

CITY OF CHEHALIS POSITION DESCRIPTION

Class Title: **Community Development Director**

Department: Community Development

FLSA Status: Exempt

Union Status: Non-represented

Updated: October 2023

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 team. As head of the department, the director performs essential and complex administrative duties overseeing all operational and administrative facets of the city's planning and permitting.

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 evaluations.

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 the efficient and effective performance of the department.

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.

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

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.

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, research, development, and administration.

Oversees bidding, contractor review and selection, and construction project inspection.

Establishes and maintains effective working relationships with business and property owners, other agencies, co-workers, officials and the general public.

Maintains composure and takes responsible action during stressful or dangerous situations and copes with a wide variety of situations with tact, discretion, courtesy and respect. Maintains required confidentiality and discretion.

Communicates effectively verbally and in writing using the English language.

Building and Planning

Represents the department in the community, including through the news media; communicates programs and policies to community groups and the general public; attends or delegates representatives to attend various local committees and task forces including 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.

Oversees the development or update of the city's Shoreline Master Program, Comprehensive Plan, including Capital Improvement Plan and other comprehensive 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.

Plans, organizes, and supervises the development and implementation of city procedures and policies relating to land use, transportation, environmental, community development, community planning, annexations, code enforcement, animal control, and community services programs.

Participates and supervises development and implementation of funding resources for public and private economic development projects and programs.

Provides detailed assistance to the public on programs offered through the Community Development Department, assuring proper application and enforcement of such programs.

Organizes and directs short- and long-range planning programs and projects and a comprehensive plan to assure community development and improvement; oversees the gathering, interpreting and preparation of data for studies, reports, and recommendations regarding annexations, transportation, land use management, land economics, capital improvements, and other plans/policies.

Coordinates contractors and inter-departmental participation in development implementation of community plans and policies.

Assures proper application and enforcement of city zoning ordinances and other code approvals by overseeing building inspection and plan review, processing permits, and interpreting appropriate codes and ordinances. Develops new codes when needed.

Assures compliance with statutory requirements related to the Growth Management Act, zoning, subdivisions, critical areas and environmental issues.

Plans, organizes, and directs the work of staff by providing leadership and supervision of staff.

Responsible for implementation of the State Environmental Policy Act. Reviews environmental impact statements and technical reports, and recommends final action on environmental issues.

Oversees the city development review process. Interprets and applies public and private development codes and requirements to major plats, rezoning, and development projects.

Responds to complaints and inquiries regarding city development standards.

Responsible for maintaining Community Development Department records.

Promotes compliance to comprehensive plans.

Performs other related duties as assigned which may include, but are not limited to, providing advice and counsel to the Department Directors, implementing directives from the City Manager, and making presentations to the city council, commissions, boards, and citizens groups.

Works with other city departments on matters of mutual concern to accomplish department and city goals and objectives; communicates city programs and policies to staff.

OTHER JOB FUNCTIONS

Serves and participates as a member of the city's management team.

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.

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, business, urban planning, environmental studies or a closely related field, and

A minimum of 7 years of increasingly responsible experience in municipal planning and land use development, at least 5 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 team 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:

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

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.

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.

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

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.