

# City of Chelan

Job Description



## Community Development Director

### **Job Details:**

Department: Community Development	Reports to: City Administrator
Wage Step: 2024-34	Wage Scale: \$9,764 - \$11,869 per month
Supervises: Building Official, Senior Planner	Adopted Date:
Status: Permanent	Type: Exempt/Salary/Non-Represented

### **Purpose of the Position:**

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 Duties & Responsibilities:**

- Perform advanced professional work related to a variety of planning assignments, including but not limited to current and long-range planning.
- Oversee 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.
- Administer interpretation and enforcement of all land use, shoreline master program, building codes, subdivision standards, and regulations.
- Verify 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 participate 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.
- Serve as the main department contact for community committees, City Council and Planning Commission on land use policies, planning procedures, city Comprehensive Plan, and ordinances.
- Attend meetings of the Planning Commission, City Council, and various committees.
- Collaborate with neighboring jurisdictions and regional partners on regional land use policies and issues.
- Proactively engage in potential economic development projects, providing planning process information, demographics, real estate market insights, and public policy guidance.
- Handle complex public inquiries and complaints, offering solutions and alternative recommendations.
- Ensure regulatory and permit processes align with local, state, and federal standards.
- Manage department personnel, setting work priorities and performance standards, monitoring performance, addressing deficiencies, and implementing disciplinary actions after consulting with the City Administrator.

- 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.
- 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.
- Develop, review, and implement policies and procedures to enhance department service quality, legal compliance, and city needs. Continuously evaluates service delivery methods and procedures for efficiency and effectiveness.
- Represent the department in citywide initiatives and the City in regional, state, and legislative matters. Employ diplomatic skills to navigate and resolve conflicts, maintaining a positive organizational image
- Provide code interpretations for unique developer and building owner projects.
- Conduct on-site inspections of residential and commercial buildings.
- Manage complex planning studies and oversees comprehensive planning projects from concept to construction.
- Create various documents including letters, memos, contracts, reports, ensuring clarity and correctness in language and format.
- Present major issues and policy direction recommendations to advisory bodies and the Council.
- Stay updated on trends, developments, laws, and regulations affecting department activities.
- Establish and maintain effective working relationships with colleagues, other City employees, and the public, emphasizing excellent customer service.
- Perform field investigations for technical and demographic data related to development proposals.
- Provide written recommendations for development project applications, programs, and regulations.
- Review state and county land use proposals impacting the City, coordinating responses with other departments.
- Prepare grant applications and manage awarded funds.

### **Working Conditions & Schedule**

Work is performed primarily in an office with some outdoor settings. The duties are generally Monday through Friday. Conditions may require work on weekends based on department needs. Applicant must be able to use appropriate safety equipment and follow safety policies, practices and procedures.

### **Knowledge, Abilities & Skills:**

- 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.
- 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.
- 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.
- Uphold the highest standards in maintaining the confidentiality of sensitive information. Implement robust data protection measures to safeguard organizational and stakeholder interests.

- 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.
- 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.

**Qualifications Required:**

- 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.
- Preferred certification by the American Institute of Certified Planners (AICP).
- Valid Washington State Driver's License with record free from serious or frequent violations

*The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as needed, including work in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the workload.*

**Benefits for Full-Time Employees:**

- Paid Vacation
- Paid Holidays
- Workers Compensation
- Paid Sick Leave
- Retirement
- Paid Family Medical Leave (with eligibility)
- Wa State Disability Insurance
- Medical, Vision and Dental Benefits
- Life Insurance Policy