

CITY OF SHORELINE

ASSISTANT DIRECTOR, PLANNING AND DEVELOPMENT SERVICES

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To assist in directing, managing and supervising the activities and operations of the Planning and Development Services Department including land use, long and short range planning, building codes, and environmental review; to coordinate assigned activities with other departments and outside agencies; and to provide highly responsible and complex administrative support to the Director of Planning and Development Services.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the Director of Planning and Development Services.
Exercises direct supervision over professional and technical staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS *Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Assume management responsibility for assigned services and activities of the Planning and Development Services Department including the review and approval of land use, building codes, short and long range planning, and environmental review; recommend and administer policies, procedures and budgets.
2. Manage and participate in the development and implementation of goals, objectives, policies and priorities for assigned programs.
3. Recommend, within Departmental policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures.
4. Plan, direct, coordinate and review the work plan for areas of responsibility; assign work activities, projects and programs, review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
5. Assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; recommend and implement changes.
6. Confer with engineers, developers, architects, outside agencies and the general public regarding information for planning and development services and the provision of appropriate permits.
7. Maintain a positive relationship with homeowners, engineers, architects, developers and contractors while enforcing various development codes and regulations.
8. Oversee and coordinate various special development service projects; resolve difficult and sensitive issues affecting the Department, including citizen inquiries and complaints.
9. Select, train, motivate and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
10. Oversee and participate in the development and administration of the assigned areas and Department budgets; approve expenditures and implement budgetary adjustments as appropriate and necessary.

11. Explain, justify and defend assigned programs, policies and activities; negotiate and resolve sensitive and controversial issues.
12. Represent the Planning and Development Services Department as needed to other divisions, departments and outside agencies; coordinate assigned activities with those of other divisions, departments and outside agencies and organizations.
13. Provide staff assistance to the Planning and Development Services Director; serve as staff on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.

Marginal Function:

Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a comprehensive urban development and planning program.
Principles, practices and theories of urban planning, engineering practices and their application to various development projects.
Principles and practices of program development and administration.
Methods and techniques of public relations.
Principles and practices of local budget preparation and administration.
Principles of supervision, training and performance evaluation.
Pertinent Federal, State and local laws, codes and regulations.

Ability to:

Manage comprehensive land use planning, building and engineering programs.
Develop and administer Division goals, objectives and procedures.
Analyze and assess programs, policies and operational needs and make appropriate adjustments.
Identify and respond to sensitive community and organizational issues, concerns and needs.
Plan, organize, direct and coordinate the work of lower level staff
Delegate authority and responsibility.
Select, supervise, train and evaluate staff.
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
Research, analyze and evaluate new service delivery methods and techniques.
Maintain a positive relationship with the public while enforcing development regulations.
Prepare and present new ordinances and reports for the Planning Commission.
Prepare clear and concise administrative and financial reports.
Prepare and administer large and complex budgets.
Interpret and apply applicable Federal, State and local policies, laws and regulations.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible urban planning and building construction experience including three years of administrative and supervisory responsibility.

Training:

Equivalent to a bachelor's degree from an accredited college or university with major course work in urban planning, civil engineering or a related field.

WORKING CONDITIONS:

Environmental Conditions:

Office environment; exposure to computer screen; extensive contact with City staff and residents.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for walking, standing or sitting for longer periods of time; extensive public speaking and interaction; extensive use of computer keyboard.

Note:

1. Any combination of education and experience may be substituted, so long as it provides the desired skills, knowledge and abilities to perform the essential functions of the job.
2. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.
3. While requirements may be representative of minimum levels of knowledge, skills and abilities to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.
4. This job description in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job related duties requested by their supervisor.

I have read and understand this class description.

Signature

Date