

**CITY OF MEDINA**

**CLASSIFICATION DESCRIPTION**

**POSITION:** Planning Manager

**DEPARTMENT:** Development Services

**REPORTS TO:** Development Services Director

**FLSA STATUS:** Exempt

**2023 Monthly Salary Range:** Minimum \$8,225            Midpoint \$9,256            Maximum \$10,284  
*(4% COLA increase on Jan 1<sup>st</sup>, 2024)*

**JOB SUMMARY**

Located on the east side of Lake Washington, Medina is a small community of about three thousand. With complex developmental matters usually reserved for larger cities, Medina brings a unique experience for Planners. Working under the Development Services umbrella, The Planning Manager is tasked with leading the city in a range of zoning and planning services, and working alongside both staff and city volunteers to achieve Medina’s goals.

**DISTINGUISHING CHARACTERISTICS**

This position is the principal planner for the city which is a professional level, exempt classification. The person who holds this position participates in advanced, highly complex professional planning activities. The Planning Manager understands the integration of the Comprehensive Plan with the Municipal Code.

The Planning Manager may be asked to assist in performance of Development Services Director duties as may be requested from time to time.

The Planning Manager often exercises independent judgment in the administration of the city’s land use, environmental, shorelines and other codes. This position is staff liaison to the Planning Commission with responsibility for work plan directives. The Planning Manager is expected to remain informed about state and other legislation which may have an impact to the city.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Work constructively with other City staff and volunteers through communication and collaboration.
2. Review zoning and land use and environmental permit applications or manage those reviews by consultants or city staff.
3. Lead staff in administering Periodic Comprehensive Plan updates.
4. Planning Commission staff liaison with responsibility for assuring the completion of the annual work plan as assigned by Council.
5. Provides advice regarding amendments to responsible portions of the Unified Development Code as needed, and makes timely recommendations for amendments.
6. Provides professional zoning and planning advice to city staff and other officials; makes private and public presentations to supervisors, Council, boards, commissions, committees, civic groups and the general public.

7. Understanding of, and local required maintenance of laws, regulations, and ordinances governing area of assignment, including the State Environmental Policy Act (SEPA), State Shoreline Master Program, and basics of Washington State planning related laws. The Planning Manager is Medina's SEPA official.
8. Collaboratively assists City staff with the Planning Commission agenda, creates staff reports and makes presentations before the Planning Commission.
9. Prepares draft ordinances and amendments revisions to ordinances related to land use and development.
10. 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.
11. Using excellent customer services skills, establishes and maintains effective working relationships with other city employees, volunteers, and all members of the general public.
12. 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.
13. 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.
14. 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.

15. Participation in applicable national, state professional organizations, civic groups, committees, or advisory groups as applicable to the benefit of the City of Medina and development of the Planning Manager position.

#### **Other Duties**

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

#### **WORKING CONDITIONS**

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 primarily performed in a dedicated office space within Medina City Hall. There is opportunity for scheduled work-from-home as allowed by city policy, and the Development Services Director. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. Occasional outdoor work is required in the inspection of development projects and/or for pre-application meeting preparedness.

While performing the duties of this job, the employee is frequently required to talk or hear; sit; use hands with dexterity finger, handle, feel, turn, or operate objects, tools, or controls; and reach with hands and arms. The employee is often required to stand or walk. The employee must occasionally lift and/or move up to 25 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 accommodation will be made.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to variations of weather and resulting conditions.

The noise level in the work environment is usually quiet in the office, and moderate in the field.

### **MINIMUM KNOWLEDGE AND SKILLS**

#### **Knowledge of:**

- Washington State comprehensive plan update process.
- Council-City Manager form of government.
- Applicable laws, legal codes, court cases, agency rules, and/or ability and knowledge of research tools those as applicable.
- General operations, services and activities of a government development services department including state and local land use, planning, zoning, environmental, and other related laws, codes, policies, procedure.
- Principles and policies of regional and urban planning.
- Principles and processes for providing both external and internal customer services including needs assessment, and meeting a high degree of quality standards.
- Essential principles of municipal budget preparation in support of the Director.
- An understanding of the application of state permitting processes which affect Medina.
- Personal computers, essential Microsoft office software, and use of GIS applications including King County Parcel Viewer.

#### **Skills, Including Abilities:**

- Scheduling and coordinating the work of contracted consultant staff.
- 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 federal and state agencies, county offices and other quasi-governmental offices.
- Schedule and perform assigned projects to their completion within mandated or other assigned deadlines.
- Communicate clearly and concisely, both orally and in writing as appropriate for the needs of the audience, including stressful situations.
- Interpret and explain City policies and procedures.

- Establishing and maintenance of effective working relationships with employees, city volunteers and the public.
- Understand the implications of new information. Operation of personal computer, standard office equipment including printers, copiers, postal machines, and similar
- Ability to read and interpret two dimensional plans on paper or electronically. Ability to review development proposals for compliance with applicable codes.

**Desirable skill in:**

- The use of Bluebeam review software.
- The use of MS Project, or other equivalent project tracking software.
- Creation and amendments to zoning maps.
- Laserfiche systems.
- Understanding of meeting rules of order.

**MINIMUM QUALIFICATIONS**

Bachelor’s degree in planning, public administration related field is required; graduate degree or graduate level coursework preferred.

Five years of progressively increasing responsible experience preferred in public planning, zoning, permitting, redevelopment and economic development analysis, administration, and code enforcement.

AICP certification will be required at the time of appointment, or at a time set by the City.

**SPECIAL REQUIREMENTS**

Must possess, or be able to obtain by time of hire, a valid Washington State Driver’s License without record of suspension or revocation in any state.

**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 \_\_\_\_\_