



**ORGANIZATION:** City of Lincoln City  
**JOB TITLE:** Planning & Community Development Director  
**FLSA STATUS:** Exempt, Grade 22  
**UNION:** Non-Represented  
**UPDATED:** September 2019

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**PURPOSE OF POSITION:** Plan, direct and oversee the operations of the Community Development Department, including planning, development review, land division, building, and code enforcement, with accountability for results in terms of costs, personnel and methods. Supervise department personnel in the performance of their duties directly or through subordinate supervisors. Serve as technical advisor to the City Manager and staff relative to Planning and Community Development. Assure efficient and economical use of departmental funds. Communicate with public on community development matters and concerns.

**ESSENTIAL JOB FUNCTIONS:**

Establish departmental goals and objectives, including long and short term planning, parks planning, and support of facilities master planning. Plan and develop programs, policies and procedures related to areas of responsibility based on analysis of City needs, workload, staffing levels and related economic, legislative and judicial influences to provide appropriate and effective delivery of department services. Ensure that services, projects and staff efforts are in alignment with goals, objectives and plans.

Responsible for the thorough review of all proposed development to ensure conformity with the City's ordinances, policies, codes and conditions and identify and address any problems that may result from the development.

Plan and direct the preparation of new City ordinances and the amendment of existing ordinances, the municipal code and the comprehensive plan; ensure conformance to City plans and regulations through code enforcement strategies; provide for appropriate protection of the City's natural resources and the preservation of the community's character.

Develop justification and present department budget requests. Manage and monitor approved department budget. Prepare and/or review requests for proposals, grant requests, etc. Review and approve expenditures. Review progress and make necessary modifications as appropriate.

Supervise department personnel directly or through subordinate supervisors. This includes, assigning and monitoring work, evaluating staff and administering disciplinary action as needed. Make recommendations for hiring and termination to the City Manager. Hear grievances. Ensure provision of adequate tools, supplies and training within the department. Set performance standards.

Coordinate and consult with other city departments and agencies, especially the City Attorney, Public Works Department, Urban Renewal Agency and the Police Department as well as other governmental agencies. This includes discussing possible effects of development and addressing issues.

Provide adherence by department to all City and departmental personnel policies and procedures, applicable employment laws and contractual provisions, purchasing guidelines and

overall operations within budgetary restrictions, including ensuring compliance with payroll rules such as regulation of overtime.

Continually evaluate Planning and Community Development services and programs and implement improvements as needed.

Represent the City with various regional, state and federal agencies on matters related to areas of responsibility within the City.

Receive and resolve citizen complaints and concerns regarding Planning and Community Development functions and personnel.

Attend City Council, Planning Commission and various other administrative and public meetings, providing information and input and receiving direction or other information. Prepare reports, resolutions and ordinances for Council information or action. Make recommendations to City Manager.

Provide information, recommendations and staff support to Planning Commission, Building Board of Appeals, and Vacation Rental Dwelling License Appeal Board.

Use Microsoft Office, Caselle, Kronos and other City programs and systems (for example, those used for purchasing and budgeting) to perform job duties. This includes using the City's e-mail system to engage in appropriate and professional communications internally and externally as needed to perform job duties.

Maintain professional, respectful, productive and cooperative working relationships with City staff, other organizations and the public. Act as a role model within the organization and demonstrate through words and actions appropriate behavior and strong leadership.

Follow all safety rules and procedures for work areas. Correct and/or report unsafe conditions to appropriate personnel. Model safe work practices for staff.

Other related duties as assigned.

**AUXILIARY JOB FUNCTIONS:** Provide assistance to other staff as workload and staffing levels dictate. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.

### **JOB QUALIFICATION REQUIREMENTS:**

**MANDATORY REQUIREMENTS:** Equivalent to a Master's degree in Urban Planning, Business or Public Administration or other closely related field and over eight years experience which includes supervisory responsibilities or any satisfactory combination of experience and training

that demonstrates the knowledge, skills and abilities to perform the above duties. Extensive knowledge of community development functions and theories, business/public administration principles and current trends and developments in the Planning and Community Development field. Considerable knowledge of supervision, training and staff utilization principles. Working knowledge of budgetary and accounting processes of department. Proven ability to plan, organize, supervise and evaluate the work of employee as well as engage in intergovernmental relations. Excellent human relations, customer service, communication (verbal and written, including public speaking), computer, organization and time management skills.

**SPECIAL REQUIREMENTS/LICENSES:** None.

**DESIRABLE REQUIREMENTS:** Previous experience in both the public and private sectors. Completion of a Master's degree program in urban planning, business or public administration. Knowledge of the local area a plus. AICP certification a plus.

**PHYSICAL DEMANDS OF POSITION:** While performing the duties of this position, the employee is frequently required to sit, communicate, reach and manipulate objects. The position requires mobility. Duties involve moving materials weighing up to 5 pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to 25 pounds. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, calculator, telephone and standard office equipment.

**WORKING CONDITIONS:** Usual office working conditions. The noise level in the work area is typical of most office environments with telephones, personal interruptions and background noises.

**SUPERVISORY RESPONSIBILITIES:** Responsible for four FTE.

**SUPERVISION RECEIVED:** Works under the general direction of the City Manager.