

**CITY OF MEDINA**

**CLASSIFICATION DESCRIPTION**

**POSITION:** Development Services Director

**DEPARTMENT:** Development Services

**REPORTS TO:** City Manager

**FLSA STATUS:** Exempt

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

**THE CITY OF MEDINA**

Incorporated in 1955, Medina is located on the shores of Lake Washington. Medina is a beautiful and sophisticated community conveniently positioned between Bellevue and Seattle. With just over 3,200 residents, Medina is a quiet affluent community. The Lake Washington waterfront in Medina is some of the most sought-after waterfront in the Pacific Northwest.

The City of Medina operates as a Council/Manager form of government with a seven-member non-partisan part-time City Council. The Council is elected at large every two years to staggered four-year terms. The mayor is selected by the City Council and serves a two-year term.

The city provides general governmental services through six departments: the City Clerk’s office (also known as Central Services), Development Services, Police, Finance, and Public Works.

**Mission:** Ensure efficient delivery of quality public services, act as responsible stewards of Medina’s financial and natural resources, celebrate diversity, leverage local talent, and promote the safety, health, and quality of life of those who live, work, and play in Medina.

**DEFINITION**

Under administrative direction from the City Manager, Development Service Director directs and performs a variety of supervisory, administrative, and professional work in development and implementation of community development plans, programs, and services, and enforcing building and related codes, permit processing and plans review.

**Fair Labor Standards Act (FLSA):** Employees in this classification are exempt under the FLSA.

**DISTINGUISHING CHARACTERISTICS**

Responsible for the operations of the Planning, Building and Code Enforcement functions of the City. The position reports to the City Manager.

**SUPERVISION RECEIVED/EXERCISED:** Receives administrative direction from the City Manager. Exercises direct and indirect supervision over assigned staff.

**ESSENTIAL FUNCTIONS:** (include but are not limited to the following):

1. Assumes full management responsibility for all Development Services Department services and activities including comprehensive review of the comprehensive plan and development codes, processing of development permit applications, and coordination with other departments.
2. Exercises direct supervision over department operations and staff to achieve goals with available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.
3. Provides leadership and direction in the development of short- and long-range plans and projects; gathers, interprets, and prepares data for studies, reports, and recommendations; coordinates department activities with other departments and agencies as needed.
4. Provides professional planning and development advice to supervisors and other officials; makes private and public presentations to supervisors, boards, commissions, civic groups, and the public.
5. Supervises and implements the enforcement of local ordinances and interpreting city codes and master plans.
6. Provides staff support to the Planning Commission as needed and assigned.
7. Negotiates, coordinates, and manages consulting contracts involving development related services.
8. Using excellent customer services skills, establishes and maintains effective working relationships with other employees, officials, and all members of the public.
9. Prepares the department's annual budget; assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
10. Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.
11. Supervises the development and implementation of growth management, land use, economic development, utility, housing, transportation or other plans and codes to meet the City's needs and any inter-governmental agreements or requirements. Supervises and administers community development programs and services pursuant to adopted plans, regulations, and budgets.
12. Supervises the evaluation of land use proposals to ensure compliance with applicable City, state, or federal laws. Oversees approval of development permits within the scope of authority and responsibility designated by the Medina Municipal Code.
13. Resolves complex and sensitive customer service issues, either personally, by telephone or in writing.
14. Ensures the maintenance of accurate and complete records of all department activities.

**Other Duties**

Because of the small size of City staff, each employee is expected to perform a wide range of office and field duties as may be required from time to time.

**PHYSICAL, MENTAL AND ENVIRONMENTAL CONDITIONS:**

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

The physical demands 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. The noise level in the work environment is usually quiet in the office, and moderate in the field. Some outdoor work is required in the inspection of various land use developments and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, 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 twenty-five pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, or airborne particles. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.

**QUALIFICATIONS:** (The following are minimal qualifications necessary for entry into the classification.)

**Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a Development Services Director. A typical way of obtaining the required qualifications is to possess the equivalent of a bachelor's degree in planning, public administration, engineering, construction management or related field is required; graduate degree or graduate level coursework preferred.

Five years of progressively increasing responsible experience in public planning, zoning, permitting, redevelopment and economic development analysis, administration, enforcement, and consultation, including two years of management, supervisory, and budgeting experience.

**License/Certificate:** Possession of, or ability to obtain, a valid Washington driver's license without record of suspension or revocation in any state. AICP certification may be required at the time of appointment or at a time set by the City.

**KNOWLEDGE/ABILITIES/SKILLS:** (The following are a representative sample of the KAS’s necessary to perform essential duties of the position.)

**Knowledge Of:**

The role requires a comprehensive understanding of applicable laws, legal codes, court cases, agency rules, and the council-manager form of government. Additionally, familiarity with the operations, services, and activities involved in a comprehensive development program, which encompasses planning, building, and engineering review services, is essential. Knowledge of principles and policies of regional and urban planning, as well as business and management principles for analyzing programs, policies, and operational needs, is required. Furthermore, expertise in providing customer and personal services, including customer needs assessment, meeting quality standards for services, and evaluating customer satisfaction, is necessary. A grasp of municipal budget preparation and administration principles, supervision, training, and performance evaluation, as well as proficiency in personal computers and GIS applications, is also vital for the position.

**Ability To:**

The role entails planning, organizing, directing, and coordinating the work of staff while identifying complex problems and reviewing related information to develop and evaluate options for implementing solutions. It requires the ability to obtain, organize, and analyze data from various sources, including state agencies, county offices, and other quasi-governmental entities. Furthermore, carrying out assigned projects to completion is essential, as is clear and concise communication, both orally and in writing, tailored to the needs of the audience, even in stressful situations. The position involves interpreting and explaining City policies and procedures, establishing, and maintaining effective working relationships with employees, city officials, and the public, and understanding the implications of latest information for current and future problem-solving and decision-making. Proficiency in the operation of personal computers, including word processing, database, spreadsheet, permit tracking, and GIS software, as well as the ability to read and interpret maps, property descriptions, charts, graphs, statistical data, and engineering, architectural, and landscaping plans and designs, is also required.

**Skill to:**

Operate an office computer and a variety of word processing and software applications.

**LEGAL and REGULATORY EMPLOYMENT CONDITIONS**

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

**Fair Labor Standards Act (FLSA):** Employees in this classification are exempt under the FLSA.

**Appointment and Removal Authority:** The City Manager is the appointing authority of the City with power of appointment and removal of all employees.

**Approvals:**

Department Director \_\_\_\_\_ Date \_\_\_\_\_  
City Manager \_\_\_\_\_ Date \_\_\_\_\_

ACKNOWLEDGMENT:

I acknowledge that I have read the job description and requirements for the Development Services Director position, and I certify that I have the necessary education, knowledge, experience, and physical requirements required to perform the essential functions of this position.

\_\_\_\_\_

Date \_\_\_\_\_