

CITY OF BLACK DIAMOND

JOB DESCRIPTION

Job Title: **COMMUNITY DEVELOPMENT DIRECTOR**
Department: Community Development
Reports to: City Administrator
Compensation: \$10,398 - \$12,640 per month
FLSA: Exempt

Summary:

Plan, organize, direct and control community development functions, which include the current planning, long-range planning, building and construction inspection and the large development review team. Supervise and evaluate the performance of assigned personnel

SCOPE:

Reports to: City Administrator

Direct and manage the operations of the Planning and Community Development Department, manage all fiscal and material operations of the department, organize and direct short- and long-range planning programs and projects, oversee building inspection, plan review and the processing of permits, communicate with citizens and civic groups on planning issues and activities, participate as a member of the City's management team.

WORK ENVIRONMENT:

Work is primarily performed in an indoor office setting with extended periods at a computer, sitting or standing and may include some visits to construction sites. Physical effort is needed to move, lift and carry office equipment, supplies, and materials. Basic communication skills such as talking, seeing and hearing are needed for frequent person-to-person contact, and telephone usage. The nature of the work has frequent interruptions and contact with the public and staff and requires strong communication skills.

ESSENTIAL FUNCTIONS:

- Oversee building inspection and plan review and the processing of permits. Supervise permit counter staff, and other staff within the Community Development department and contractors employed by the City.
- Manage the operations of the community development staff, conduct annual performance evaluations, and participate as a member of the City's management team.
- Manage the financial operations of the department, including developing a departmental budget, maintaining appropriate accounting records and participating in the hiring and evaluation of subordinate staff.

- Provide staff development in areas of functional specialization and offer technical assistance to staff on complex problems.
- Organize and direct short- and long-range planning programs and projects, including the development, update and implementation of the City's Comprehensive Plan and development regulations and standards.
- Manage the collection, interpretation and preparation of data for studies, reports and recommendations regarding annexations, transportation, land-use management, land economics, capital improvements, and all other related policies. Represent the City on various committees and participate in King County Planning efforts on behalf of the City.
- Coordinate contractor, interdepartmental and inter-jurisdictional participation in development and administration of various community plans and policies.
- Assure proper application and enforcement of City zoning, subdivision and development ordinances and other code approvals. If appointed, work as a member of the City's Master Development Review Team, responsible for regulating the master plan communities The Villages and Lawson Hills.
- Coordinate the activities of the City's seven member Planning Commission.
- Perform the responsibilities of the City's State Environmental Policy Act (SEPA) Responsible Official.
- Assure compliance with statutory requirements related to the Growth Management Act, zoning, subdivisions, and environmental issues; and responsible for implementation of the State Environmental Policy Act.
- Communicate with citizens and civic groups on planning issues and activities.
- Supervise the intake, tracking and maintenance of all records relative to special permit licenses, land use and development permits, maps, blueprints, overlays and sketches pertinent to City planning and development programs and projects. Ensure compliance with City municipal code and state law requirements relating to timely processing of permit applications.
- Represent the City of Black Diamond on planning and development issues with neighboring cities, regional groups, the state and other organizations.
- Other duties as assigned.

QUALIFICATIONS:

Education and Training:

Any combination equivalent to: Bachelor's Degree in urban planning or related field and six (6) years of progressively responsible experience in a public planning position, including three (3) years of supervisory experience. A Master's Degree in urban planning or related field desirable.

Licensing and Certification:

Valid Washington State driver's license free of serious or frequent violations required. AICP certification desirable.

Knowledge, Skills, and Abilities:

Knowledge of:

- In-depth modern urban planning principles and practices.
- Municipal development review functions.
- Federal, state and municipal law governing development permit review and processing, including the State Environmental Policy Act.
- Fiscal and budget management principles, practices and procedures.
- City organization, operations, policies and objectives.
- Principles and practices of supervision and training.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer terminal and general office equipment.

Ability to:

- Direct, organize and coordinate the operations and activities of the Planning & Community Development Department.
- Prepare and administer plans, work programs, budget and progress reviews.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective business relationships with co-workers and the general public.
- Supervise, train and evaluate personnel.
- Plan and organize work.
- Meet schedules and time lines.
- Work independently.

The statements contained herein reflect general details as necessary to describe the principle functions of this classification, 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.

ORIGINATION DATE: January 2008
UPDATED SALARY January 2026