

ASSISTANT DIRECTOR COMMUNITY DEVELOPMENT**GENERAL FUNCTION**

Under the general direction of the Director, performs work necessary to manage the Development Services division of the Department consisting of Current Planning and Code Enforcement Services and to effectively administer daily operations of the City's permitting functions. Represents the City at all levels of land use development policy and activity.

DISTINGUISHING CHARACTERISTICS

This is a managerial/professional classification with program management responsibilities. Work consists of continuing responsibility for Development Services administration and production. Duties include preparing a recommendation to the Director on the division's work program and budget; production of development regulations; providing supervisory direction to others in executing the Current Planning and Code Enforcement Services work programs; and directing the Community Development Department when the Director is absent.

REPRESENTATIVE ESSENTIAL DUTIES and RESPONSIBILITIES (Note – this list is intended only to illustrate the various types of work that may be performed. The omission of specific statements does not exclude them from the position.)

Program Management: Assists in the preparation of the budget and work program for the Development Services functions. Provides guidance and coordination for division staff to assure that work is progressing toward established goals. At the Director's assignment, provides general direction over departmental operations. Participates in the selection and is responsible for training and evaluation of personnel. Establishes general operating policies and procedures for Development Services.

Current Planning: Personally performs and/or supervises planning work related to administering zoning, subdivision, and environmental ordinances. Reviews business, building and development designs, plans and proposals; determines which legal and regulatory procedures apply; issues or denies routine permits; and provides professional planning advice and assistance to applicants, concerned members of the community, reviewing bodies and agencies. Researches, interprets and applies regulatory provisions, guidelines, mandates and process protocols in conformance with federal, state and local legislative requirements, and prepares amendments to the codes as necessary. Prepares written reports with supplemental graphics and makes recommendations necessary to the processing of permits for approval or denial. Advises the Director on interpretation of codes and applies interpretations to development proposals. Manages the work plan of the City's Hearing Examiner and Design Review Board.

Code Enforcement: Prepares or supervises work related to the City's code enforcement program, including overseeing code interpretation and implementation, field inspections, and the preparation of special reports.

Special Programs and Records: Provides information support to other city departments when necessary, processing grant applications, financing documentation, and other projects as assigned. Provides general direction to the maintenance of departmental records related to various activities such as permits, notices, code interpretations, fees, etc.

Information and Inter-Agency Coordination: Provides informal and formal written and verbal information and notices to city officials, staff, external organizations, regulatory agencies and the public on planning program operations and activity. Informally and formally coordinates the planning program operations and plans with those of other agencies in the region. Serves as liaison between the City and external agencies on matters involving planning operations.

ASSISTANT DIRECTOR COMMUNITY DEVELOPMENT

General: Participates in the general management and administrative operations of the department and the City. Responds to inquires and requests from members of the public, city employees and officials of the city or outside organizations. Produces written and verbal reports on administrative or managerial subjects, as assigned. Performs other assigned work which is consistent with the responsibilities of the classification and necessary to the overall planning program and/or departmental operations.

Other Duties

- **Regular attendance is an essential requirement**
- **Performs related work as assigned and/or required**

KNOWLEDGE, SKILLS, AND ABILITIES (Entry Requirements)**Knowledge of:**

- Principles and practices of program development and administration.
- Methods and techniques of public relations.
- Principles of supervision, training, and performance evaluations.
- Principles, practices and methods of municipal land use planning and development permitting and support functions;
- The Washington State Growth Management Act and its relationship to municipal interests and community development;
- Municipal, county, state and federal planning and environmental regulations and laws, particularly the State Environmental Policy Act
- General purposes of planning policy documents and procedures, including comprehensive plans, ordinances, design, plan and environmental reviews, and appeals procedures.
- Computer technology and software applications related to community development, e.g. geographic information systems.
- Land use case law, hearings board case histories and other jurisprudence related to governmental authority for land use regulation.
- State, local, international and uniform building codes and their administration.
- State-mandated procedures and timeframes for project permitting.

Skills & Ability to:

- Evaluate, plan and direct planning operations and staff.
- Utilize verbal, written and graphic skills to communicate information and advice effectively to a wide variety of people and officials.
- Guide events toward accomplishment of goals.
- Interpret plans and administer ordinances and regulations firmly, tactfully and impartially while maintaining a positive relationship with the public.
- Identify and respond to sensitive community and organizational issues, concerns, and needs.
- Utilize computer technology to enhance personal and department production and efficiency.
- Manage complex assignments independently and make decisions or recommend course of action based on knowledge and established procedures.
- Select, supervise, train, and evaluate staff.
- Analyze and assess programs, policies and operational needs and make appropriate adjustments.

ASSISTANT DIRECTOR COMMUNITY DEVELOPMENT**WORKING CONDITIONS**

The working conditions described here 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.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments and construction sites. The employee occasionally works outside various weather conditions. The employee is occasionally exposed to wet and/or humid conditions, or airborne particles. The noise level in the work environment is usually quiet in the office, and moderate in the field.

PHYSICAL REQUIREMENTS

Hand-eye coordination is necessary to operate computers and various pieces of office equipment. The employee is frequently required to talk or hear; sit; use hands to finger; handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to stand or walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and distance vision, peripheral vision, depth perception, and the ability to adjust focus. Adequate vision in order to obtain/maintain a valid Washington State Driver's License.

QUALIFYING EDUCATION AND EXPERIENCE

Graduation with a Bachelors or Masters degree in urban planning or related field or training and experience equivalent to the degree. Seven years of full-time professional experience in building, planning and community development that includes at least two years of supervision of a major work program and staff. American Institute of Certified Planners certification is desirable.

REQUIRED LICENSES AND CERTIFICATIONS

A Valid Washington State Driver's License is required and must be obtained prior to date of appointment or another date set by the City.

LEGAL and REGULATORY EMPLOYMENT CONDITIONS

Fair Labor Standards Act: The position qualifies for exemption from the Fair Labor Standards Act minimum wage and overtime provisions under the Act's Professional Employees exemptions.

Representation: This position is excluded from bargaining unit representation.

Civil Service: The classification is excluded from the City's Civil Service System.

Appointment and Removal Authority: The position is filled by appointment by the Department Head. Removal is by action of the Department Head in conformance with Human Resources Policies.

This classification specification does not constitute an employment agreement between the City and employee. It is subject to change by the City, with the approval of Human Resources, as the needs of the City and requirements change.