

**CITY OF MOSES LAKE  
AN EQUAL OPPORTUNITY EMPLOYER  
JOB DESCRIPTION**

JOB TITLE: PLANNING MANAGER  
DEPARTMENT: COMMUNITY DEVELOPMENT  
REPORTS TO: COMMUNITY DEVELOPMENT DIRECTOR  
SALARY: DOE

**DEPARTMENT AND POSITION:**

The Community Development Department has multiple responsibilities regarding private and public development and re-development activities. The general functions of the Community Development Department include planning, zoning, building permit reviews and code enforcement. The Community Development Department operates on a 2019 Budget of \$1.5 million and has 13 Full-Time employees and 2 Part-Time Seasonal employees.

Under the general direction of the Community Development Director, the Planning Manager is a new position that performs a variety of administrative and professional work with the development community and public.

**RESPONSIBILITIES AND DUTIES INCLUDE:**

- Responsible for the planning, organizing and directing activities of the Planning Division within the Community Development Department.
- Responsible for the Comprehensive Plan, Shoreline Master Program and development codes.
- Responsible for the review and timely processing of development permit applications.
- Responsible for understanding laws, regulations, and ordinances governing the State Environmental Policy Act (SEPA) and Growth Management Act.
- Responsible for the Code Enforcement Program and Code Enforcement Officers.
- Provides leadership and direction in the development of short-range and long-range plans, including preparing data for projects, studies, reports and recommendations.
- Provides planning and land use development advice to staff and other Officials; makes private and public presentations to Supervisors, Boards, Commissions, City Council and general public.
- Provides community liaison activities in support of planning related projects.
- Assists with the Planning Commission Agenda, Staff Reports, and makes presentations before the Planning Commission and Hearing Examiner.
- Assists the Director with Policy development.
- Supervises the evaluation of land use proposals to insure compliance with applicable City, State and Federal laws. Oversees approval of the development permits within the scope of authority and responsibility designated by the Moses Lake Municipal Code.

**WORK SCHEDULE:** The “normal” work schedule is 40 hours per week, 8 hours per day 5 days per week (Monday through Friday). Working an irregular schedule, including evenings and weekends may be required, depending on work of developers and contractors. The exact schedules may be flexible, depending on the requirements of the division and the demands of the work load, and are assigned and approved by the Community Development Director. The City of Moses Lake requires punctual attendance, working on-site as necessitated by job elements, working a full-time shift, and working

effectively and productively with others. Full or partial absences during any scheduled shift, arriving late, or leaving early, for whatever reasons, may result in disciplinary action up to and including termination of employment. Time off may be approved if allowed by applicable policies covering illness, injury, personal emergency, or other personal time off.

**EDUCATIONAL/VOCATIONAL PREPARATION:**

A Bachelor's Degree in Urban Planning, Public Administration, Civil Engineering, Landscape Architecture, Construction Management or a related field and five (5) years progressively responsible experience in land use planning, zoning, permitting and economic development. Candidates must possess or be able to obtain a valid Washington State driver's license by the time of hire.

**TRAINING PERIOD:** In order to experience the full range of responsibilities and duties, employees will serve a review and evaluation period of not less than six months and no more than 12 months. Exact duration will be established by the immediate supervisor and identified on hiring document.

**PHYSICAL DEMANDS:**

**Endurance - Moving About:** Frequently (1/3 to 2/3 of the time) - Move from location to location.

**Endurance - Overall Strength:** Light Work - Exerts force and/or lifts or carries objects weighting up to 20 pounds often and up to 10 pounds frequently.

**Walking:** Frequently (1/3 to 2/3 of the time) - Move about on foot.

**Sitting:** Occasionally (1/3 to 2/3 of the time) - Remain in a seated position.

**Lifting/Carrying:** Periodic - Does not occur on every shift. Lift by manually raising or lowering an object from one level to another (including upward pulling), and/or carry (transport) an object, usually holding it in the hands or arms, or on the shoulder.

**Pushing/Pulling:** Periodic - Does not occur on every shift. Push by exerting force on an object so that it moves away from the force or worker (including slapping, striking, kicking, and treadle actions); and/or pull by exerting force on an object to that it moves toward the force or worker (including jerking).

**Controls:** Periodic - Does not occur on every shift. Use one or both arms and/or hands and/or one or both feet or legs to move controls on machinery or equipment.

**Climbing:** Occasionally (up to 1/3 of the time) - Ascend or descend ladders, stairs, scaffolding, ramps, poles, ropes, and the like using the feet and legs and/or hands and arms.

**Balancing:** Periodic - Does not occur on every shift. Maintain body equilibrium to prevent falling when walking, standing, crouching, or running on narrow, slippery, or erratically moving surfaces.

**Bending/Stooping:** Periodic - Does not occur on every shift. Stoop by bending the body downward or forward by flexing the spine at the waist, and/or bend by extending the spine backward or from side to side.

Kneeling/Crouching: Periodic - Does not occur on every shift. Kneel by bending the legs at the knees to come to rest on the knee or knees, and/or crouch by bending the body downward and forward by bending the legs and spine.

Reaching: Frequently (1/3 to 2/3 of the time) - Extend the hands and arms in any direction.

Handling: Periodic - Does not occur on every shift. Seize, hold, grasp, turn, or otherwise work with the hand or hands (fingering not involved).

Rotation: Periodic - Does not occur on every shift. Twist and turn the spine or a ball and socket joint such as the shoulder or hip.

Talking: Constantly (2/3 or more of the time) - Express or exchange ideas by means of the spoken word to impart oral information to clients or to the public and convey detailed spoken instructions to other workers accurately, loudly, or quickly.

Hearing: Constantly (2/3 or more of the time) - Perceive the nature of sounds by the ear.

Seeing: Constantly (2/3 or more of the time) - Obtain impressions through the eyes of the shape, size, distance, motion, color, or other characteristics of objects.

### **SPECIALIZED DEMANDS:**

Driving: Frequently (1/3 to 2/3 of the time) - A current, valid, and properly classed driver's license is required; driving record must, for a period of three years immediately preceding employment or any date during employment thereafter, be free of any violation for: 1) reckless driving, 2) hit and run, 3) driving under the influence of alcohol or drugs, or 4) more than one moving violation of any other type. Operate motor vehicle, as in a car, van, or truck in the course of one's employment.

Video Display Terminals: Occasionally (up to 1/3 of the time) - Read or obtain information from a monochrome or color video display terminal (computer monitors).

Keyboards: Occasionally (up to 1/3 of the time) - Enter data on keyboards (typewriter, computer, ten key, or customized key pads). Keyboards may include keys that have an identical image to the key punched (as in ordinary alpha/numeric personal computer keyboards), or may utilize various symbols to relate or describe items entered.

### **ENVIRONMENTAL CONDITIONS:**

Location: Both Inside and Outside - Work is approximately equal in time spent inside (where there is protection from weather, but not necessarily from temperature changes) and outside (where there is no effective protection from weather).

Stairs/Steps: Periodic - Does not occur on every shift. Ascend or descend stairs, steps, or similar uneven surfaces to access any required work area or other area related to functioning in the workplace.

Extreme Cold: Periodic - Does not occur on every shift. Endure temperature/s sufficiently low to cause marked bodily discomfort unless exceptional protection is used.

Extreme Heat: Periodic - Does not occur on every shift. Endure temperature/s sufficiently high to cause marked bodily discomfort unless exceptional protection is used.

Wet Conditions: Periodic - Does not occur on every shift. Endure contact with water or other liquids.

Noise/Vibration: Periodic - Does not occur on every shift. Endure sufficient noise, either constant or intermittent, to cause marked distraction or possible injury to the sense of hearing, and/or sufficient vibration (production of an oscillating movement or strain on the body or its extremities from repeated motion or shock) to cause bodily harm if endured day after day.

Unique Hazards: Periodic - Does not occur on every shift. Endure situations in which there is exposure to the definite risk of bodily injury, including atmospheric conditions; proximity to moving mechanical parts; exposure to electrical shock; work in high, exposed places; exposure to radiation; working with explosives; or other unique environmental conditions.

### **LEARNING DEVELOPMENT DEMANDS:**

Reasoning: Intermediate - Apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Mathematical: General - Calculate algebraic and trigonometric variables and formulas; monomials and polynomials; ratio and proportion variables; and square roots and radicals. Calculate plane and solid figures; circumference, area, and volume; and understand kinds of angles, and properties of pairs of angles.

Reading: Elevated - Read literature, technical material and journals, financial reports, and legal documents.

Writing: Intermediate - Prepare letters, memoranda, expositions, summaries, and reports, using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

Speaking General - Speak before groups with poise, voice control, and confidence, using correct English and well-modulated voice.

### **TEMPERAMENT REQUIREMENTS:**

Directing/Controlling: Accept responsibility for formulating plans, designs, practices, policies, methods, regulations, and procedures for operations or projects; negotiate with individuals or groups for agreements or contracts; and supervise subordinate workers to implement plans and control activities.

Influencing: Write, demonstrate, or speak to persuade and motivate people to change their attitudes or opinions, participate in a particular activity, or purchase a specific commodity or service.

Variation: Make frequent changes of tasks involving different aptitude, technologies, techniques, procedures, working conditions, physical demands, or degrees of attentiveness without loss of efficiency or composure.

Elevated Stress: Cope with high-pressure and often frustrating circumstances which could occasionally be dangerous to self or others.

Interpersonal: Demonstrate willingness to allow interpersonal relationships in job situations beyond receiving work instructions.

Decisive: Solve problems, make evaluations, or reach conclusions based on subjective or objective criteria, such as the five senses, knowledge, past experiences, or quantifiable or factual data.

**RELATIONSHIP REQUIREMENTS:**

Data: Coordinating - Determine time, place, and sequence of operations or action to be taken on the basis of analysis of data; execute determinations and/or reports on events.

People: Negotiating - Exchange ideas, information, and opinions with others to formulate policies and programs and/or arrive jointly at decisions, conclusions, or solutions.

**OTHER:**

Condition of Employment: Beyond the established and prescribed review and evaluation period, all positions with the City of Moses Lake are terminable at the will of the city, within the City's rules and regulations and as provided by law.

This job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all inclusive and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities, not listed herein, management reserves the sole right to add, modify, or exclude any essential or non-essential requirements at any time with or without notice. Nothing in this job description, nor by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.