

CITY OF ORTING

JOB DESCRIPTION

JOB TITLE:

Community Development Director

DEPARTMENT:

Administration

REPORTS TO:

City Administrator

SUMMARY DESCRIPTION

The Community Development Director is a full-time, FLSA exempt non-civil service position under the City Administrator. This role is responsible for integrating Planning, Building, and Code Compliance operations within the Community Development Department. Key responsibilities include overseeing current and long-range planning, code enforcement, building and fire plan review, inspections, and permitting. The position demands a high level of expertise, independent judgment, initiative, and discretion. The Director advises the Mayor and City Council on land use and development policies and attends weekend and evening meetings as required.

REPRESENTATIVE DUTIES

Duties may include, but are not limited to, the following:

1. Overseeing code enforcement, building permits, inspections, and city planning.
2. Developing and implementing goals, policies, and priorities for assigned programs.
3. Enhancing service delivery efficiency and effectiveness; recommending service and staffing improvements.
4. Managing and supervising staff, including contracted planning staff.
5. Addressing complex planning and permitting issues.
6. Implementing land use and development codes.
7. Providing customer service in land/development permit management.
8. Reviewing building permits and applications; ensuring compliance with city, state, and federal regulations.
9. Writing and maintaining the city's comprehensive plan.
10. Participating in various community planning initiatives.
11. Coordinating and presenting at public meetings.
12. Representing the department in various city meetings.
13. Guiding development project designs.
14. Managing the department's budget.
15. Staying updated on planning trends and innovations.
16. Resolving citizen inquiries and complaints.
17. Collaborating in enforcing development codes.

18. Ensuring compliance with city, state, federal development, and environmental regulations.
19. Acting as the City's SEPA Responsible Official.
20. Proactively engaging in economic development projects and responding to inquiries related to the planning process, demographics, real estate market, and public policy.
21. Performing additional duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties:

Knowledge of:

- Municipal government organization and programs, particularly in planning and code enforcement.
- Comprehensive and long-range planning, including GMA requirements.
- City and regional planning principles and practices.
- Program development and administration.
- Techniques for development project analysis and review.
- Advanced principles and practices of city and regional planning, zoning code enforcement, and development plan review.
- Techniques for analyzing and reviewing development projects.

Ability to:

- Effectively manage and supervise staff and consultants.
- Deliver strong customer service and manage permits.
- Interpret policies, develop solutions, and communicate effectively.
- Coordinate and contribute to community planning and public meetings.
- Represent the department and advise on development issues.
- Guide development projects and administer departmental budgets.
- Stay informed on industry trends.
- Resolve complex inquiries and complaints.
- Collaborate in code enforcement.

Education and Experience Guidelines

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in planning, public administration or a closely related field.

Experience:

Five years of increasingly responsible management or supervisory experience in county, municipal or regional planning, or closely related field.

License(s) or Certificate(s):

Valid Washington State Driver's License

Possession of, or ability to obtain, a valid AICP certification from the American Institute of Certified Planners within one year of employment. (*preferred*)

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Standard office setting.

Physical: Sufficient physical ability to lift up to 10 pounds; walking, sitting or standing for duration of workday.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

Hearing: Hear in the normal audio range with or without correction.

REASONABLE ACCOMMODATIONS

Reasonable accommodations may be made in accordance with the Americans with Disabilities Act and the Fair Employment and Housing Act.