CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: Long Range Planning Manager **E-PLAN**
SG:E2-15
DEPARTMENT: Planning and Community Development **CS:N**
FLSA:N
EEO4CODE:OA

JOB SUMMARY:

This position is responsible for overseeing the Long Range Planning Division of the Planning and Community Development Department including implementing initiatives and programs adopted by City Council. Develops and implements the City's Comprehensive Plan, project implementation schedules, annual docket, neighborhood and urban village plans, zoning and other assigned development goals. Prioritizes and manages projects verifying technical standards are being met and ensuring compliance with federal, state, and local regulations and policies. Manages assigned budget within the established policies and procedures. Provides direction and work assignments to assigned staff within the division. Works collaboratively with other departments, external agencies, community groups, and the public to appropriately plan, guide, and serve the community's development. Serves as a City representative on various boards and committees.

SUPERVISORY RELATIONSHIP:

Reports to the Planning and Community Development Director. Works under general guidance and direction of applicable federal, state, and local statutes, regulations, policies, procedures and contractual agreements.

Supervises staff assigned to the Long Range Planning Division workgroup. Works as part of a team and coordinates with other department staff, external agencies, and maintains close working relationships with other City Departments. Collaborates with designated community organizations and committees.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Plans, organizes, controls, evaluates, and carries out specific defined projects that implement the goals and objectives of the Planning and Community Development Department.

2. Plans, directs, coordinates, assigns, and implements division work plans and assignments. Delegates responsibility and appropriate authority to assigned staff. Monitors daily work activities and assesses workload to ensure timely and accurate completion of assigned responsibilities .

3. Supervises division staff including professional planning and geographic information systems (GIS) staff as assigned. in compliance with City policies and procedures. Oversees and reviews the work of direct reports. Provides leadership and motivation to work teams. Participates in the selection of new employees and manages performance in consultation with

the Director and Human Resources. Ensures employees receive appropriate training, conducting regular performance appraisals and administering corrective action.

4. Manages employee relations for the Division. Establishes systems for communication and cooperation among and with division staff. Consults with supervisors regarding personnel actions. Handles labor relations issues arising out of the division in compliance with labor agreements and personnel policies.

5. Develops and implements the City's Comprehensive Plan including determining updates and amendments as allowed under the State's Growth Management Act's annual docket process. Oversees the development and implementation of subarea, urban village and neighborhood plans, code revisions, development standards and Department policies.

6. Represents the Department internally and externally. Prepares project reports and develops recommended solutions based on the review of data and statistical findings of ongoing and projected long range plans. Present findings to the City Council, boards and commissions, and other applicable interest groups.

7. Develops, with approval from the Director, and manages the Division's budget including management of revenues and expenses. Authorizes and monitors the expenditures to remain within approved annual expense budget. Forecasts revenue and expenditure needs. Ensures accountability for financial assts under direct control. As a member of the management team, assists in preparation of the Department's budget and recommends revisions or updates to the established operating procedures including revenues and expenditures.

8. Serves as a technical resource to management and employees. Keeps current in new developments in the field through professional membership, attendance at conferences, networking with other professionals, research and reading. Uses this contemporary knowledge for program, work system, and service delivery improvements.

9. Participates in Department-wide, long-range strategic planning activities.

10. Serves as the primary staff contact and liaison for the Planning Commission which includes coordinating agendas and meeting schedules.

ADDITIONAL WORK PERFORMED:

1. Assumes administrative responsibility for the department in the absence of the Director as assigned.

2. Performs other related work of a similar nature and level.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:
- Public administration and business management principles and practices.
- City personnel policies and procedures and employee labor contracts.
- Laws and regulations, policies and procedures affecting work.
- Technical and managerial resources related to field of work.

- Theoretical, technical, and organizational and/or practical aspects of field generally acquired through university or post-secondary education and substantial experience.
- Excellent computer skills and demonstrated ability to plan and implement technological upgrades and advancements to related fields of work.

Skill in:
- Management skills including leadership, supervisory skills, management control, problem analysis and decision making, planning and organizing, interpersonal sensitivity, adaptability/flexibility, stress tolerance and time management.
- Excellent communication and interpersonal skills for interaction with co-workers, supervisors, managers, other City personnel elected and appointed officials and the general public
- Public presentation skills including the ability to present technical information in an understandable manner to citizens, non-technical professionals, officials and deliberative boards, commissions, and legislative bodies.
- Short and long-term planning skills.
- Proficient writing skills for developing reports, correspondence, issue papers, policies and procedures and various organizational communications.

Ability to:
- Model an exceptional work ethic to employees and demonstrated customer service orientation.
- Conducts self at all times in accordance with the ethical standards required of public officials. Avoids conflict of interest in use of City resources and personnel. Maintains the appearance of fairness in dealings with staff and citizens.
- Work cooperatively and collaboratively with staff, citizens, elected officials and community and governmental agency personnel, and staff representatives.
- Adhere to high ethical standards for conduct of public officials.
- Commit to diversity in the workplace.
- 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;
  - Frequently remain stationary for long periods of time;
  - Frequently communicate accurate information and ideas with others;
  - Occasionally move between work sites;
  - Occasionally traverse on undeveloped land parcels and project development sites.

WORKING ENVIRONMENT:

Work is primarily performed in an office environment with extensive work at a computer workstation. Requires frequent attendance and participation in evening and weekend meetings, field work and site visits to locations, including urban undeveloped and developed areas and open space, underdeveloped land parcels, and project development sites. Travel to professional seminars, meetings and court attendance as needed. This is a sedentary position with minimal physical exertion requirements.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Bachelor's degree in planning, public administration, business administration, or related field; master's degree preferred.
- Five years of professional planning and community development experience including progressively responsible management and administration experience in a supervisory or leadership role.
- American Institute of Certified Planners (AICP) certification preferred.
- Project Management Professional (PMP) preferred.
- Municipal government experience preferred.
- In place of the above requirements, the incumbent may possess an equivalent combination of relevant education and experience which would demonstrate the individual's knowledge, skill and ability to perform the essential duties and responsibilities listed above.

NECESSARY SPECIAL REQUIREMENTS:

- Willingness and ability to frequently attend and participate in evening and weekend meetings.
- Valid Washington State driver's license and good driving record. Candidates must submit a three-year driving record abstract prior to hire.
- Employment contingent upon passing a criminal background check.

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2/07

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Blake Lyon, Planning and Community Development Director

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