



City of Des Moines, Washington

JOB DESCRIPTION



PLANNING & DEVELOPMENT SERVICES MANAGER

Regular, Full-time

Salary Grade: E-32

FLSA Status: Exempt

Union Status: Non-represented

EEO Category: Professionals

Nature of Work

Under the direction of the Community Development Director, this position manages and supervises the activities of the Planning and Development Services Division including all functions of land use permitting and zoning, long range planning, , and relevant areas of code enforcement. General duties include land use actions and permitting, coordination of interdepartmental developer support activities, issuance of development permits, preparation of comprehensive and functional planning and community development documents and plans, administers state and city land use and environmental regulations, and coordination of code enforcement activities related to land use and zoning. Also conducts research, prepares reports, drafts legislation, and represents the department before various groups. May serve as acting director in the absence of the Director.

Essential Functions

- Responsible for the overall operation of the division.
- Establishes and manages the annual budget, goals and work program of the division.
- Coordinates and supervises, planning staff and consultants.
- Plans, organizes, assigns, directs, reviews, and evaluates planning, code enforcement, environmental review and related activities.
- Oversees the processing of complex development applications such as subdivision, master plans, and planned unit developments to assure compliance with applicable development, zoning, and environmental regulations and other policies.
- Researches and drafts revisions and additions to land use regulations and plans.
- Monitors development and permitting processes and makes well advised recommendations to the Department Director, City Manager and City Council.
- Prepares written reports, issue papers, and memoranda in support of community development activities including grant funded projects.
- Makes independent oral presentations and represents the Community Development Department and City before task forces, boards, committees, City Council, Hearing Examiner, and other jurisdictions.
- Coordinates and manages developer support activities including resolving issues between the developer and other city agencies.
- Writes and reviews Environmental Impact Statements, SEPA checklists, and technical reports, and make recommendations to the Community Development Director on environmental issues, zoning, planning activities, and development proposals. Manages, interprets and prepares data for planning studies, reports and recommendations pertaining to land use control and environmental impact studies.

- Researches and develops amendments to the Municipal Code as required by state and federal mandates and as directed by the City Council.
- Makes recommendations on code interpretations and procedural matters. Advises city staff on land use, zoning, & other related topics.
- Tracks land use development projects to ensure land use permits are issued in a timely, consistent manner; utilizes city permit tracking systems.
- Provides technical assistance to staff, community groups, boards, and committees.
- Maintains records regarding long range planning activities.
- Provides comprehensive plan and development process information to the public.
- Prepares, administers and tracks contracts, grants and intergovernmental agreements.
- Manages the work of consultants as necessary.
- Makes recommendations to the Department Director, Chief Operations Officer, and City Manager regarding the hire, termination, transfer or discipline of subordinate employees within the Planning Division.
- Prepares and administers evaluations for subordinate staff and maintains personnel files.
- Other community development and administrative duties as may be assigned verbally or in writing.
- Prepares a variety of letters, memos, contracts, forms, reports, and other documents; operates computers to produce documents with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
-
- Establishes and maintains cooperative, effective working relationships with co-workers, other City employees, and the general public using principles of good customer service.
- Reports for scheduled work with regular, reliable and punctual attendance.
- Performs other duties as assigned, including but not limited to being assigned to work in other functional areas to cover absences or relief, equalize peak work periods, or balance the workload.

Necessary Knowledge, Skills, and Abilities

- Thorough understanding of community development, planning, environmental, and urban design principles.
- Thorough knowledge of land use regulations including but not limited to SEPA, Shoreline Management Act, Critical Areas Act, Growth Management Act and zoning administration.
- Extensive knowledge of land use and comprehensive plans, including their formation, adoption process, and enforcement.
- Proficiency in analyzing construction plans, maps and GIS documents.
- Excellent writing and public speaking abilities.
- Proven ability to think conceptually.
- Ability to interpret, administer and enforce land use regulations and policies within the context of applicable law and city policy.
- Strong organizational and analytical abilities.
- Ability to speak before large groups of people and express ideas effectively and concisely.
- Strong computer skills including word processing, spreadsheets and database management.
- Ability to respond to the public in all situations with courtesy, fairness, poise and tact.
- Proven ability to work effectively within a team and with other managers and employees.
- Ability to coordinate, organize, and prioritize work, in a self-disciplined and self-motivated manner.

- Ability to work effectively under pressure.
- Ability to complete multiple complex projects with various and often conflicting time lines.
- Ability to accept direction and supervision, follow directions, instructions and protocol in the course of duties assigned.
- Understanding of the City's political environment and sensitivities; ability to function effectively within that environment.
- Ability to make timely decisions considering relevant factors and evaluating alternatives, exercising discretion and sound independent judgment.
- Ability to work effectively in a dynamic environment that is constantly changing, resulting in continually re-evaluating and shifting priorities.
- Ability to work both independently and within a collaborative team-oriented environment; contribute openly, respectfully disagree, understand the ideas of others, listen well and work for consensus.

Education and Experience Requirements

- Master's degree in planning, environmental studies, urban design, or a related discipline plus five years of land use planning experience with a public agency;
OR
- Bachelor's degree in planning, environmental studies, urban design, or a related discipline plus eight years of experience land use planning experience with a public agency.

Special Requirements

- Ability to attend night and weekend meetings when required.
- Possession of and the ability to maintain throughout employment a valid Washington State Driver's License with a good driving record.
- Successful completion of a pre-employment background and criminal history check.
- Because of the known effects of tobacco use, the City of Des Moines does not hire applicants who use tobacco products.

Working Conditions and Physical Abilities

- Ability to attend night and weekend meetings when required.
- Possession of and the ability to maintain throughout employment a valid Washington State Driver's License with a good driving record.
- Successful completion of a pre-employment background and criminal history check.
- Because of the known effects of tobacco use, the City of Des Moines does not hire applicants who use tobacco products.

Equal Opportunity Employer

- The City of Des Moines is committed to hiring a diverse workforce and all qualified applicants, including all ethnic backgrounds and persons with disabilities, are encouraged to apply. The City is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, religion, national origin, marital status, sexual orientation, veteran status, disability status, or any other basis prohibited by federal, state, or local law.
- In accordance with the Americans with Disabilities Act, an employer is obligated to make a reasonable accommodation only to the known limitations of an otherwise qualified

individual with a disability. In general, it is the responsibility of the applicant or employee with a disability to inform the employer that an accommodation is needed to participate in the application process, to perform essential job functions or to receive equal benefits and privileges of employment.

General Information

- The statements contained herein reflect general details as necessary to describe the principal functions for this job classification, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.
- The physical abilities described above are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The provisions of this job description do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice.
- Updated and title changed from Community Development Manager to Planning and Development Services Manager 2017.