

CITY OF MILL CREEK

POSITION DESCRIPTION

POSITION TITLE: Planning and Development Services Manager JOB CLASSIFICATION: Manager

DEPARTMENT: Public Works & Development Services REPORTS TO: Director of PW & Dev Services

SALARY GRADE: 22 FLSA EXEMPT: Yes

REPRESENTATION: Non-represented Approvals: CM:  date: 2/16/2022

Approvals: HR:  date: 2/16/2022

GENERAL DESCRIPTION:

Plans, directs and manages the daily operations of the Planning and Development Services Division, which includes long range planning, building code enforcement, development permitting and related functions.

ESSENTIAL JOB FUNCTIONS:

1. Provides leadership and supervision to subordinates. Recruits, selects, trains, and evaluates assigned staff. Provides for staff development in areas of functional specialization. Manages the daily operations and activities of the division. Offers technical assistance to staff on more complex issues and problems.
2. Ensures proper application and enforcement of City zoning, subdivision and development ordinances and other code approvals by overseeing building inspection and plan review services, permit processing and code interpretation.
3. Assures compliance with statutory requirements related to the Growth Management Act, zoning, subdivisions, annexations and environmental regulations and is the responsible official for implementation of the State Environmental Policy Act. Responsible for the preparation and review of environmental impact statements and technical reports consistent with state and city environmental policies and codes; recommends final action on environmental issues related to programs and projects.
4. With general oversight from the department director, manages division's budget, staff resources, materials, facilities, and time to ensure the efficient and effective operation of the division. Performs cost control activities and monitors all fiscal operations of the division. Assists with preparation of division's annual budget.
5. Manages short- and long-range planning programs and projects, including developing, updating and implementing the City's Comprehensive Plan and development regulations/standards consistent with state laws.
6. Establishes and implements the City's development review process. Participates in planning process; interprets and applies development codes and requirements to major plats, binding site plans, rezoning and development projects. Responds to complaints and inquiries regarding City's development standards.
7. Responsible for planning and coordinating Planning Commission and Design Review Board agendas, staff reports, presentations, and minutes.
8. Compiles reports on projects and programs and makes presentations and recommendations to appropriate boards and commissions and the City Council. Communicates with citizens and civic groups on planning issues and activities.
9. Oversees data gathering, reports and recommendations regarding annexations, transportation, land-use management, economic development, capital improvements, etc.
10. Maintain appropriate confidentiality of work-related issues, including but not limited to customer, employee and City information and records.

This is not designed to be a comprehensive listing of all activities, duties and responsibilities required of the job. Other duties may be assigned and/or performed.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Municipal administration and principles and practices of management, supervision and budgeting.
- Principles and practices of urban planning, development and construction, urban design and public park design.
- Federal, state and local laws relating to planning and zoning requirements, including the State Environmental Policy Act, Growth Management Act, the Mill Creek Municipal Code and annexation laws.
- County and regional planning policies.

Ability to:

- Maintain regular, predictable and reliable attendance during normal business hours.
- Apply strong and effective customer service skills to both internal and external customers.
- Plan, assign, delegate, supervise and evaluate the work of subordinates.
- Plan, organize and manage work programs; monitor work schedules, legal requirements and progress reviews.
- Analyze complex problems and develop and implement sound solutions.
- Perform research and write clear and concise reports and communicate complex technical information to lay people.
- Read and interpret maps, property descriptions, charts, graphs and statistical data.
- Interpret engineering, architectural and landscaping plans and designs.
- Communicate effectively, both orally and in writing.
- Use a variety of computer software applications, including word processing, data base and spreadsheet, and apply computer solutions to Planning and Development Services Division functions.
- Work as part of a team; establish and maintain effective working relationships with co-workers, developers and contractors, other agencies and the public.
- Work cooperatively with others to achieve results, valuing other's input and expertise; acknowledging other team member's concerns and contributions and supporting team decisions.

MINIMUM REQUIREMENTS:**Experience and Education/Training:**

- Bachelor's degree in urban planning or a related field, and five (5) years of progressively responsible experience in a public planning position, including some supervisory experience, or any equivalent combination of education and experience which provides the applicant with the knowledge, skills and abilities to perform the job.

Licenses/Certifications required:

- Must possess and maintain a valid Washington State driver's license and an insurable driving record, or have the ability to obtain one within three months of hire.

Preferred:

- Membership in AICP.
- Five years of increasingly responsible experience in local government planning in the State of Washington.
- Management or supervisory and administrative experience.

PHYSICAL REQUIREMENTS / WORKING CONDITIONS:

The City of Mill Creek provides a tobacco-free environment for its employees; smoking/tobacco use is prohibited in City facilities and vehicles.

Specific physical requirements and typical working conditions for this position are on file in the Human Resources Department.