

## **CITY OF CHELAN JOB DESCRIPTION**

**POSITION:** Planning and Community Development Director

**DEPARTMENT:** Planning and Community Development

**REPORTS TO:** City Administrator

**SALARY AND BENEFITS:** \$9,764 - \$11,869 (2024 STEP 34) – BENEFIT INFORMATION ATTACHED

**FLSA STATUS:** Exempt, Non-Represented

### **POSITION PURPOSE**

Reporting to the City Administrator, the Community Development Director is fully responsible for leading and managing the Planning and Building Department. This includes overseeing a range of services and activities such as short-term and long-term planning, building inspections, adherence to codes, examining plans, processing permits, and engaging with the community.

### **ESSENTIAL JOB FUNCTIONS**

- Perform advanced professional work related to a variety of planning assignments, including but not limited to current and long-range planning.

### **EXAMPLES OF JOB DUTIES AND RESPONSIBILITIES**

- Oversees operations of the Planning and Building Departments, encompassing current and long-range planning, building inspection, code compliance, plan review, permit issuance, and community engagement. Coordinates with the County Sheriff's Office for code enforcement.
- Administers interpretation and enforcement of all land use, shoreline master program, building codes, subdivision standards, and regulations.
- Verifies compliance of new city developments with local, state, and federal guidelines, including environmental and Growth Management Act standards. Oversees SEPA document preparation and critical area mitigation plans, serving as the City's SEPA Responsible Official.
- Actively participates in the City's Senior Management, contributing to the development and execution of city vision, strategies, and policies. Promotes organizational values and facilitates quality improvements within the organization and community.
- Serves as the main department contact for community committees, City Council and Planning Commission on land use policies, planning procedures, city Comprehensive Plan, and ordinances.
- Attends meetings of the Planning Commission, City Council, and various committees.
- Collaborates with neighboring jurisdictions and regional partners on regional land use policies and issues.

- Proactively engages in potential economic development projects, providing planning process information, demographics, real estate market insights, and public policy guidance.
- Handles complex public inquiries and complaints, offering solutions and alternative recommendations.
- Ensures regulatory and permit processes align with local, state, and federal standards.
- Manages department personnel, setting work priorities and performance standards, monitoring performance, addressing deficiencies, and implementing disciplinary actions after consulting with the City Administrator.
- Develops, reviews, and implements policies and procedures to enhance department service quality, legal compliance, and city needs. Continuously evaluates service delivery methods and procedures for efficiency and effectiveness.
- Represents the department in citywide initiatives and the City in regional, state, and legislative matters.
- Provides code interpretations for unique developer and building owner projects.
- Conducts on-site inspections of residential and commercial buildings.
- Safely and legally operates a motor vehicle.
- Delivers exceptional customer service to diverse audiences.
- Manages complex planning studies and oversees comprehensive planning projects from concept to construction.
- Creates various documents including letters, memos, contracts, reports, ensuring clarity and correctness in language and format.
- Presents major issues and policy direction recommendations to advisory bodies and the Council.
- Stays updated on trends, developments, laws, and regulations affecting department activities.
- Establishes and maintains effective working relationships with colleagues, other City employees, and the public, emphasizing excellent customer service.
- Maintains regular, reliable, and punctual attendance.
- Performs field investigations for technical and demographic data related to development proposals.
- Provides written recommendations for development project applications, programs, and regulations.
- Reviews state and county land use proposals impacting the City, coordinating responses with other departments.
- Prepares grant applications and manages awarded funds.

## **QUALIFICATION REQUIREMENTS**

- A master's degree in urban and regional planning or a related field and a minimum of four years of progressively responsible experience providing professional planning services in a city or county, or as a contract planning consultant to a city or county government, OR a bachelor's degree in planning or a related field and a minimum of five years of progressively responsible professional planning experience, OR an equivalent combination of education and experience.
- It is desirable to be certified by the American Institute of Certified Planners (AICP).

- Valid Washington State Driver's License with record free from serious or frequent violations.

***Requires ability to:***

- Strategic Decision-Making and Problem Solving: Utilize independent judgment and strategic foresight to develop innovative and effective solutions for complex challenges. Lead in the identification and resolution of critical issues, ensuring alignment with organizational objectives.
- Community and Organizational Sensitivity: Proactively identify and address sensitive issues impacting both the community and the organization. Employ a balanced approach to manage diverse stakeholder interests and needs, fostering a climate of mutual respect and understanding.
- Policy Interpretation and Compliance: Oversee the interpretation and application of relevant local, state, and federal policies, codes, laws, and regulations. Ensure organizational activities and strategies are compliant and aligned with legal and regulatory frameworks.
- Advanced Technical Proficiency: Demonstrate a comprehensive understanding of technical documents such as site plans, construction details, and topographic maps. Lead in the analysis of complex design schematics, ensuring projects meet high-quality standards and specifications.
- Analytical and Statistical Expertise: Apply advanced mathematical and statistical principles to conduct critical analyses and projections. Lead in the preparation of detailed reports on urban development, population growth, housing trends, and employment changes, providing valuable insights for city planning and decision-making.
- Executive Reporting: Prepare and present clear, concise, and comprehensive reports. Communicate complex information effectively to stakeholders, including board members, government officials, and the public.
- Information Confidentiality: Uphold the highest standards in maintaining the confidentiality of sensitive information. Implement robust data protection measures to safeguard organizational and stakeholder interests.
- Technology and Data Application: Champion the utilization of advanced software and data applications in performing job duties. Drive the adoption of technological solutions to enhance efficiency and effectiveness in organizational operations.
- Professional Public Engagement: Represent the organization in professional capacities, especially in contentious situations. Employ diplomatic skills to navigate and resolve conflicts, maintaining a positive organizational image.
- Leadership and Team Collaboration: Demonstrate exceptional leadership in both independent and collaborative environments. Foster a culture of teamwork, innovation, and accountability, guiding teams towards achieving strategic objectives.
- Effectively use office equipment and computer systems, including cloud based permitting and reporting software.
- Effectively communicate utilizing written and/or oral communication.
- Use appropriate safety equipment and follow safety policies, practices and procedures.
- Sit or stand for long periods. Walk, reach with hands and arms, bend and twist at the waist, climb, balance, stoop and kneel.
- Lift and/or move up to 25 pounds and occasionally up to 50 pounds.

***Requires knowledge of:***

- Urban planning, zoning, and environmental principles and practices.
- Planning, zoning, environmental regulations, annexation, and other land use laws, as well as relevant legal decisions.
- Current literature, information sources, analysis, and research techniques in the field of urban planning.
- Site planning and architectural design principles.
- Principles, methods, and techniques for planning and implementing permit processing programs and workflows.
- Development review processes and procedures.
- Technical writing and report preparation skills.
- Methods and techniques used to review and approve various planning permits and development applications.
- Relevant local, state, and federal laws, regulations, and procedures pertaining to planning, land subdivision, and construction projects.

**WORKING CONDITIONS**

- Works in an office setting and at field locations in all weather conditions.
- Attends meetings or performs duties outside of normal office hours and travel by car or truck.
- Noise levels range from quiet to very loud typical of construction sites.
- Possibility of exposure to heavy equipment and traffic noise, dirt, dust and varying terrain.

*Approved By:*

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City Administrator

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Date