CITY OF LYNDEN

JOB DESCRIPTION

TITLE: Planning & Community Development Director  DEPARTMENT: Planning
FLSA STATUS: Exempt  UNION: Non-Represented
REPORTS TO: City Administrator  SUPERVISES: Planner (Current Planning), Part-Time Planner (Long-Range Planning)

GENERAL PURPOSE
Manages the staff and activities of the Planning Department and administers the preparation of work program, component plans and studies related to urban and community development. Coordinates land use and economic development activities and the comprehensive planning process with other departments and outside agencies.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Leadership and Direction
- Provides leadership and technical and administrative direction to the programs, activities, and staff of the department, including budget preparation, personnel administration, and project and program planning.
- Participates as a member and representative of the City's Leadership Team to include short and long-range planning for the City; development of vision, strategies, and policies; establishment and promotion of organizational values, and facilitating quality improvements throughout the organization and/or the community.
- Facilitates problem solving in the department and encourages a high degree of communication and feedback between employees and supervisors.
- Oversees and establishes methodologies for data collection, analysis, and complex studies related to land use, community development, and environmental impacts.
- Scopes and reviews the technical work of consultants, contracting agencies, and other organizations as appropriate.
- Administers land use and environmental regulations as provided by the Lynden Municipal Code.
- Serves as liaison to the City's business community and promotes economic development throughout the City. This includes meeting regularly with the Downtown Business Association (DBA) and the Lynden Chamber of Commerce.

Budget and Records Management
- Prepares, administers, and monitors Department budgets and reviews and monitors monthly budget reports.
- Oversees the maintenance of various records relating to equipment, supplies, and maintenance schedule reports.
- Develops annual operating budget requests for all Planning functions and carries out the management of the budget in a responsible and professional manner.
- Ensures land use application records are maintained as required by law.
- Helps prepare and oversee the budgets of various public/private agencies within the City.

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Policy and Program Planning and Development

- Plans, organizes, administers, and evaluates the major programs and activities of the department, including current planning, long range planning, and code enforcement.
- Oversees the maintenance of various records relating to equipment, supplies, and maintenance schedule reports.
- Develops annual operating budget requests for all Planning functions and carries out the management of the budget in a responsible and professional manner.
- Works closely with the Planning Commission, City Council, and staff on public policy issues, planning procedures, special and comprehensive plans, as well as regulatory ordinances.
- Responds to public inquiries with information on local regulations, the planning process and public policy.

Coordination and Presentation Activities

- Coordinates with other City Departments in resolving issues as they relate to the City's future growth and development.
- Prepares and presents oral and visual reports to hearing bodies, committees, community groups, and private organization to explain the impact of planning and development on the community.
- Represents the City and/or the Planning Department to outside agencies and the general public as needed.
- Attends and participates in a variety of meetings pertaining to planning matters and issues as needed.
- Provides technical and administrative assistance as lead planner for Planning Commission, City Council, and City Administrator.
- Coordinates annexation projects by providing written and oral information to the public and Boundary Review Board.

OTHER DUTIES

- Advises City Administrator and City Council on public policy issues relating to planning and economic development needs.
- Provides staff assistance to the Mayor, City Administrator, and City Council; participates on and provides staff support to a variety of boards, commissions and committees; prepares and presents staff reports and other correspondence.
- Performs other related duties as needed and assigned.

MINIMUM QUALIFICATIONS

Education and Experience

- Graduation from a four-year college or university with a degree in urban or regional planning, environmental studies, geography, or a closely related field; AND
- Minimum of four (4) years progressively responsible experience working with a planning process related to urban plans, comprehensive plans or a facet of community development; AND
- Significant experience in a supervisory or management role in municipal planning; OR
- Equivalent combinations of education and experience that provide the incumbent with the necessary qualifications may be considered.
Knowledge, Skills and Abilities

Knowledge of:
- Field of community and urban planning.
- Comprehensive planning and associated methodologies and techniques.
- Fundamentals and accepted practices of planning administration, including personnel and programs management to ensure optimum use of human and material resources.
- Planning principles, practices, methods, procedures, and techniques.
- Effective management and organizational principles and practices and ability to incorporate those in leadership behaviors.
- Relevant government and/or community institutions, organizations, procedures and processes, and pertinent federal, state and local regulations.
- Municipal budget preparation, administration and corresponding records management.
- Principles and practices of professional services contract administration.

Skills & Ability to:
- Communicate complex ideas to a variety of audiences in a clear, comprehensive, effective, and professional manner, both orally and in writing.
- Manage the diverse work activities of numerous highly skilled subordinates in a manner conducive to proficient performance, high morale, and departmental effectiveness.
- Calmly communicate with upset and/or angry citizens, to explain city policies and problem resolution.
- Analyze a variety of administrative, environmental, and civic problems and to make sound recommendations as to their solution.
- Accurately prepare and/or direct the preparation of departmental budget and supporting analysis, reports, and recommendations.
- Proficient using Microsoft Suite, including Word, Excel and Outlook.
- Initiate leadership in developing and maintaining a working environment that is characterized by efficiency, cooperation, and positive interpersonal working relationships that extends to all City departments.
- Model and initiate a quality customer service attitude throughout the department.
- Support, promote, and model the City’s mission, vision, and core values in all aspects of job performance.

Special Requirements
- American Institute of Certified Planners (AICP) certification required.
- Must have a valid driver’s license and appropriate insurance at the time of hire for work related travel.
- Must pass appropriate background checks.

TOOLS AND EQUIPMENT USED
Requires frequent use of personal computer, including word processing and spreadsheet programs, calculator, telephone, cell phone, copy machine and fax machine. Ability to operate a motor vehicle is required.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS
Work is performed primarily in an office setting with frequent interruptions. Incumbent must be available for occasional evening meetings. Travel required within the city, local area and occasionally out of area for trainings, conferences and meetings.
Position requires sitting at a desk and/or PC workstation for extended periods. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. While performing the duties of this job, the employee is occasionally required to stand and walk, use hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch, or crawl, talk or hear, and smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

This job description does not constitute an employment agreement between the City of Lynden and employee and is subject to change by the City as the needs of the City and requirements of the position change.

### JOB DESCRIPTION APPROVALS

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<th>Approved By:</th>
<th>Date: 8/22/2016</th>
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<tbody>
<tr>
<td>Human Resources</td>
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<tr>
<td>Department Head</td>
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<td>City Administrator</td>
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