



The City of Medina, WA Invites applications for the position of Planning Manager

Salary: \$98,700 - \$123,408/yr.(DOQ), with a 4% COLA increase in 2024. Excellent benefits.

Closing Date: Until filled

The Development Services Department has multiple responsibilities regarding private development activities. General functions of the Development Services Department include planning, zoning and building permit reviews, grading and drainage, construction mitigation plan program, tree removal permitting, inspections, and code enforcement. With limited full-time staff, the department relies on professional consultants to assist with a variety of tasks. The Development Services Department operates on a 2023 budget of \$1,013,297 and has 4 full-time staff including the Director of Development Services, the Deputy Building Official, the Development Services Coordinator, and the Planning Manager. While the city of Medina is small in population, the projects seen under permit applications are often large and complex, resulting in unique expectations of City staff.

Under the general direction of the Development Services Director, the Planning Manager is a position that performs a variety of administrative, and professional work in development and implementation of community development plans, programs, and services.

Responsibilities include:

- Responsible for assigned Development Services Department activities including review of the comprehensive plan and development codes, review and timely processing of development permit applications, effective communication and coordination with other departments and contracted consultants.
- 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.
- Provides professional planning and development advice to City Staff and other officials; makes private and public presentations to supervisors, boards, commissions, civic groups and the public.
- Provides staff support and assistance to the Planning Commission as needed and assigned.
- Responsible for review of Construction Mitigation Plan Program applications including organizing and conducting evening hearings and Planning Commission presentations.
- Understanding of laws, regulations, and ordinances governing area of assignment, including the State Environmental Policy Act (SEPA), State Shoreline Master Program, and basic Washington State planning law.
- Assists the City Clerk with the Planning Commission agenda, develops staff reports and makes presentations before the Planning Commission, Hearing Examiner and other public forums.
- Prepares ordinances or revisions to ordinances related to land use and development to implement the Comprehensive plan.

- Research and develop amendments to the Municipal Code as required by State and Federal mandates to assure continuing City compliance as independently proposed, or as directed.
- Responsible for administrative functions related to managing, supervising and providing advice to contracted consultant planners.
- Assists the Director with policy development.
- 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.
- Supervises the evaluation of land use proposals to insure 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.
- Keeps informed of current trends in the planning field, including legislation, court rulings, and professional practices and techniques; evaluates the impact on city operations and make recommendation on policy and procedural improvements.
- Ensures the maintenance of accurate and complete records associated with the Planning Manager position including current status in a manner and format which may be easily described and transitioned to other City staff.

OPPORTUNITIES & CHALLENGES

1. Maintain position related current knowledge of federal and state mandates which affect the city and provide timely recommendations for required actions.
2. Managing multiple tasks and developing creative solutions with limited budget and staff resources.
3. Developing and maintaining effective working relationships with the public, volunteers, and staff.
4. Balancing the pressure of competing and diverse requests considering statutory requirements and time constraints.
5. Participation in developing department efficiencies such as transitioning to paperless review and electronic file organization.
6. Continue the cultural change underway as the department adjust to a new leadership design with the Development Services Director and Building Official performed by the same person.

IDEAL CANDIDATE PROFILE

Education and Experience:

A bachelor's degree in planning, public administration, engineering, construction management or a related field, and five years of progressively responsible experience in public planning, zoning, permitting, redevelopment and economic development analysis, administration, enforcement, and consultation is required. AICP certification may be required at the time of appointment or at a time set by the City. Candidates must possess or be able to obtain a valid Washington State driver's license by time of hire.

Necessary Knowledge, Skills and Abilities:

- Knowledge of principles and policies of regional and urban planning, including business and management principles for analyzing programs, policies and operational needs.
- Knowledge of municipal budget preparation and administration, supervision and training, and GIS applications.

- Skill in identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Ability to obtain, organize and analyze data from a variety of sources, including state agencies, county offices and other governmental offices.
- Experience in word processing, database, spreadsheet, permit tracking and GIS software.
- Experience with Bluebeam plan review software preferred.
- Ability to read and interpret maps, property descriptions, charts, graphs, statistical data; and engineering, architectural and landscaping plans and designs.
- A broad perspective and focused talents.
- Demonstrate the value that “no job is too small” or too big to deserve their best effort and service.
- Ability to take a “self-starting” approach to getting projects done and problems solved.
- Experience providing outstanding customer service, and the ability to work with people and to teach while delivering information contrary to what may be desired.
- Ability to reduce conflict and open pathways for communication.
- An understanding that Medina is a well-known community with several notable residents who are world recognized business and government leaders. The City of Medina prides its self on its service level and its commitment to respecting the privacy of its residents. The successful candidate will embrace these values.

TO APPLY - Submit completed city job application with a resume and cover letter to City of Medina – Planning Manager Recruitment, 501 Evergreen Point Road, Medina WA 98039 or email to rwagner@medina-wa.gov. Application and full job description can be located on city website, www.medina-wa.gov.