

CITY OF ORTING

JOB DESCRIPTION

JOB TITLE:

Community Development Director

DEPARTMENT:

Administration

REPORTS TO:

City Administrator

POSTED DATE: 7/1/2023

ANNUAL SALARY RANGE:

\$105,881 – \$119,170

FIRST REVIEW: 7/17/2023

SUMMARY DESCRIPTION

This position is a full-time, FLSA exempt non-civil service position. Under the general supervision of the City Administrator, the Community Development Director integrates the Planning, Building and Code Compliance operations of the Community Development Department. The Community Development Director plans, organizes, directs and controls the functions of the department, which includes current planning, long-range planning, code enforcement, building and fire plan review, inspections and permitting. This position requires a high degree of subject matter and expertise, independent judgement, initiative and discretion. The Director advises the Mayor and City Council by making policy recommendations on various land use and development issues. Attendance at weekend and evening meetings will be required.

REPRESENTATIVE DUTIES

Duties may include, but are not limited to, the following:

1. Assume management and supervisory responsibility for assigned services and activities including code enforcement, building permits & inspections and the city planning division.
2. Manage and participate in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommend and administer policies and procedures.
3. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.
4. Plan, direct, coordinate and review the work plan for planning staff; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
5. Represents the City and the department in Design Review Board, Planning Commission, Park Board, Hearing Examiner and City Council meetings; informs and advises these groups as well as the City Administrator and Mayor, on local and regional community developments, congestion management, environmental and infrastructure planning issues.
6. Guide the design of development projects to result in high quality, aesthetically pleasing and functional construction projects.

7. Oversee and participate in the development and administration of the department's annual budget.
8. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of current, comprehensive and regional planning.
9. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
10. Enforce development codes by working collaboratively with the City's Code Enforcement Officer
11. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties:

Knowledge of:

- Knowledge of the organization and programs of municipal government.
- Knowledge of GMA requirements and long-range/comprehensive planning.
- Operational characteristics, services and activities of a comprehensive municipal and regional planning program.
- Advanced principles and practices of City and regional planning.
- Methods and techniques of development plan review.
- Principles and practices of zoning code enforcement.
- Principles and practices of program development and administration.
- Principles and practices of housing laws
- Methods and techniques of development project analysis and review and processing.
- Oversee and participate in the management of a comprehensive urban planning program.

Ability to:

- Oversee the work of contracted staff.
- Lead, manage and train subordinate staff in a positive, productive manner.
- Coordinate the review of regional planning issues.
- Read and interpret the City's Municipal Code, federal state and local policies laws and regulations.
- Review and prepare agenda bills, ordinances, resolutions, general plan amendments and zone changes.
- Review and analyze environmental documents for various types of projects.
- Participate in the development and administration of division goals, objectives and procedures.
- Prepare and administer large program budgets.
- Prepare clear and concise administrative and financial reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze and evaluate new service delivery methods and techniques.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in planning, public administration or a closely related field.

Experience:

Five years of increasingly responsible management or supervisory experience in county, municipal or regional planning, or closely related field.

License(s) or Certificate(s):

Valid Washington State Driver's License

Possession of, or ability to obtain, a valid AICP certification from the American Institute of Certified Planners within one year of employment. (*preferred*)

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

Environment: Standard office setting.

Physical: Sufficient physical ability to lift up to 10 pounds; walking, sitting or standing for duration of workday.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

Hearing: Hear in the normal audio range with or without correction.

REASONABLE ACCOMMODATIONS

Reasonable accommodations may be made in accordance with the Americans with Disabilities Act and the Fair Employment and Housing Act.

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. This job description is not designed to cover or contain a comprehensive listing of all activities, duties, or responsibilities that are required of the employee.

The City of Orting provides equal employment opportunities to all employees and applicants for employment without regard to race, color, creed, religion, sex, sexual orientation, marital status, national origin, age, gender, disability, genetics, or status as a protected veteran.