

**JOB DESCRIPTION**

**JOB TITLE:** Land Use Permit Manager

**DEPARTMENT:** Planning and Community Development

**REPORTS TO:** Director

**PRINCIPAL PURPOSE OF JOB:** Manages the land use permit processing system, involving coordination with the public, city staff, and the land-use development and planning process, and requiring an extensive knowledge of the City's functions, policies, and practices. Maintains office and administrative details of the Planning and Community Development Director.

**LEVEL OF AUTHORITY:** Performs regular and recurring duties with only general land-use policies and procedures with established and general land-use policies and procedures requiring regular interpretation. Receives closer supervision when performing new and more complex work. Failure to perform independently and efficiently could have serious impact on City operations, public relations, and efficient use of resources.

**WORK ENVIRONMENT:** Work is performed primarily in an office setting indoors, with occasional need to visit sites outdoors in all kinds of weather conditions.

**ESSENTIAL JOB FUNCTIONS:**

1. Distribute land use permit information and explain the City's land use development and planning process, including the permit processes under the City's Comprehensive Land Use Plan, Shoreline Master Plan, zoning ordinance, subdivision ordinance, and State Environmental Policy Act (SEPA) Ordinance.
2. Ensure that development applications are complete, properly scheduled for public hearing and City action, and properly disposed of and filed.
3. Arrange appointments, meetings, and conferences with City officials, other agencies, and private sector representatives, as directed by the Planning Director.
4. As directed, compile data from various sources and make summary reports. May involve mathematical calculations in accordance with established formulas and equations.
5. Respond to telephone and walk-in inquiries from the public and other City departments and convey information within scope of knowledge and authority. Refer to Director as appropriate.
6. As directed, gather information for the Director's interpretation and response.

7. As authorized, make departmental purchases.
8. As appropriate, devise and adapt improved work methods and procedures to streamline and organize work assignments.
9. Visit sites as necessary to manage the permit process.
10. Prepare visual exhibits, such as photos and videos, for public hearings.

**ADDITIONAL JOB FUNCTIONS:**

1. May perform portions of the work of higher classified positions occasionally, as assigned.
2. May perform duties of similar complexity in any City department as required or assigned.

**QUALIFICATIONS:**

Technical

1. Desirable to have a minimum of three years experience in a land use planning department of a municipality or other jurisdiction.
2. Must have or quickly acquire a thorough understanding of municipal government operations.
3. Must have or quickly acquire a thorough knowledge of the permit process so as to independently manage all phases of the process.
4. Should have experience with some responsibility for project management.
5. Must have a valid Washington state driver's license.

Physical Capabilities

1. Physical ability to sit for extended periods and travel to sites as necessary.
2. Visual ability sufficient, for example, to read maps.

Other Capabilities

1. Ability to communicate factual information clearly to a variety of audiences with different levels of knowledge of the field.
2. Ability to read and interpret various technical materials, including applications, codes, pamphlets, regulations, and laws.

Ability to write a variety of documents, such as memos, letters, and reports.

Requires a full-scope knowledge of English composition and a basic ability to work with numbers accurately.

Use of Tools and Equipment

Ability to operate standard office equipment, such as computer, adding machine, copy machine, and fax.

**OTHER**

1. As an absolute condition of employment, employees are required upon hire to sign a drug-free workplace agreement and an agreement not to use tobacco products in any form while on the job.
2. The statements contained in this job description 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. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.
3. Following an offer of employment, and prior to starting work, individuals may be required to have a pre-employment physical examination by a physician designated by the City of Anacortes. The City will pay for the examination. Satisfactory clearance to perform essential job functions will be required for employment.

**Are you able to perform the essential functions of this job with or without accommodation?**

\_\_\_ Yes                      \_\_\_ No

**If testing is required, will accommodation be necessary?**

\_\_\_ Yes                      \_\_\_ No

**Signature**\_\_\_\_\_

**Date**\_\_\_\_\_