CITY OF CHEHALIS POSITION DESCRIPTION

Class Title: **Community Development Director**
Department: Community Development

FLSA Status: Exempt
Union Status: Non-represented
Updated: June 2016

Position descriptions are intended to present a descriptive list of the range of duties performed by employees in the class. Descriptions are not intended to reflect all duties performed within the job.

NATURE OF POSITION:

This is a management position responsible for overseeing all aspects of the city's Community Development Department and performing as a member of the city's management group. As head of the department, the Director performs essential and complex administrative duties overseeing all operational and administrative facets of the city's planning, permitting, recreation and parks and facilities activities.

SUPERVISION RECEIVED:

This is an appointed "at will" position under the direct supervision of the City Manager. Work is reviewed through personal conferences, group meetings, written and oral reports and an annual evaluation.

SUPERVISION EXERCISED

The position exercises appointing authority (with City Manager approval) and supervisory responsibility over all Community Development Department personnel, either directly or through subordinate managers, supervisors and leads.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here.

General

Accountable for all activities needed to ensure safe, effective and efficient department operations and performance.

Plans, organizes, directs, and evaluates activities and assigned tasks in order to achieve goals within available resources; selects, assigns, develops, motivates, and evaluates department staff; reviews results and directs changes as needed.

Prepares and oversees department policies and standard operating procedures to ensure effective and efficient operations and records systems.

Promotes and maintains staff morale and discipline; guides and assists subordinates in performance of duties; responds to complaints and addresses grievances. Ensures compliance with department and city policies and procedures, collective bargaining agreements and legal requirements.

Participates in the development of ordinances, resolutions and regulations for consideration by the City Council.

Provides leadership and direction in the development of long and short range department plans, goals, and objectives; gathers, interprets, and prepares data for studies, reports, and recommendations.

Regularly prepares and presents reports and makes recommendations to the City Manager and City Council regarding progress and results achieved related to city goals and department activities and issues.

Responsible for the preparation and administration of the department budget based on staffing and resource requirements, cost estimates, departmental objectives and goals. Monitors and maintains expenditures within budget guidelines and assures bid procedures are followed.

Evaluates and plans for the acquisition and replacement of the department's vehicles, other capital equipment, facilities, and space.

Oversees grant application and administration, bidding, contractor review, construction inspection and plan review.

Establishes and maintains effective working relationships with business and property owners, other agencies, co-workers, officials and the general public. Communicates with tact, discretion, courtesy and respect. Maintains required confidentiality and discretion.

Responds to and resolves complex and sensitive service requests and complaints, meets with and discusses matters with other department directors and managers, public officials, business representatives, community groups and citizens as necessary.

Building and Planning
Develops and implements progressive, proactive policies for comprehensive planning, permitting and land use and development.

Represents the department and communicates programs and policies to community groups and the general public.

Attends or delegates representatives to attend various local committees. Responsible for staffing the Historical Preservation Commission and the Chehalis Planning Commission.

Responds to and resolves complex and sensitive land use, development and permitting requests and complaints, meets with and discusses matters with other department directors and managers, public officials, business representatives, community groups and citizens. Acts as lead in the city's Development Review Committee.

Coordinates department activities with other city departments, federal, state, county, and local agencies and groups having service and jurisdictional interactions with the Community Development Department.

Oversees the development or update of the city's Shoreline Master Program, Comprehensive Plan, including the Capital Improvement Plan and other system-specific plans as required by various federal and state regulations.

Ensures that the city's land use, development and construction ordinances are up to date and are enforced and complied with. Oversees permitting, plan review and permit inspection activities.

Recreation, Parks and Facilities
Manages and supervises operations of the Recreation and Parks and Facilities divisions to achieve goals within available resources; gives direction in the planning and organizing of workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.

Oversees the maintenance, operation and utilization of all city facilities, structures and parks, including communication and information technology systems.

Oversees and gives direction in the planning and coordination of a diversified year round, city-wide parks and recreation program including the management of community buildings, playgrounds, sports fields, municipal aquatics center, and various fields, parks and open spaces.

Directs and provides leadership in the identification, development and execution of facility and ball field renovation projects.

Oversees and gives direction in the coordination of recreation programs with other city departments and outside organizations such as the school districts and various community-based organizations.

Reviews program areas, directs changes or new programs to meet recreational needs of the community; develops, maintains and implements a current parks and recreation master plan.

OTHER JOB FUNCTIONS

Maintains regular, reliable and punctual attendance.

Follows directions and implements or carries out written and/or oral instructions and assigned duties. Effectively communicates orally and in writing using the English language.

Serves and participates as a member of the city's management group. As directed, may participate in various committees and community organizations.

Attends city council and other meetings, conferences and events as necessary, including meetings held before or after normal business hours. Travels within the city as well as out of town to conferences or training.

Must be readily available at all times to respond to problems and emergencies. May require long work hours, weekend work and extended stays at work, particularly in response to emergency events.

Follows all applicable safety rules and procedures.

Reviews professional literature and remains current on developments related to departmental issues and areas of responsibility.

And such other related tasks, duties and responsibilities as assigned. Duties may be expanded, decreased or altered at the discretion of the City Manager.

REQUIRED QUALIFICATIONS:

Education and Experience:
A bachelor's degree in public administration, urban planning, environmental studies or a closely related field; and

A minimum of five (5) years of increasingly responsible experience in municipal planning and land use development, at least three (3) of which involve experience in mid-level management or above; and

Evidence of ongoing professional training (classes, seminars, conferences, etc.).

In place of the above requirements, any combination of education and experience that provides the applicant with the required knowledge, skills and abilities to perform the job may be considered as qualifying.

Licenses, Certifications and Other Requirements:

Must possess a valid Washington State Drivers License with good driving record. Out of state applicants must possess valid license for state of residence and must obtain valid Washington State Drivers License within 30 days of appointment. (Finalists for this position will be required to provide a Driving Record Abstract for review by the City of Chehalis).

Must successfully satisfy a background investigation.

Knowledge Of:

Applicable federal and state land use and environmental regulations including the Shorelines Management Act, State Environmental Policy Act, Growth Management Act, flood mitigation and floodplain management.

Principles and practices of public administration, personnel supervision and development, budget management, and a general knowledge of grant administration.

Labor relations, emergency preparedness and response, and overall local government operations. Working knowledge of code enforcement, permitting processes, and building and construction codes.

Skilled In:

Skilled at effective management and the ability to train and supervise personnel.

Operating listed tools and/or equipment including extensive use of Microsoft products (Word, Excel, PowerPoint and Outlook).

Ability To:

Read, comprehend and write the English language and to effectively communicate detailed and technical information and recommendations both verbally and in writing, and to understand, follow and transmit written and oral instructions.

Interpret and apply federal, state and local policies, procedures, laws and regulations.

Exercise sound judgment in analyzing issues, identifying alternative solutions, projecting consequences, and making decisions and recommendations. Ability to take ownership of decision making and deal constructively with conflict.

Establish good and effective working relationships with representatives from other agencies, public officials, staff, citizens and community groups. Work confidentially and with discretion.

Perform the physical demands and essential duties and responsibilities described.

MACHINES, TOOLS AND EQUIPMENT USED IN PERFORMING ESSENTIAL JOB FUNCTIONS:
The machines, tools and equipment described here are representative of, but not limited to, those that may be used by an employee to successfully perform the essential functions of the job.

A variety of standard office equipment including a personal computer, telephone, calculator, portable radio, cellular telephone, fax, scanning and copy machines.

PHYSICAL DEMANDS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is often required to stand, walk, sit, view a computer for extended periods of time, use hands to finger, handle, or feel objects, tools or controls and talk and hear. Work involves sitting most of the time. The employee is occasionally required to reach above shoulders, bend horizontally and bend at the waist to file. Visits to construction sites or maintenance operations may require walking moderately long distances through steep or uneven ground, including during adverse weather conditions. Hand-eye coordination and manual dexterity is necessary to operate a computer keyboard, keep records, and utilize various pieces of office equipment. Requires normal ability to read and visually process information - specific vision abilities include close, distance, color and peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in an office setting and with frequent travel to other city offices and facilities. Occasional visits to building or construction sites may be required. The noise level is generally that expected in a typical office environment, however higher noise levels may be encountered in association with construction or maintenance activities and equipment. The employee is routinely exposed to household cleaning supplies and/or basic office supplies (eg. copy machine toner), noise, traffic and vehicle hazards.

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The duties and responsibilities listed above are intended to be illustrative only of the type of work performed. The omission of other specific duties does not exclude them from the requirements of the position if they are similar, related or logical assignments to the position.

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