

**CITY OF SELAH
PUBLIC WORKS DEPARTMENT
COMMUNITY DEVELOPMENT SUPERVISOR**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under the general supervision of the Public Works Director this position will perform professional-level work in planning and development review for the City of Selah. The focus of the position will be current planning and development review with the opportunity to work on long range projects. The position provides complex and advanced planning assistance to the City, exercises independent judgment on a variety of planning issues, makes recommendations on department operations, and prepares and presents planning related reports and studies to the Planning Commission. As a member of the City's Leadership Team, the position is expected to demonstrate and foster excellent communication skills and to actively and effectively engage in strategic planning and organizational development.

SUPERVISION RECEIVED AND EXERCISED

Under general supervision of the Public Works Director.

Currently supervises three employees: Building Inspector, Code Enforcement Officer, and Administrative Assistant.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS:

Essential responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Confer with architects, builders, attorneys, contractors, engineers, and the general public regarding City development policies and standards.
2. Organize and facilitate meetings with developers and community groups to introduce and discuss new development proposals and planning projects.
3. Identify community problems, issues, and opportunities in particular neighborhoods that could be mitigated through better community planning.
4. Ability to prepare and analyze complex reports; ability to prepare and effectively administer budgets, ability to effectively supervise staff; ability to establish and maintain effective working relationships with the public, fellow employees, and county officials; ability to effectively communicate orally and in writing.
5. Research, prepare, and submit grant applications and manage grant awards and contracts.
6. Responsible for the review and approval of land use, shoreline, and related planning applications.
7. Responsible for remedies to any condition found to be in violation of the City of Selah Code and ordinances.
8. Develop strategies to promote economic and community development of efficient land use consistent with community goals.
9. Recruit, train, mentor, and evaluate the performance of employees within the Department.
10. Provide overall management and administration for planning, implementation and coordination of long-range and short-range community development programs and projects, and the application of and compliance with City and State land use policies and regulations.

11. Review/evaluate land use development applications, analyze development trends, conduct special studies, and make recommendations to City management, the City Council, and the Planning Commission.
12. Administer the implementation of the City's Comprehensive Plan, including ensuring compliance with related City or State zoning codes, policies, or rules and regulations and the processing of land use permit applications.
13. Prepare and administer department budget.
14. Review/evaluate site-specific land use proposals to determine compliance. When appropriate, propose alternative actions that would better accomplish the City's vision and goals. Identify conditions required to meet regulations and provide recommendations.
15. Conduct special studies or research and analyze growth management; environmental protections matters and urban development trends; issues and policies; and provide short and long-term recommendations.
16. Review and provide recommendation for revisions or enhancements to the City's Comprehensive Plan, zoning code, other related codes and/or policies rules and regulations.
17. Oversee and provide direction to consultants undertaking zoning and land use projects, including determining scheduling, ensuring standards are met, approving work plans and project changes.
18. Develop and recommend amendments to and apply the City's Comprehensive Plan, Comprehensive Zoning Ordinance, Subdivision Ordinance, and other development related ordinances.
19. Coordinate and lead the process for review of zoning and development requests for compliance with applicable City Ordinances.
20. Meet with developers, property owners, special interest groups, and/or homeowners' associations regarding immediate and long-range planning for development projects.
21. Serve as an advisor to the Mayor, City Administrator, City Council, Planning Commission and the Hearing Examiner regarding zoning and development.

PERIPHERAL DUTIES:

Other duties as assigned.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

- Understanding and working knowledge of operational characteristics, services, and activities of a comprehensive urban planning program.
- Working knowledge and experience with land use, growth management and environmental practices and with related City, State, Federal laws, rules, ordinances, guidelines, or principles.
- Working knowledge and experience with site planning and urban plan design review/evaluation and processing of permits.
- Working knowledge and experience with providing technical and professional staff support to elected policy makers, commissions, and boards.
- Working knowledge and experience with development and monitoring of budgets and expenditures.
- Understand, interpret, explain and apply City, State and Federal laws and ensure compliance with the City's urban planning goals, vision policies and practices, reporting and record keeping.

- Explain policies and procedures and respond appropriately to questions or concerns from other employees, departments, City management, elected officials, citizens, community groups, external third parties, other jurisdictions and the general public.
- Read and understand reference and legal materials such as the Local Government Code and other State statutes.
- Maintain a general knowledge of municipal laws, codes, policies and guidelines and maintain a comprehensive knowledge of laws, codes, policies and guidelines applicable to the job responsibilities.
- Demonstrate an ability to present information in public forums in a professional manner.

TOOLS & EQUIPMENT USED:

- Use personal computer, utilizing word-processing, spread sheet and database programs or other application software as required for the position.
- Use and operate general office equipment including a calculator, computer, printer, phone, fax, and copier.

QUALIFICATIONS

Education, Experience, and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education and Experience:

- Bachelor's degree (Master's degree preferred) in urban design or urban planning;
- *or* a Law degree and three years progressive experience in addressing growth management or land use, including three years at the policy development level, preferably in a local government environment working with elected policy makers, commissions and boards;
- *or* an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position may be considered

License or certificate:

- Possession of valid Washington State Driver's License
- Must successfully pass a background check, a driving record check and a pre-employment drug screen.

WORKING CONDITIONS

Environmental Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

Physical 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.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work in this class is typically performed in an office environment and may occasionally conduct site visits at various locations. Operation of motor vehicle, occasional travel outside of the City and attendance at meetings or activities outside of normal working hours is also required. Office environment typically requires reaching, fingering, grasping, talking, hearing, seeing, and repetitive motions. Also may require periods of sitting with attention at a computer keyboard and video display terminal, light lifting up to 30 pounds, reaching for files, and accuracy in recording information.

Frequent interruptions of work may be experienced by others seeking information in person or by phone or by changing priorities in the office. On occasion may deal with distraught or difficult individuals.

Note:

1. Any combination of education and experience may be substituted, so long as it provides the desired skills, knowledge and abilities to perform the essential functions of the job.
2. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.
3. While requirements may be representative of minimum levels of knowledge, skills and abilities to perform this job successfully, the employee will possess the abilities or aptitudes to perform each duty proficiently.
4. This job description in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job related duties requested by their supervisor.

I have read and understand this class description.

Signature

Date