



JOB POSTING

Class Title: Planning Manager
Reports to: Public Works Director
Union/FLSA: Exempt
Salary Range: \$75,000 – \$110,000

DESCRIPTION:

This is a managerial position which will perform advanced-level professional planning for the Public Works Department. Responsible for a wide range of policy development and development permit review assignments involving relatively complex legal, community and technical issues. Significant analysis and problem solving required to provide technically sound decisions. Develops staff reports and makes presentations before the Planning Commission, Hearing Examiner, City Council and other public forums as directed. This position will perform any combination of current-planning and long-range planning as assigned by the Public Works Director. Responsible for administrative functions related to managing and supervising work of consultants providing advice and assistance relating to development review and preparing and monitoring the development services budget. Able to smoothly transition into the position of acting Public Works Director in the Director's absence. This position may require work that falls outside the normal work week schedule without additional compensation.

EDUCATION AND EXPERIENCE:

Education: Bachelor's degree in Planning, Geography, Architecture, Landscape Architecture or Environmental Sciences. Ten (10) years progressively responsible professional municipal planning experience with a focus in planning, site design, project management and environmental review. American Institute of Certified Planners Certification(s) and an advanced degree or equivalent professional development certifications in the related fields is desirable.

A different, yet equivalent, combination of education and experience that demonstrates the ability to successfully carry out the requirements of the position may be considered.

ESSENTIAL FUNCTIONS

- Performs and manages complex and sensitive professional planning projects, research and analysis.
- Meet with customers and applicants to explain city planning policies, development standards, regulations and long-term vision for the City.
- Attend evening meetings and public hearings, as directed, and make oral presentations to the public, commissions and City Council.
- Conduct technical research, studies and prepare statistical reports.
- Evaluate and draft Municipal Code Amendments.
- Represent the department at various meetings of local, regional, county, organizations and groups.
- Evaluate proposed policies and development regulations. Prepare reports to explain study results and alternative methods of achieving desired results.
- Assist department and city staff with interpreting and implementing policies and development regulations. Assist in implementation of complex or difficult strategic planning programs and projects.
- Draft letters, reports and memoranda for management, in response to requests from Mayor, City Council, Public Works Director, applicants and interested citizens regarding development applications.
- Work actively with customers, the public and other city staff on problem solving for creative solutions that are technically sound and respond to specific issues related to specific sites and/or capital projects.
- Assume the responsibilities of the department head with respect to planning issues in the department Director's absence.
- Assist in determining long and short-term division and department budgetary needs; assist in making determinations regarding necessary resources to accomplish departmental and division goals; monitor expenditures and performance against the approved budget and general cost-effectiveness standards.
- Keep 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 recommendations on any policy and procedural improvements.
- Knowledge 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. Basic understanding of planning capital improvements and National Environmental Policy Act (NEPA) process.
- Assist in updates to the City's Geographical Information System (GIS) and coordinate mapping needs within the department.

CURRENT PLANNING/DEVELOPMENT REVIEW JOB FUNCTIONS:

- Serve as lead staff member on complex development applications. Responsible for the review of a wide range of development applications and land use entitlements. Evaluate development proposals and permits for compliance with city codes, policies and development standards set forth in adopted ordinances, the Comprehensive Plan and state and federal regulations. Provide a recommendation to the Public Works Director or Hearing Examiner on land use and development and land use applications.
- Write and review Environmental Impact Statements (EIS), SEPA checklists, technical reports and make recommendations to the Public Works Director on environmental issues, zoning, planning activities and development proposals.
- Review civil engineering plans for consistency with Conditions of Approval, make recommendations to the City Engineer for compliance with zoning code and Conditions of Approval during the engineering and construction phase of a project.
- Manage the financial guarantee and limited liability requirements for development proposals. Work with the Finance Department on the release of completed guarantees.
- Make decisions and negotiate modifications to development applications within defined parameters and in collaboration with supervisor and peers. Require revisions to plans to bring development proposals into compliance with City requirements.
- Manage and oversee work and contracts of outside consultants that provide support to development review.
- Assess and verify site conditions by field inspection, as required. Review site improvements in the field for conformance with approved plans.
- Utilize city permit tracking systems.

LONG RANGE PLANNING JOB FUNCTIONS:

- Provide support to the Public Works Director on various code and Comprehensive Plan Amendments. Develop, refine and revise development regulations and downtown zoning and design and development standards to implement city vision with the downtown.
- Research and develop amendments to the Municipal Code as required by State and Federal mandates and as directed by the City Council.
- Prepares ordinances or revisions to ordinances related to land use and development to implement the Comprehensive Plan.
- Make recommendations on code interpretations and procedural matters. Advise City staff on land use, zoning and related topics.
- Coordinate with the Public Works Department on amending and implementing the design and construction standards and transportation related issues, such as, the

6-year Transportation Improvement projects, Capital Improvement Program (CIP) and transportation impact fees.

- Provide staff support and assistance to the Planning Commission.

ABILITY TO:

- Recommend and implement goals, objectives and practices for providing effective and efficient services.
- Present complex and technical information in a clear and concise manner to various groups.
- Work independently and under pressure managing multiple projects with interruptions and challenging deadlines.
- Organize and prioritize workload.
- Deal effectively with the public and maintain effective working relationships with those contacted in the performance of duties.
- Work as a team member and promote a positive work environment.
- Attend evening meetings, as necessary.