



# JOB DESCRIPTION

**Job Title:** Community Development Director

**Department:** Community Development

**Reports To:** City Manager

**Overtime Classification:** Exempt

**Date:** Revised August 6, 2018

**General Function:**

Plan, organize, direct and control the functions of the Community Development Department, which includes the functions of current planning, long-range planning, development review, environmental (SEPA) review, Shoreline Management Program (SMP) administration, building and construction inspection, and economic development. Supervise and evaluate the performance of assigned personnel.

**Supervision:**

Work under broad policy guidance and the direction of the City Manager.

**Essential Job Functions:**

- Manage the operations of the Community Development Department and participate as a member of the City's management team.
- Manage all fiscal and material operations of the department, including funds, staff resources and facilities, and the preparation and administration of the department's budget. Perform necessary cost control activities to ensure the efficient and effective operation of the department.
- Oversee departmental personnel practices and provide supervision, job performance evaluations, and discipline to subordinates in accordance with established policies. Assist in the selection of new employees.
- Provide staff development in areas of functional specialization and offer technical assistance to staff on complex problems.
- Organize and direct short- and long-range planning programs and projects, including the development, update and implementation of the City's Comprehensive Plan and zoning, development regulations and standards.
- Oversee the processing of the City's annual Comprehensive Plan Amendment docket, and of periodic Comprehensive Plan updates.
- Manage the collection, interpretation and preparation of data for studies, reports and recommendations regarding annexations, land-use management, land economics, and all other related policies.

- Coordinate contractor, interdepartmental and inter-jurisdictional participation in development and administration of community plans and policies.
- Assure proper application and enforcement of City zoning ordinances and other code approvals by overseeing the Principal Planner, plan review and processing of permits, interpretation of codes and ordinances, and development of new codes.
- Oversee the administration and periodic updates of the International Building Code and related construction codes.
- Negotiate contracts for Fire Marshall services, and oversee the supervision of the Fire Marshall.
- Monitor development review costs and oversee annual updates of the City's Development Fee Resolution, and periodic Development Fee Studies.
- Monitor the Development Services Fund and the projected ending fund balance. Make recommendations regarding the projected need for additional staff resources.
- Establish and implement the City's development review process. Participate in the planning process, interpretation and application of development codes and requirements to major plats, rezoning, and development projects. Respond to complaints and inquiries regarding City's development standards.
- Assure compliance with statutory requirements related to the Growth Management Act, zoning, subdivisions, and environmental issues; and responsible for implementation of the State Environmental Policy Act and Shoreline Management Act. Review environmental documents and technical reports and environmental threshold determinations.
- Develop and maintain an Economic Development Element for the City's Comprehensive Plan, and an Economic Development Action Agenda. Coordinate with Covington Chamber of Commerce, Covington Economic Development Council, enterpriseSeattle, and the local business community. Staff the Economic Development Council.
- Compile reports on projects and programs and make presentations to appropriate boards and commissions and the City Council.
- Communicate with citizens and civic groups on planning issues and activities.
- Administer the City's business license program.
- Attend City Council meetings.
- Oversee the staffing of the Planning Commission and attend Planning Commission meetings as appropriate.
- Driving is essential to perform job functions (see special requirements).

**Non-Essential Job Functions:**

- Supervise the maintenance of all records relative to licenses, permits, maps, blueprints, overlays and sketches pertinent to City planning and development programs and projects.

**Qualifications:**

**Knowledge of:**

- In-depth modern urban planning principles and practices.
- Municipal development review functions.
- Federal, state and municipal law governing development permit review and processing, including the State Growth Management Act, the Environmental Policy Act (SEPA) and the Shoreline Management Act.
- Fiscal and budget management principles, practices and procedures.
- City organization, operations, policies and objectives.
- Principles and practices of supervision and training.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer terminal and general office equipment.

**Ability to:**

- Direct, organize and coordinate the operations and activities of the department.
- Prepare and administer plans, work programs, budget and progress reviews.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective business relationships with co-workers and the general public.
- Supervise, train and evaluate personnel.
- Plan and organize work.
- Meet schedules and time lines.
- Work independently.

**Education and Experience:**

**Minimum Criteria:**

Any combination equivalent to: Bachelor's Degree in Urban Planning or related field and 6 years of progressively responsible experience in a public planning position, including 3 years supervisory experience.

**Preferred Criteria:** *(In addition to Minimum Criteria)*

A Master's Degree in urban planning. Two (2) or more years experience in a managerial capacity in municipal government. Current membership in the American Institute of Certified Planners (AICP).

**Special Requirements:**

- Possession of a valid Washington State driver's license, or ability to obtain one within one month.
- Proper documentation to fulfill the requirements of the Immigration and Nationality Act within three (3) days of employment is a condition of employment with the City of Covington.

**Physical Demands and Work Environment:**

- **Constant Demands:** Sitting, talking, hearing, seeing.
- **Frequent Demands:** Standing, walking, carrying files and boxes, twisting above the waist and reaching, bending at waist, repetitive hand and arm motion, and fine finger manipulation in the use of a computer.
- **Occasional Demands:** Driving, lifting, climbing stairs and ladders, pushing/pulling, working at heights/balancing, crouching, kneeling, squatting, reaching below the knees, grasping, foot controls.
- **Environmental Factors:** Office environment with low noise levels; subject to constant interruptions; most of employee's time spent indoors.