

CITY OF LEAVENWORTH
JOB DESCRIPTION

TITLE: Development Services Manager
REPORTS TO: City Administrator
DEPARTMENT: Development Services
POSITIONS SUPERVISED: 2 -3
FLSA STATUS: Exempt
SALARY RANGE: Monthly Range following successful completion of one year probationary period: \$6,200 – 8,100

Position Summary:

Leads, plans, organizes, and directs the activities of the Development Services Department including current and long range planning and building services. This is a professional department head level position reporting directly to the City Administrator, is responsible for all current and long-range planning activities of the City, supervises the Assistant Planner and may include partial supervision of an Office Assistant, provides oversight and coordination of the City's Building Inspector, and is responsible for management and identification of departmental budget needs. This is an FLSA-exempt position that will require work in excess of 40 hours per week.

Scope of Responsibility:

The individual in this position will perform a varied range of tasks, primarily in an office environment, and involving a significant degree of analytical skill and independent decision-making ability. Work will entail supervising the activities of at least 2 subordinates, drafting of planning related ordinances and policies, and guiding them through adoption and implementation processes. Extensive contact with developers, planning commission and city council members, and the general public is involved. This position requires a thorough knowledge of planning principles, development procedures, and applicable statutory and case law. Errors in judgement or performance could result in adverse effects on environmental quality or economic health of the community and could create significant liability problems and negative public relations with the community.

Essential Functions:

- Supports and models the identified vision, values, and behaviors of the organization.
- Plans, organizes, and directs the community development functions.
- Reviews and monitors proposed changes to federal, state, and local laws to determine their impact on departmental policies and practices; prepares, coordinates, and implements responses and recommendations to the City Administrator, City Council, and other department directors.
- Provides staff support to City Council Committees and citizen advisory bodies.
- Plans and directs short and long-range projects related to comprehensive and current planning, zoning, subdivision activities, environmental analysis, building, and code enforcement.
- Provides managerial assistance to subordinates in planning and implementing programs.
- Establishes direction, goals, objectives, and priorities for the department.
- Prepares materials for and makes presentations to elected officials and the public.
- Investigates and responds to complaints regarding Development Services operations.
- Coordinates activities of the department with those of other City departments and governmental agencies.
- Attends Council meetings and a variety of other special interest meetings.
- Develops and administers departmental budget, including the forecasting of funds for staffing, equipment, materials, and supplies, and monitoring of expenses.
- Oversees the comprehensive plan revisions process.
- Serves as the City's State Environmental Policy Act Official and Shoreline Management Official.
- Provides for staff development and training in areas of functional specialization.
- Conducts research and writes reports on various issues and regulations.
- Performs related duties as assigned.

Responsibilities:

Leavenworth Zoning Ordinance - Coordination and support of the Planning Commission and Design Review Board, as well as contact with applicants and the general public on all zoning matters, including conditional use permits, variances, map and text amendments, and enforcement of violations. Supervises, oversees, and reviews the preparation of staff reports, and acts as administrative official in interpreting the zoning ordinance.

Subdivision Ordinance - Revise and update the City's subdivision ordinance, administer

boundary line adjustments, review subdivisions, short plats, and street vacations.

Shoreline Permits - Prepare necessary Master Program amendments and administer related permit applications including presentations to the Planning Commission and follow-through with the DOE.

SEPA Review - Act as the City's SEPA – responsible official, review and prepare SEPA checklists as needed, coordinate or prepare DNS, mitigated DNS, or EIS, as appropriate, and maintain accurate SEPA files.

Comprehensive Planning - Prepare, update and maintain GMA comprehensive plan documents, maintain and update the Leavenworth Comprehensive Plan as needed, and perform whatever studies and reports are necessary to meet the City's long range planning needs.

Code Enforcement - Supervise the activities of the Code Administrator in enforcing the fire code and administering the building code, sign ordinance, design review ordinance, and other related City ordinances.

Annexation - Process annexation applications, including preparation of reports to the County Boundary Review Board.

Investigate and resolve citizen complaints regarding code violations, either personally or by delegation to the Code Administrator.

Prepare annual departmental budget requests and work program.

Respond to interagency referrals from County Planning and maintain effective interagency coordination with other planning departments and related agencies.

Assist in the formation of LID'S, including the development of support information and administrative coordination.

Prepare grant applications for planning and community development related projects.

Assist in the development and implementation of affordable housing policies and programs.

Perform other tasks and duties as assigned by the Mayor or City Administrator.

Approximately 25% of the work involves site visits outside of the office, which may require traveling across uneven or slick surfaces.

Qualifications:

- Graduation from a recognized college or university with a bachelor's degree in urban,

regional, or city planning or a closely related field, and 5 years progressively more responsible experience working in the planning field. A master's degree may be substituted for one year of experience.

- Thorough, practical knowledge of planning and regulatory principles and the socio-economic implications of planning and zoning.
- This position requires excellent oral and written communication skills; the ability to read, write reports, letters, and maps, and communicate with the community at meetings and day-to-day encounters at the office.
- Knowledge and skill in graphic and statistical presentation. Capabilities in use of personal computers, including word processing, spreadsheets, GIS and CAD are highly desirable.
- Ability to obtain, organize, and analyze data from a variety of sources, including federal, state, county, and other quasi-governmental sources.
- Working knowledge of local government ordinances and state statutes related to planning, public hearing, and environmental decision-making processes.
- Ability to establish and maintain effective working relationships with public agencies, decision-makers, developers, citizen groups, and special interest groups.
- Ability to deal fairly, courteously, and tactfully with the public and with the administration and public officials of the City.
- Ability to supervise the activities of subordinates with skill and concern, so as to bring out the best in an employee.

Working Conditions:

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

The employee works under typical office conditions; the noise level is usually moderate.

Physical Demands:

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

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

Mental Demands:

While performing the duties of this class of jobs, the incumbent is regularly required to use written and oral communication skills; observe and interpret situations; read and interpret data, information and documents; analyze and solve complex problems; use math and mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions; and interact with officials and the public.

Work Environments:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class of jobs. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed in an office, which is busy, oriented to public service, and subject to constant work interruptions. Employees may work under the stress of continual public and/or inter-departmental contact and pressure to meet timelines.

The noise level in the work environment is usually moderate.

Special Requirements:

- Possession of a valid Washington State Driver's License (or ability to obtain) and a driving record free of significant moving violations.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the scope of responsibility, and the level of knowledge and skill typically required, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas, to cover absences or relief, to equalize peak work periods, or to otherwise balance the work load.

The City of Leavenworth is an equal opportunity employer.