



City of Sedro-Woolley Community Development Director Job Description

TITLE: COMMUNITY DEVELOPMENT DIRECTOR

REPORTS TO: City Administrator

FLSA STATUS: Exempt

RECRUITMENT: Position will remain open until filled. Applications will be screened as they are received.

GENERAL DESCRIPTION:

The Community Development Director is an integral part of the Sedro-Woolley leadership team overseeing the City of Sedro-Woolley Planning and Building Departments. Under the general direction of the City Administrator, the Community Development Director assumes full leadership and management responsibility for Planning and Building Department services and activities, including current and long-range planning, building inspection, code compliance, plan review, permit processing and community outreach. Administers and interprets the Comprehensive Plan, development regulations and other codes; ensures compliance with federal, state and local laws, ordinances, rules and regulations; drafts updates to the Comprehensive Plan and development regulations and design standards as necessary to achieve the City's goals and policies and comply with new laws or regulations; develops plans or programs to satisfy future needs for department services; and provides technical guidance. Exercises considerable independence and has full responsibility for departmental operations, managing supervisory, professional, technical, and clerical staff, directly and indirectly.

This position also serves as the City's Building Official, (Building Official Certification not required), and as such ensures the enforcement of building and land development codes, coordinates code enforcement in partnership with the Police Department, performs professional research and analysis of major development projects, policies, and legislation affecting land use management and environmental programs. Considerable judgment in evaluating complex situations is necessary, as most work is performed independently under general guidance from the Mayor, City Administrator, City Council and Planning Commission. Because of the small size of the city staff each staff member is expected to perform a wide range of duties as may be required from time to time.

SUPERVISES:

Three full-time employees: Building Inspector/Plans Examiner, Assistant Planner and Permit Technician.

ESSENTIAL FUNCTIONS:

- Administers all the activities of the Planning and Building Departments, which includes current and long-range planning, building inspection, code compliance, plan review, permit processing and community outreach; also coordinates code enforcement with the Police Department.
- Responsible for administrative interpretation and enforcement of all land use and building related codes, standards, and regulations.
- Ensures that all new development in the City meets city, state, and federal development, environmental, and Growth Management Act requirements. Prepares, reviews and approves SEPA documents and mitigation plans for critical areas. Acts as the City's SEPA Responsible Official.
- Ensures that all new development in the flood plain meets FEMA requirements. Acts as the City's Flood Plain Manager.
- Participates as a member and representative of the City's Senior Management Team and Senior Leadership Team to develop and implement the City's vision, strategies, and policies; establish and promote organizational values; facilitate quality improvements throughout the organization and/or community; and participate in community service work.
- Serves as the primary contact for and advisor to various community committees, City Council, City Administrator, Planning Commission and staff on land use policy issues, planning procedures, the city Comprehensive Plan, as well as land use ordinances.
- Attends Planning Commission, City Council meetings, Council Committee meetings and other committee meetings.
- Works with representatives from neighboring jurisdictions and regional partners in the development of regional land use policies, plans and/or resolutions of regional land use issues.
- Takes a proactive approach towards potential economic development projects for the City. Responds to inquiries with information on the planning process, demographics, real estate market, and public policy.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Ensures City regulatory and permit processes meet local, state and federal regulatory requirements and guidelines.
- Manages and supports department personnel. Establishes work priorities and performance standards for staff; monitors performance and provides effective feedback; works with staff to correct any deficiencies; implements any necessary disciplinary action after consultation with the City Administrator.
- Contributes to the overall quality of the department's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and City needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery

methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs and supports the implementation of change.

- Represents department on citywide task teams. Represents the City on regional and state-wide committees and in legislative matters.
- Administers the City's Building Codes to provide minimum standards to safeguard life or limb, health, property and public welfare by regulating and controlling the design, construction, quality of materials, use and occupancy, location and maintenance of all buildings and structures within the jurisdiction.
- Provide code interpretations to developers and building owners for projects that are not directly addressed in the codes.
- Perform on-site inspections of residential and commercial buildings.
- Operates and drives a motor vehicle safely and legally.
- Delivers excellent customer service to diverse audiences.
- Manage complex planning studies; review and process complex comprehensive plans, rezoning needs, annexations, site plans and plats; serve as project manager in the development of various planning projects and programs from conceptual design through final construction.
- Prepares a variety of letters, memos, contracts, forms, reports, and other documents; operates computers to produce documents with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Presents issues and recommendations on major issues requiring policy direction to appropriate advisory bodies and to the Council.
- Prepares annual report of development, construction, demolition, annexation, and land use activity to City Council for use by various agencies and public.
- Keeps informed of new trends, developments, laws, and regulations impacting the activities of the department.
- Establishes and maintains cooperative, effective working relationships with co-workers, other City employees, and the general public using principles of good customer service.
- Reports for scheduled work with regular, reliable and punctual attendance.
- Performs field investigations to gather technical and demographic data related to developmental proposals.
- Prepares written recommendations for action on development projects applications, programs, and related regulations.
- Reviews state and county land use proposals affecting City jurisdiction with other departments and prepares coordinated response.
- Prepares grant applications and administers funds awarded.

EDUCATION/EXPERIENCE:

Education:

Must have a bachelor's degree in land use planning or related field. Master's degree in land use planning or related field is desirable but not required. Educational requirement may be substituted by relevant professional experience as determined by the employer.

Experience:

Five years progressively responsible experience in general planning, public administration, or related field required.

KNOWLEDGE/SKILLS/ABILITY:

- American Institute of Certified Planners (AICP) preferred.
- Certified Flood Plain Manager (CFM) preferred.
- ICC Certifications as a Plans Examiner, Building Inspector or Building Official is an advantage.
- Knowledge of federal, state, and local laws, regulations, and application procedures relating to comprehensive community planning, construction, and environmental issues.
- The ability to communicate them orally and in writing to construction/development industry professionals and the general public is required.
- The ability to read and interpret technical plans, drawings, and other data.
- Demonstrated ability to gather, organize, and analyze data from multiple sources and prepare reports, plans, and other documents.
- Able to manage subordinate staff, planning, organizing and overseeing their work to completion, frequently under deadline pressure.
- Must have interpersonal skills to establish and maintain effective working relationships with staff, government officials, and the general public.

WORK ENVIRONMENT:

The physical demands described here are representative of those required to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is of an administrative nature and typically performed indoors, with prolonged sitting and fine manipulation skills required for computer use, occasional lifting of 10-30 pounds, and speaking and listening to others in small and large groups. The environment is sometimes stressful in trying to meet customer needs and/or dealing with public controversies. Periodic outdoor field inspections require combinations of standing and walking in all kinds of weather conditions. There is some exposure to noise, vibration, fumes, odors and dust as well as to traffic, construction equipment, slippery work surfaces and uneven terrain. Protective clothing such as hard hat, steel-toed boots, and safety vest and rain gear may be required at times. Continuous exposure to managing conflicting interests in a regulatory environment can cause frequent emotional stress. Frequent attendance at night meetings is required, and the work week regularly exceeds 40 hours.

Application Procedure:

Submit application to jgoss@sedro-woolley.gov or City of Sedro-Woolley Personnel Department, 325 Metcalf Street, Sedro-Woolley WA. 98284. Office hours: 8:00 am. - 4:30 pm. Monday – Friday. Applications can be obtained at <http://www.ci.sedro-woolley.wa.us/>.

Selection Process:

As applications are received and reviewed, the highest qualified applicants will be interviewed.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Effective Date: April 27, 2023