CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: **Planning and Community Development Director** **E-PLAN**
SG:E-DH-C
DEPARTMENT: **Planning and Community Development** **CS:N**
FLSA:N
EEO4CODE:OA

JOB SUMMARY:

This a highly visible executive management position providing leadership, direction, and general administrative oversight to the Planning and Community Development Department and employees responsible for the community's growth management planning process, including citizen involvement, the development and update of the City's comprehensive plan, zoning and land use ordinances, environmental protection regulations, and development codes and policies. Also responsible for the City's integrated development review processes and code enforcement as well as housing, neighborhood, and community development activities. Work involves significant community engagement and public involvement with elected officials, citizens, neighborhood groups, and other governmental entities. As a member of the City's senior management team, collaborates with the Executive Department, City Council, and other City departments on strategy and policy to ensure that the City's mission and core values are incorporated into operational activities and services.

SUPERVISORY RELATIONSHIPS:

Reports to the Mayor. Works independently with direction from the Mayor or designee to ensure coordination of objectives and priorities of the Mayor and Council. Supervises staff, directly or through assigned managers. Works under City policies, procedures, municipal code, and various State and federal regulations.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Strategic Planning: Works with elected officials, Planning Commission, advisory boards, City department heads, and other agencies and jurisdictions to develop long-range strategic approaches, goals, and plans for growth management, environmental protection, neighborhood preservation and revitalization, and citizen involvement in planning processes. Facilitates and promotes ongoing research into new approaches and trends, and recommends implementation of programs to assist elected officials and the community plan for the future.
2. Land Use Planning, Zoning, and Development Regulations: Oversees the comprehensive planning process work of the City. Directly or through staff sees to the update and regular maintenance of the Comprehensive Plan, Shoreline Master Plan, neighborhood plans, zoning and development codes and regulations to implement the Plan, and the review and enforcement of permitting and compliance processes under these regulations . Ensures these are consistent with the City's growth management goals and objectives and comply with law. May be assigned signatory responsibility for building, design, or other development proposals and/or permit applications. Represents the Department before review and approval bodies.

3. Integrated Development and Building Plan Review: Coordinates the work of the "one-stop" City permitting service for planning and zoning, building, public works and fire permit applications. Works with collaborating City departments to streamline operation of the Permit Center, to implement new technology, and to staff appropriately for effective processes and systems.

Evaluates workloads, resource allocations and efficiency of systems, and establishes priorities for completion of permit review processes, including providing information and education to promote user compliance and satisfaction.

4. Community and Neighborhood Development Services: Oversees the City's programs and planning for low income and affordable housing, use of various grants and other funding of community and human services, and targeted development projects for neighborhoods. In collaboration with the Executive, works with neighborhood groups and representatives, community service providers, business owners and developers to address neighborhood issues and concerns related to preservation and quality of life issues, revitalization, housing, and human needs.

5. Citizen Involvement and Communications: Directs planning and presentation of public involvement programs for neighborhood and community-wide issues and planning processes. Oversees work plans and staff assignments to facilitate efficient and meaningful public involvement and policy direction. Provides for City-wide citizen communication to disseminate information on Planning and Community Development projects and processes. Provides for staff support of the Planning Commission, Municipal Appeals Board, and other boards and commissions related to the work of the Department.

6. Personnel Management: Develops and maintains a workforce committed to, and with highly developed competencies in, customer service, results orientation, and teamwork. Directly or through managers, appoints, supervises, provides for training and development, manages performance and ensures accountability of Department employees. Oversees the creation and implementation of diverse work programs. Ensures compliance with labor agreements, City-wide and Department policies, and State and federal laws and regulations.

7. Policy Development: Develops, recommends, and oversees the administration of Department policies and guidelines. Maintains currency of policy and practice with the organizational needs of the City and with applicable City Charter, municipal code, State and federal laws.

8. Fiscal and Business Management: Ensures the financial well-being of the Department by establishing cost control measures and monitoring all fiscal operations of the Department. Prepares annual budget and justifies budget requests and amendments. Projects and procures revenues and funding for the work of the Department, including management of permitting fees and funds and accessing federal and State funding sources. Ensures the efficient and economical use of Departmental funds, manpower, materials, facilities and time.

9. Senior Management Team: Provides information and advice to the Mayor and City Council on strategic planning and accomplishment of City goals and objectives. Participates in organization-wide strategic planning. Coordinates the Department's activities with those of other City departments and offices to ensure a consistent approach towards common projects and interests and the cost effective delivery of services.

ADDITIONAL WORK PERFORMED:

1. Other duties as assigned by the Mayor.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:

- Urban and community planning and development principles, practices, and processes.

- Planning and Community Development programs and projects, planning, land use, and zoning regulations, design and development codes, community and neighborhood geography, demographics, institutions, oversight agencies, and key stakeholders.
- Principles, practices and techniques for establishing, maintaining and modifying a project management program, including regulatory responsibilities and functions
- City legislative processes, fiscal and budget management processes, and applicable administrative policies and procedures.
- Current departmental and related City issues and stakeholders, both internal and external, including other governmental legislative and agency processes, players, and issues.
- Applicable federal, State, and local laws and regulations affecting the work of the Department.

Skill in:

- Excellent interpersonal skills for establishing and maintaining effective working relationships with staff, other departments, elected officials, the media, and the public.
- Highly effective team-building and leadership skills including consensus-building to resolve conflicts, negotiate agreements and gain cooperation among competing interest groups.
- Excellent project management skills, including skill in planning, organizing, evaluating, analyzing problems, making decisions, time management and implementing plans
- Strong business and fiscal management skills.
- Problem analysis and decision-making, adaptability/flexibility, and stress tolerance in a highly visible public environment.
- Excellent strategic planning, organizing, and time management skills.
- Excellent written and verbal communications skills including public presentation skills.

Ability to:

- Conduct self at all times in an ethical, professional and respectful manner.
- Establish and maintain cooperative and effective working relationships with citizens and stakeholders, both internal and external.
- Foster meaningful discussion with the public and create effective forums for public input while moving the Department’s programs forward.
- Lead the City in strategic planning efforts by bringing various interests together and addressing problems in a proactive manner.
- Quickly grasp and manage highly complex and technical issues in a fast-paced environment and in a context of inter-related and sometimes conflicting stakeholder and governmental requirements.
- Interpret, explain, and apply complex guidelines, codes, regulations, policies and procedures.
- Articulate the Department’s goals and work in an understandable and appropriate manner for the particular audience or individual;
- Develop and maintain effective organizational structure, financial control, and management information systems for the Department.
- Identify the Department's future direction in response to changing community needs, and to develop, implement, and monitor appropriate plans, schedules, and action steps.
- Work independently but under general policy and strategic guidance.
- Maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation and Teamwork and Cooperation.
- Physical ability to perform the essential functions of the job, including:
  - Frequently operate a computer and other office machinery such as a keyboard, mouse, phone, and fax machine
  - Frequent exposure to outdoor weather conditions;
  - Frequently communicate accurate information and ideas with others;
  - Occasionally traverse uneven terrain.

WORKING ENVIRONMENT:

Work is performed primarily in an office setting subject to frequent interruptions and site visits to various City and community facilities and active construction project sites often in inclement weather, with muddy or icy conditions. May be exposed to highly stressful situations and individuals who are irate or hostile; may be subject to long hours due to attendance at City Council and Committee meetings and other responsibilities required at this executive level. Flexibility to work evening and weekend hours and occasional overnight travel to conferences and training sessions required. This is a sedentary position with minimal physical exertion requirements.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Bachelor's degree in urban planning, public administration, or related field. Master's degree preferred.
- Seven years of progressively responsible experience in planning, economic development, community development, housing and/or redevelopment, including three years of management responsibility.
- American Institute of Certified Planners (AICP) Certification preferred.
- Preferred qualifications include a significant record of:
  - Responsibility for general fiscal management, capital budget management, and strategic planning
  - Experience in a community with active citizen involvement and experiencing significant growth.
  - Effective work with elected officials, advisory boards, community, environmental and business groups.
  - Creativity and innovation in programs and processes.
- In place of the above requirements, an equivalent combination of education and experience sufficient to provide the applicant with the knowledge, skill and ability to successfully perform the essential functions of the job will be considered.

NECESSARY SPECIAL REQUIREMENT:

- Employment contingent upon passing a criminal background check.

PREPARED BY: KH for TD
5/91

REVIEWED BY:_____
Kelli Linville
Mayor

REVISED BY: KH/RMA
1/06
AS
10/12
KL
7/14