



## **PLANNING MANAGER**

**\$85,728 - \$107,184**

*Plus Excellent Benefits*

*Apply by*  
**July 8, 2018**  
*(open until filled)*

***P*ROTHMAN**



## WHY APPLY?



Located on the shores of Lake Washington, Medina is a beautiful and sophisticated community conveniently positioned between Bellevue and Seattle. It's picturesque and historic City Hall is located in a park setting on Lake Washington with breathtaking views of the water, Mount Rainier, the Olympics and the Seattle sky line.

This is an excellent opportunity for a senior planner, associate planner, or well-seasoned public or private sector planning professional looking to transition to a management role on their way to becoming a director. The city of Medina offers the right planning professional the opportunity to work with a supportive, dedicated staff in one of the most beautiful cities in the Pacific Northwest.

## THE COMMUNITY

With just over 3,000 total residents, Medina is a quiet affluent community. The Lake Washington waterfront in Medina is some of the most-sought after waterfront in the Pacific Northwest. The citizenry is made up of primarily professionals, doctors, lawyers and CEOs of major Fortune 500 corporations, and has the 2nd highest per-capita income in Washington.

Medina is largely a suburban, single family residential community with relatively few commercial enterprises. A grocery store/deli, gas station and nursery make up the commercial sector, though a large commercial center exists in the neighboring city of Bellevue. Bellevue is the high-tech and retail center of King County's Eastside, with more than 140,000 jobs and a skyline of gleaming high-rises. Microsoft has become the city's largest employer, having absorbed a large part of the new downtown office space built during the 2000s.

Medina offers visitors a mild climate where temperature extremes are moderated by its proximity to Lake Washington and the Puget Sound. Summers are dry and warm with average daytime highs around 73-80 degrees and low humidity. Days below freezing average just 15 per year and it seldom, if ever, snows. Annual rainfall averages 37 inches; less than New York city, Atlanta or Houston.



Medina's schools are part of the larger City of Bellevue School District, which is one of the top-ranking and award-winning school districts in the nation. The Bellevue School District serves about 20,000 students in 28 schools and includes 15 regular elementary schools, 1 Spanish Immersion elementary school, 1 Chinese immersion elementary school, 5 regular middle schools, 4 regular high schools and 2 alternative middle/high schools. More than 380 Bellevue teachers are National Board-certified, more than any other district in the state and more than 75% of the teachers hold a master's degree.

## THE CITY

Incorporated in 1955, the City of Medina operates as a Council/Manager form of government with a seven-member non-partisan part-time City Council. The Council is elected at large every two years to staggered four-year terms. The Mayor is selected by the City Council and serves a two-Year term. The City has a total of 25 FTE's and a 2018 General Fund of \$6 million.

The City provides general governmental services through eight departments, including the City Clerk's office, the City Manager's office, development services, police, emergency preparedness, fire, finance, and public works.

The City Manager oversees the administrative function of the City, appoints department directors and staff, and assists the city council with the development and implementations of policy. Current city manager Michael Sauerwein has been serving as city manager since January 1, 2014.

## THE DEPARTMENT & POSITION

The Development Services Department has multiple responsibilities regarding private development activities. General functions of the Development Services Department include planning, zoning and building permit reviews, grading and drainage, construction mitigation plan program, tree removal permitting, inspections, and code enforcement. With limited full-time staff, the department relies on professional consultants to assist with a variety of tasks. The Development Services Department operates on a 2018 budget of \$800,000 and has 3 full-time staff including the Director of Development Services, the Development Services Coordinator, and a new Planning Manager. While the city of Medina is small in population, the projects seen under permit applications are often large and complex, resulting in unique expectations of City staff.

Under the general direction of the Development Services Director, the Planning Manager is a new position that performs a variety of administrative, and professional work in development and implementation of community development plans, programs and services.



### Responsibilities include:

- Responsible for assigned Development Services Department activities including review of the comprehensive plan and development codes, review and timely processing of development permit applications, effective communication and coordination with other departments and contracted consultants.
- Responsible for review of Construction Mitigation Plan Program applications including organizing and conducting evening hearings and Planning Commission presentations.

- Provides leadership and direction in the development of short and long-range plans and projects; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.
- Provides planning and development advice to City Staff and other officials; makes private and public presentations to supervisors, boards, commissions, civic groups and the general public.
- Understanding of laws, regulations, and ordinances governing area of assignment, including the State Environmental Policy Act (SEPA), State Shoreline Master Program, and basic Washington State planning law.
- Assists the City Clerk with the Planning Commission agenda, develops staff reports and makes presentations before the Planning Commission, Hearing Examiner and other public forums.
- Prepares ordinances or revisions to ordinances related to land use and development to implement the Comprehensive plan.
- Research and develop amendments to the Municipal Code as required by State and Federal mandates to assure continuing City compliance as independently proposed, or as directed.
- Responsible for administrative functions related to managing, supervising and providing advice to contracted consultant planners.
- Assists the Director with policy development.
- Supervises the development and implementation of growth management, land use, economic development, utility, housing, transportation or other plans and codes to meet the City's needs and any inter-governmental agreements or requirements. Supervises and administers community development programs and services pursuant to adopted plans, regulations and budgets.
- Supervises the evaluation of land use proposals to insure compliance with applicable City, state or federal laws. Oversees approval of development permits within the scope of authority and responsibility designated by the Medina Municipal Code.
- Keeps informed of current trends in the planning field, including legislation, court rulings, and professional practices and techniques; evaluates the impact on city operations and make recommendation on policy and procedural improvements.
- Ensures the maintenance of accurate and complete records associated with the Planning Manager position including current status in a manner and format which may be easily described and transitioned to other City staff.

## OPPORTUNITIES & CHALLENGES

1. Maintain position related current knowledge of federal and state mandates which affect the city and provide timely recommendations for required actions.
2. Managing multiple tasks and developing creative solutions with limited budget and staff resources.
3. Developing and maintaining effective working relationships with the public, volunteers, and staff.
4. Balancing the pressure of competing and diverse requests considering statutory requirements and time constraints.
5. Participation in developing department efficiencies such as transitioning to paperless review and electronic file organization.
6. Continue the cultural change underway as the department adjust to a new leadership design with the Development Services Director and Building Official performed by the same person.

## IDEAL CANDIDATE PROFILE

### Education and Experience:

A bachelor's degree in planning, public administration, engineering, construction management or a related field, and five years of progressively responsible experience in public planning, zoning, permitting, redevelopment and economic development analysis, administration, enforcement, and consultation is required. AICP certification may be required at the time of appointment or at a time set by the City. Candidates must possess, or be able to obtain a valid Washington State driver's license by time of hire.



### Necessary Knowledge, Skills and Abilities:

- Knowledge of principles and policies of regional and urban planning, including business and management principles for analyzing programs, policies and operational needs.
- Knowledge of municipal budget preparation and administration, supervision and training, and GIS applications.
- Skill in identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Ability to obtain, organize and analyze data from a variety of sources, including state agencies, county offices and other governmental offices.
- Experience in word processing, database, spreadsheet, permit tracking and GIS software.
- Experience with Bluebeam plan review software preferred.
- Ability to read and interpret maps, property descriptions, charts, graphs, statistical data; and engineering, architectural and landscaping plans and designs.
- A broad perspective and focused talents.
- Demonstrate the value that “no job is too small” or too big to deserve their best effort and service.
- Ability to take a “self-starting” approach to getting projects done and problems solved.
- Experience providing outstanding customer service, and the ability to work with people and to teach while delivering information contrary to what may be desired.
- Ability to reduce conflict and open pathways for communication.
- An understanding that Medina is a well-known community with a number of notable residents who are world recognized business and government leaders. The City of Medina prides its self on its service level and its commitment to respecting the privacy of its residents. The successful candidate will embrace these values.

**COMPENSATION & BENEFITS**

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- **\$85,728 - \$107,184 DOQ**
- Medical, Dental, Vision & Life Insurance
- Public Employees Retirement System (PERS)
- Vacation & Sick Leave
- 10 Paid Holidays plus 2 floating holidays
- City Deferred Comp match up to \$500 per month



**Please visit:  
[www.medina-wa.gov](http://www.medina-wa.gov)**

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The City of Medina is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **July 8, 2018** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To **apply online**, go to **[www.prothman.com](http://www.prothman.com)** and click on "submit your application" and follow the directions provided. Resumes, cover letters and supplemental questions can be uploaded once you have logged in.

***PROTHMAN***

**[www.prothman.com](http://www.prothman.com)**

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