do keyboarding and operate other office equipment. The incumbent must have the ability to produce legible handwritten documents and may need to push, pull, lift and carry up to 20 pounds.

*The City of Bainbridge Island is an equal opportunity employer. All employees and candidates for employment will be recruited, selected, trained, promoted, compensated and, if necessary, disciplined or terminated without regard to sex/gender, race, national origin, religion, creed, color, marital status, veteran status, age, national origin, pregnancy, sexual orientation, gender identity, disability, genetic information or any other basis prohibited by law.*

*While requirements may be representative of minimum levels of knowledge, skills and abilities to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently. This job description does not constitute an employment agreement between the Employer and Employee and is subject to change as the needs of the Employer and requirements of the job change.*