



City of Edgewood

2224 104th Ave E

Edgewood, WA 98372-1513

Phone (253) 952-3299 Fax (253) 952-3537

Community Development Director-Job Description

Position: Community Development Director

Salary Range: \$7,548-\$9,046/mo.

Department: Community Development

Reports to: Mayor or Designee

Opening Date: June 2, 2017

Closing date: Open until filled

General Scope of Work:

Under the direction of the Mayor and or his/her designee, this position is responsible for a broad range of functions in Community Development in accordance with federal, state and City laws and general City policy. The Community Development Director plans, organizes, directs, and controls the functions of the Community Development Department, which includes the functions of current planning, long-range planning, code enforcement, building, inspection, and permitting. This position requires a high degree of independent judgment, initiative, and discretion and is required to provide expert advice and policy recommendations to the Mayor and City Council.

Because of the limited number of City staff, each staff member is expected to perform a wide range of office and field duties as may be required from time to time. This is an FLSA exempt position and is not eligible for overtime compensation. The City of Edgewood is an at-will employer and all staff members serve at the pleasure of the Mayor.

Supervision:

Work is performed under the general supervision of the Mayor or his/her designee. This position is responsible for the supervision of exempt and non-exempt staff of the Community Development Department, which includes planning, code enforcement, building, and permitting.

Essential Job Functions:

1. Manage the operation of the Community Development Department and participate as a member of the City's Management team.
2. Serve as the City's technical advisor and administrator on matters relating to City planning, permitting, land use and development.
3. Formulate and recommend comprehensive land use goals to the Mayor and City Council, and assist in developing strategies for dealing with land use, economic development and planning issues.
4. Direct and provide staff assistance to Council, Planning Commission, the Hearing Examiner, and other appointed commissions, including the supervision in the preparation of reports and presentations.
5. Provide forecasts and strategy for long-range planning and development functions.
6. Develop and approve departmental goals, objectives and evaluate accomplishments to ensure the timeliness and acceptability of work throughout the Department.

7. Provide managerial leadership and supervision to direct reports, including delivering performance evaluations and developing individual and departmental goals.
8. Select personnel, train, and develop staff in areas of functional specialization.
9. Offer technical assistance to staff on more complex problems.
10. Oversee the function and processing of the City's permitting counter.
11. Manage department funds, staff resources, materials, facilities and time to ensure the efficient and effective operation of the department, including preparing and administering the department's budget and work program.
12. Perform cost control activities and monitor all fiscal operations of the department.
13. Organize and direct short and long range planning programs and projects, including developing, updating and implementing the City's Comprehensive Plan and Development Standards.
14. Oversee the gathering, interpreting, and preparation of data for studies, reports and recommendations regarding transportation, land use management, land economics, capital improvements, and any other related polices.
15. Coordinate interdepartmental and inter-jurisdictional participation in development and administration of community plans and policies.
16. Assure proper application and enforcement of City zoning ordinances and other code approvals by overseeing building inspection, plan review, processing of permits, and interpreting appropriate codes and ordinances, and developing new codes.
17. Assure compliance with statutory requirements related to the Growth Management Act, zoning, subdivisions, and environmental issues.
18. Serve as the responsible official for implementation of the State Environmental Policy Act (SEPA) and Land Use Administrator.
19. Review environmental impact statements (EIS), technical reports and recommend final action on environmental issues.
20. Continue implementation and refinement to the City's development review process.
21. Participate in the planning process, interpret and apply development codes and requirements to major plats, rezoning and development projects.

Necessary Knowledge, Skills and Abilities

Knowledge of:

1. All aspects of state and federal statutes relating to current planning, zoning, land division, State Environmental Policy Act and the Growth Management Act.
2. City organization, operations, policies and objectives.
3. The principals and practices of urban planning and land division.
4. Business English, composition, spelling and punctuation.
5. Fundamentals of GIS and community trend analysis.
6. Modern office procedures and skills.

Ability to:

1. Establish and maintain a variety of record and filing systems.
2. Communicate effectively orally and in writing.
3. Successfully and productively supervise, develop and maintain a staff team.
4. Maintain an office routine that will allow for regular hours.
5. Attend and facilitate evening meetings.
6. Work independently and effectively handle multiple and conflicting tasks simultaneously.
7. Work under stressful conditions with frequent interruptions.
8. Read and interpret the City's Municipal Code and other applicable codes and regulations.
9. Provide excellent customer service.

Skills:

1. Operate a personal computer for word processing, data analysis, e-mail, internet, project tracking, permit tracking system, and viewing and/or reading, producing and working with GIS data.
2. Utilize correct business English, composition, spelling, and punctuation.
3. Read and interpret plans and maps, including zoning maps, site plans, topographic maps, and soil maps.
4. Managing, leading, and training subordinates in a positive, productive manner.
5. A sense of humor and positive attitude are essential.

Minimum Requirements:

A degree from a four-year college or university with a minimum B.A. degree in Urban or Regional Planning, Public Administration, Urban Design, or closely related field. A minimum of five (5) years of recent, successful, increasingly responsible management or supervisory experience equivalent to an assistant director and experience in comprehensive and/or current planning, policy development, or related field is required. A Master's degree or graduate level course work or training in Public Administration, Planning, Community Affairs or a related field may substitute for up to two years of required experience. Possession of (or the ability to obtain) a valid Washington State driver's license at the time of appointment, and a driving record acceptable to the City's risk manager are also required. Certification (AICP) by the American Planning Association is strongly encouraged.

Physical Demands:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential function of this job. The work environment characteristics described herein are representative of those an employee may encounter while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed mostly in an office setting. Hand-eye coordination is necessary to operate computers and a variety of office equipment. Specific vision abilities required by this job include close vision and the ability to adjust focus. While performing the duties of this job, the employee is frequently required to stand or sit; walk; climb; crawl; talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The noise level in the work environment is usually moderately noisy.

Acknowledgements:

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, 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 otherwise to balance the workload.

This position description does not constitute a contract for employment. It is subject to change by the City as the needs of the City and requirements change.

**The City of Edgewood is a Drug Free workplace and
an Equal Opportunity Employer.**

If you meet the minimum qualifications and are interested in applying for this position, please send a cover letter, resume, and completed City of Edgewood Employment Application to:

**City of Edgewood
Human Resources
2224 104th Ave E
Edgewood, WA 98372-1513**

Applications may also be e-mailed to humanresources@cityofedgewood.org.

The City of Edgewood Employment Application may be found on our website at www.cityofedgewood.org. Incomplete application packets will be disqualified. Only those applicants selected to move forward in the process may be contacted. Applications will be retained in accordance with Records Retention practices. If you have questions regarding the application process, please contact human resources at 253-952-3299 or via e-mail at humanresources@cityofedgewood.org.



CITY OF EDGEWOOD

Application for Employment

(For official use only)
Name: _____
Date received: _____

The City of Edgewood is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, religion, national origin, marital status, disability, or any other basis prohibited by federal, state, or local law.

The City of Edgewood requires a completed application for each position for which you apply. An incomplete application may disqualify you from consideration.

POSITION APPLIED FOR: _____ FULL TIME PART TIME SUMMER HELP

NAME: _____
[LAST] [FIRST] [MIDDLE]

ADDRESS: _____

TELEPHONE: _____
[HOME] [WORK] [MESSAGE PHONE]

DATE AVAILABLE: _____ DAYS AND HOURS AVAILABLE: _____

HOW DID YOU LEARN ABOUT THIS POSITION?

HAVE YOU APPLIED AT THE CITY OF EDGEWOOD BEFORE? YES NO

IF YES, SPECIFY THE DATE(S) AND POSITION(S): _____

HAVE YOU BEEN EMPLOYED BY THE CITY OF EDGEWOOD BEFORE? YES NO

IF YES, SPECIFY THE DATE(S) AND POSITION(S): _____

LIST THE NAMES & RELATIONSHIPS OF ANY RELATIVES YOU HAVE WORKING FOR THE CITY OF EDGEWOOD:

CAN YOU PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION(S) FOR WHICH YOU ARE APPLYING WITH OR WITHOUT REASONABLE ACCOMODATION? YES NO

ARE YOU AT LEAST 18 YEARS OF AGE? YES NO

WORK HISTORY: Beginning with your present employer or most recent employment, list your work experience. If you need additional space, please continue on a separate sheet of paper. Applications that state "See Resume" will be considered incomplete if the resume does not provide all the information requested below.

EMPLOYER/ORGANIZATION: _____ FROM: _____ TO: _____

ADDRESS: _____ PHONE: _____

SUPERVISOR: _____ HOURS PER WEEK: _____ LAST SALARY: _____

REASON FOR LEAVING:

PRIMARY DUTIES:

EMPLOYER/ORGANIZATION: _____ FROM: _____ TO: _____

ADDRESS: _____ PHONE: _____

SUPERVISOR: _____ HOURS PER WEEK: _____ LAST SALARY: _____

REASON FOR LEAVING:

PRIMARY DUTIES:

EMPLOYER/ORGANIZATION: _____ FROM: _____ TO: _____

ADDRESS: _____ PHONE: _____

SUPERVISOR: _____ HOURS PER WEEK: _____ LAST SALARY: _____

REASON FOR LEAVING:

PRIMARY DUTIES:

EDUCATION: If you need additional space, please continue on a separate sheet of paper.

Name of School	Location	Years Attended	Did You Graduate?	Year Left School	Major/Minors	Degree Received
High School						
College						
Other						

SPECIAL SKILLS/PROFESSIONAL LICENSES: _____

HAVE YOU BEEN KNOWN BY A DIFFERENT NAME BY ANY OF THESE EMPLOYERS OR ANY EDUCATIONAL INSTITUTIONS ATTENDED? YES NO

IF YES, PLEASE LIST THE NAME(S) AND EMPLOYER(S)/INSTITUTION(S): _____

HAVE YOU SERVED IN THE U.S. ARMED FORCES? YES NO

IF YES, PLEASE LIST YOUR DATES OF SERVICE: From: _____ To: _____

BRANCH: _____

REFERENCES: Please list four references, three of which must be related to your work experience.

NAME: _____ TITLE: _____ PHONE: _____

ORGANIZATION: _____ E-MAIL: _____

NAME: _____ TITLE: _____ PHONE: _____

ORGANIZATION: _____ E-MAIL: _____

NAME: _____ TITLE: _____ PHONE: _____

ORGANIZATION: _____ E-MAIL: _____

NAME: _____ TITLE: _____ PHONE: _____

ORGANIZATION: _____ E-MAIL: _____

PLEASE READ CAREFULLY BEFORE SIGNING THIS APPLICATION

I authorize the City of Edgewood to investigate all statements in this application and to secure any necessary information from all my employers, references, and academic institutions. I hereby release all of those employers, references, academic institutions, and the City from any and all liability arising from their giving or receiving information about my employment history, my academic credentials or qualifications, and my suitability for employment with the City.

I understand that any offer of employment is contingent upon the results of a medical examination and/or drug screening, and background check, which may be required by the City of Edgewood, and that any offer of employment is contingent upon receipt of a satisfactory report concerning my academic credentials and employment references. I certify that the information shown on this application is true and correct to the best of my knowledge. I further understand that any false or misleading statements will be sufficient cause for rejection of my application if the City has not employed me and for immediate dismissal if the City has employed me. I also authorize the City to supply information about my employment record, in whole or in part, in confidence to any prospective employer, government employer, or other party having a legal and proper interest, and I hereby release the City from any and all liability for its providing this information.

I understand that nothing in this employment application, in the City's policy statements or personnel guidelines, or in my communications with any City official is intended to create an employment contract between the City and me. I also understand that the City has the right to modify its policies without giving me any advance notice of the changes. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the City unless it is made in writing and signed by the City Manager. I understand that if an employment relationship is established, I have the right to terminate my employment relationship at any time for any reason. I also understand that the City retains the right to terminate my employment at any time for any reason.

I hereby acknowledge that I have read and understand the preceding statement.

Signature of Applicant

Date