

TITLE: Community Development Director      FLSA STATUS: Exempt      SALARY: Step 5 Factor 215-270

SUMMARY: Performs current and long range planning functions related to the City's growth, development and change. Creates and facilitates programs and systems to improve the physical environment (public infrastructure, environmental protection, private investments), human/social capacity (public dialogue, civic involvement), and economic vitality of the community. Engages community stakeholders on emerging issues and relates community needs to City elected and appointed officials.

SUPERVISION RECEIVED AND EXERCISED: Receives administrative direction from the City Administrator. Occasionally exercises supervision over consultants, volunteers, interns, temporary and part-time employees.

PRIMARY TASKS & DUTIES:

- Current Planning:
  - Acting as ordinance administrator and ensuring compliance under SMC Title 16, Title 17, Title 18, and other/future ordinances as assigned.
  - Advising the public on City regulatory requirements.
  - Ensuring that a comprehensive public record is developed and retained by the City through the carrying out of the required notices, reviews, assessments, and impact statements as authorized by the City.
- Long-Range Planning:
  - Developing programs (e.g. facilitative, informational, regulatory) necessary to implement the City's Comprehensive Plan.
  - Maintaining compliance with state-mandated land use and environmental statutes.
  - Developing the community's capacity to engage in informed, shared decision-making.
  - Assists with development of Capital Improvement Programs to align with land use patterns and community need.
- Grant Writing:
  - Leading and assisting grant sourcing, project conceptualization/development, and preparing grant narratives and submittals.

PERIPHERAL FUNCTIONS:

- Testifying as expert witness in court if required or assisting with the preparation of City lawsuits involving land use issues.
- Representing the City on various boards and committees.
- Managing and assisting with special projects and programs as assigned.

MINIMUM QUALIFICATIONS:

- Graduation from an accredited 4-year college/university with a degree in land use planning, urban planning, geography, environmental studies or a closely related field which would provide the applicant with the desired skills, knowledge and ability required to perform the job.
- Three (3) or more years of work in land use planning.
- Working knowledge of:
  - Local land use planning principles, practices and techniques.
  - Environmental sciences.
  - Computer literacy.
  - City government functions, policies, rules and regulations.
  - State planning statutes and general familiarity with legal foundations of planning.

- Research methods and sufficient technical/analytical skills to interpret and prepare data for planning studies and reports/recommendations pertaining to land use control and EIS.

PREFERRED QUALIFICATIONS:

- Master's degree from an accredited college/university with a degree in land use planning, urban planning, geography, environmental studies or a closely related field
- American Institute of Certified Planners membership.
- Working knowledge of:
  - GIS, presentation, and infographic software.

WORK CONDITIONS/PHYSICAL REQUIREMENTS:

- Work is performed primarily in an office environment and approximately 15% performing site visits and/or meetings. Attendance at evening meetings is required and occasional attendance at meetings and trainings outside City boundaries.
- The position is filled by appointment and reports to the City Administrator. Removal is by action of the City Administrator.
- The duties of the position require sitting, walking, stooping, crawling, bending, reaching, pulling, twisting, and the ability to lift up to 25 pounds. Must be able to traverse all types of terrain, in all types of weather, when performing site visits/inspections. Requires finger dexterity, sense of touch, gripping with fingers and hands, ability to see, hear voice conversation, and to speak. Will require sitting for prolonged periods of time, extensive use of computer keyboard.