



Job Description

Kittitas County, Washington

TITLE: REVIEWED MODIFIED:**PLANNING MANAGER**

8/3/2020

REPORTS TO:

COMMUNITY DEVELOPMENT SERVICES DIRECTOR

DEPARTMENT:**COMMUNITY DEVELOPMENT SERVICES (CDS)****JOB SUMMARY:**

Perform professional planning for Kittitas County including modification of the Countywide Comprehensive Plan and related Ordinances; coordinate and implement current and long range planning activities; deliver presentations before the Board of County Commissioners, Planning Commission, other boards and commissions, other departments, divisions, and the general public; assist in administrative duties; train, plan, organize and supervise the work of all planning and designated support staff. The Planning Official must maintain courteous and cooperative working relationships with administrative and other County personnel, public agencies, and the general public. This position works under the guidance of Local/State/Federal regulations, and must abide by County/Department policies and procedures.

SUPERVISOR DUTIES:

Supervises staff within the planning division of CDS.

CATEGORY:

Full-Time

OCCUPATION CODE

2397

UNION AFFILIATION

None

HRS/WEEK:

40

FLSA STATUS:

Exempt

DRS ELIGIBILITY:

PERS

ESSENTIAL FUNCTIONS:**Administrative/Supervisory**

- Supervise Planning Division staff and manage current and long range planning workload for the division.
- Select and train new staff in coordination with Human Resources and the Community Development Services Director, conduct performance evaluations, and recommend disciplinary action of assigned staff, if necessary.
- Work closely with other department managers, supervisors, staff, and other officials in resolving planning and permitting code requirements, project issues and customer complaints.
- Assist the Community Development Services Director in the preparation of the budget for the Planning Division.
- Participate with the Prosecutor's Office in appeals and legal actions on issues involving Community Development Services, including assisting the preparation of briefs, arguments, motions, etc.

Long Range Planning

- Manage development of Comprehensive Plan and amendments.
- Manage the preparation, review, and adoption of planning-related ordinance amendments, typical ordinance revisions, development standards and regulations, neighborhood and sub-area plans, and special studies and reports.
- Manage the development and implementation of growth management, land use, economic development, or other plans and codes to meet the County's needs, including any inter-governmental agreements and requirements.
- Collect and evaluate land use, housing, population, employment, and natural resources data.

- Develop reports based on research and analysis which include recommendations and identification of alternatives.
- Prepare and present special studies and reports to management staff and/or boards and commissions, on planning policy and related issues.
- Attend public meetings; Prepare staff analysis and present recommendations to committees, boards and commissions, etc.; develop informational tools, interpret, and explain information.
- Provide technical and professional advice; Make presentations to supervisors, boards and commissions, civic groups and the general public.
- Prepare and write grant application components relating to planning, i.e., geographics, maps, plats, site plans, etc.
- Develop and maintain databases of information for planning purposes.
- Maintain communication with other staff, agencies, and the public; coordinate activities with other departments as needed.
- Organize and disseminate public information.

Current Planning

- Manage the review of major land use applications and development plans for compliance with County codes and plans, and local and state regulations.
- Develop recommendations regarding applications for development permits.
- Conduct land use review and processing of various land development and zoning applications including, but not limited to: Short plats, long subdivisions, conditional uses, variances, rezones, planned unit developments, and master site plans.
- Assign land use applications to division staff for review and processing.
- Serve as the State Environmental Policy Act (SEPA) lead official.
- Administer and interpret local ordinances and the County's zoning and land use development codes.
- Provide staff support and make recommendations to the Hearings Examiner, Planning Commission and Board of County Commissioners regarding specific project results and development plan review recommendations.
- Respond to inquiries from applicants and members of the public on a variety of development related topics and projects.

Coordinate special projects as assigned by the Board of County Commissioners

- Conduct legal research on federal and state case law related to land use, zoning, water, endangered species, etc.
- Provide research and develop County policy for presentation to the Board of County Commissioners as directed.
- Represent Kittitas County interests at meetings and hearings with local, state, and federal agencies.

Other Functions:

- Serve on County committees as assigned.

This job description is a summary of the primary functions and expectations for this position. Additional department- related duties may be assigned as required.

MINIMUM QUALIFICATIONS:

- Bachelor's degree from a four (4) year college or university in Planning, Geography, or closely related field
- Five (5) years of increasingly responsible professional planning experience with at least one (1) year in public sector planning
- Two (2) years of supervisory experience in a professional job classification
- Experience with Washington or Oregon Growth Management planning processes

- Experience working with Washington’s State Environmental Policy Act (SEPA) and Shoreline Master Programs
- Valid Washington State Driver's License
- A criminal history and background check will be performed on qualified candidates. Convictions may preclude candidates from employment in certain circumstances. Factors such as relativity to the position, age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community
- Ability to effectively present information to top management, public groups, and/or boards of directors
- Knowledge of supervisory practices and procedures and ability to supervise others
- Thorough knowledge of zoning laws and comprehensive plans including formation, process of adoption, interpretation, processing, and enforcement
- Extensive knowledge of modern planning principles and practices
- Understanding of land use concepts and impact of sociological, demographic, economic, environmental and other factors influencing land use and development
- Knowledge of project management principles and methods
- Good working knowledge of legal requirements related to regional planning
- Good working knowledge of computers, to include Microsoft Office Suite, AutoCAD and/or GIS applications, and ability to learn County and/or department specific programs quickly
- Ability to review and process a variety of land development applications
- Ability to write reports clearly and convey technical information to lay persons
- Ability to systematically gather, organize and analyze data, plan work, think conceptually, observe and evaluate trends, and draw logical conclusions
- Must be able to safely operate a motor vehicle in all types of weather and lighting conditions
- Must be able to establish and maintain effective working relationships

WORKING CONDITIONS:

Work is performed in a standard office setting and various outdoor environments. Exposure to inclement weather including temperature extremes and windy, dusty conditions will occur. Must be physically capable of traversing uneven and/or rugged terrain when in the field. Ability to sit, stand, walk, climb, stoop, kneel, crouch, crawl, twist, grasp, and reach with arms and legs. Must have ability to lift, push, pull, or move up to 25 lbs. and occasionally higher with assistance. Must have close, distance, color, and peripheral vision, depth perception, ability to adjust focus, and the ability to read printed materials, computer screens, and monitors. Must also have hearing and speech to communicate clearly in person, over the telephone, and by radio. Safety rules and regulations must be followed, including use of PPE.

The work schedule is generally maintained during normal office hours, but may include early, evening or weekend hours as required. There will be occasions where the Planning Official will be required to be present at meetings during evening hours. Frequent travel is required within the County with occasional out-of-County travel. Must be able to operate a motor vehicle in all weather conditions and levels of daylight. Reliable attendance and punctuality are required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PREPARED & REVIEWED BY:

Must be completed with all revisions of the job description. A copy will be returned to supervisor.

Supervisor Name & Title

Date

HR Representative Name & Title

Date

EMPLOYEE ACKNOWLEDGEMENT:

I understand the job duties and responsibilities contained within this position description and as described by the immediate supervisor.

Employee Name

Date