

## **JOB DESCRIPTION**

**JOB TITLE:** Director of Planning and Community Development

**DEPARTMENT:** Planning

**REPORTS TO:** Mayor

**PRINCIPLE PURPOSE:** Plans, organizes, directs and controls all activities of the Department of Planning and Community Development. Develops and implements policies, procedures and practices to accomplish citywide planning, regulation of land use and land subdivision, community development projects including management and development of the City Industrial Park, and planning-related interaction with other governmental agencies. Assures the efficient and economical use of departmental funds, including grant monies, personnel, facilities, and time; and accomplishes short-term and long range planning. Close working relationships are required in planning-related activities, with all departments and personnel management concerns. Requires resolving conflicts and otherwise maintaining harmonious relationships in dealings throughout the organization, with developers, property owners, and the general public, to assure that efforts are effectively directed toward achieving the common City goals. Responsible for applying thorough and extensive knowledge of modern techniques and concepts of planning and community development and of sound management and administrative principles and techniques.

**LEVEL OF AUTHORITY:** Individuals in this position are accountable for the efficient and effective performance of the department and are responsible to develop short-term and long-range plans and budgets for community planning and development for the City with assistance from community groups and state and federal agencies as authorized by the City Council. Reports to the Mayor with activities reviewed for adequacy of professional judgment, compliance with policies and achievement of results consistent with objectives. Operates with appreciable latitude for independent action and decisions commensurate with demonstrated ability. Errors in judgment could have substantial impact on public acceptance of programs and efficient operation of other City departments.

### **ESSENTIAL JOB FUNCTIONS:**

1. Acts as the "Responsible Official" for State Environmental Policy Act purposes.
2. Acts as the "Shorelines Administrator" under the provisions of the City's Shoreline Master Plan.
3. Acts as the "Administrative Official" under the provisions of the City's Zoning and Subdivision Ordinances.
4. Manages and develops the City Industrial Parks.
5. Monitors and controls performance of the Department in conformance with objectives, plans,

schedules and budgets. Monitors variances and implements necessary corrective actions. Takes appropriate actions to eliminate disruptions, conflicts and associated delays with assigned projects.

6. Researches and recommends to the Mayor programs for planning and community development. Contacts officials of state and federal agencies for assistance in such programs. Prepares requests, with appropriate supporting material, for various state and federal financial assistance and maintains appropriate inter-governmental coordination.
7. Provides staff support to the Planning Commission and the City Council by preparation of agendas and issues analyses on behalf of the City staff utilizing consultants, contractors, and other department heads.
8. Acts on behalf of the Mayor in his absence by resolving difficulties associated with on-going projects and programs.
9. Responds to public inquiries; investigates and resolves complaints or refers to appropriate individuals or other City departments for resolution.
10. Develops and maintains constructive relationships with civic groups regarding planning and community programs and activities.
11. Initiates community interest in planning and community development programs and grant acquisition; participates in studies regarding acquisition and management of land for City purposes.
12. Assists the Mayor and other department heads in special projects as assigned.
13. Attends frequent staff and community meetings as required, often outside regular working hours.
14. Performs management functions as described in the attached "Regular Management Responsibilities."
15. Conducts regular evaluations as called for in City Personnel Procedures of personnel under this position's supervision.

#### **QUALIFICATIONS:**

1. Requires knowledge of the field of assignments sufficient to perform thoroughly and accurately the full scope of responsibility as illustrated by example in the above job description.
2. Requires a BA or BS Degree in Urban Planning or previous related experience sufficient to demonstrate thorough competency and extensive knowledge of the principles and practices as applied to community development and planning. Desirable that individual have demonstrated competency in management through previous experience of several years.
3. Requires ability to plan, schedule and review the work and performance of others in a manner conducive to proficient performance and high morale. Requires ability to establish and maintain effective working relationships with officials, commissions, boards and committees, and other employees and the general public. Requires extensive ability to prepare and direct preparation of

comprehensive reports, departmental materials, budgets, and correspondence.

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. Individual 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.

**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. 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 with accommodation?**

Yes \_\_\_\_\_

No \_\_\_\_\_

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

Yes \_\_\_\_\_

No \_\_\_\_\_

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

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

