

CITY OF PULLMAN, WASHINGTON

CLASS SPECIFICATION

PLANNING DIRECTOR

2005

GENERAL PURPOSE:

Plans, organizes, directs, and manages the day-to-day zoning code implementation and long-term comprehensive plan activities of the planning department. Serves as staff advisor to the Planning Commission, Board of Adjustment, and City Council on planning, environmental, and major zoning matters.

CLASSIFICATION SUMMARY:

The Planning Director develops and manages the City's planning and development regulation program implementation. As such, prepares and manages the City's comprehensive planning program, supervises the development of planning programs and manages tasks related to developmental land use, zoning, regulatory enforcement and data management and research. In addition, coordinates City activities and actions with various planning, environmental, and economic development organizations. Supervision is exercised over subordinate staff. The Planning Director reports to the City Supervisor who reviews work for the effective functioning of the department, effective development of the comprehensive plan and effective administration of the development regulations.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES:

Administers development, land-use, and environmental regulations, processes land use applications, conducts research and field investigations, and makes recommendations and decisions as appropriate; interprets development regulations, often through formal written analysis; enforces development regulations in accordance with city code; prepares written reports and/or oral presentations for the City Council, Planning Commission and Board of Adjustment and other interested groups; coordinates SEPA activities; oversees the processing of environmental checklists, and assists in the making of environmental determinations.

Updates and administers provisions of the city's comprehensive plan; serves as project director for plan revisions or supplements and writes new or revised regulations for zoning laws or environmental control; gathers and analyzes socio-economic data; conducts citizen participation activities to obtain public input; presents plan to the Planning Commission and City Council for review and approval.

Processes requests for annexation to the city; performs analyses of proposals; prepares and presents reports regarding annexations to Planning Commission and City Council.

Implements the Comprehensive Plan through the preparation or revision of development regulations, including the Zoning Code, Subdivision Ordinance, local SEPA rules, local Shoreline Management Act master plan and regulations, and critical environmental area regulations for features such as wetlands and significant habitat sites; develops programs addressing such matters as housing rehabilitation, economic development, and transportation; Assists the City in the recruitment, retention, development and establishment of new and existing business enterprises in the City of Pullman; monitors housing, economic development and environmental planning grants; writes grant applications and administers grants; participates in workshops and prepares reports as necessary in the administration of grants.

Prepares and administers long-range, strategic and functional plans for the city; compiles and analyzes data, gathers public input, acts as staff advisor to ad hoc committees, and presents plans to planning commission and city council; coordinates with other organizations regarding economic development, housing, and regional issues of importance; participates as staff advisor to regional planning committees.

Serves as staff advisor to the Planning Commission, Board of Adjustment and City Council; collects and analyzes land use, environmental, socio-economic, and demographic data related to the planning process; writes and presents staff reports, resolutions, and ordinances. Oversees the assistant city planner's activities as staff advisor to the Environmental Quality Commission.

Processes population and demographic data for the City; manages the City's census obligation through the provision of address lists and city boundaries; oversees the preparation of an annual city population estimate for use by the state.

Directs the activities of the department; monitors workload, sets priorities, and assigns work; prepares department budget and presents budget materials to city council; hires, trains, manages and evaluates Planning Department staff.

Attend work on a regular and dependable basis.

Interacts in a professional and respectful manner with city staff and the public.

OTHER JOB FUNCTIONS:

Performs other tasks as assigned.

SELECTION FACTORS:

(Applicants should describe their previous experience and training for each of the following selection factors. These factors will be the basis for selecting the most qualified applicants to be interviewed. Candidates selected for employment must satisfactorily demonstrate possession of these factors during a prescribed probationary period, and afterwards, for continued employment.)

Knowledge of:

- Comprehensive and current planning principles, procedures, techniques, and their implications;
- Development regulations concerning land use and environmental matters;
- Economic development and business retention and recruitment;
- Socio-economic and demographic research techniques;
- Supervisory and management principles and practices.

Ability to:

- Attend work on a regular and dependable basis.
- Prepare reports, plans, and studies and to accurately interpret ordinances and codes;
- Write reports clearly and in an interesting manner while conveying technical information to the general public;
- Develop and administer contracts for public/private partnerships;
- Establish and maintain effective working relationships with departmental personnel, city personnel, developers, economic development organizations, citizen groups, and the public;
- Deal courteously and tactfully with the public;

- Make oral presentations before small and large groups;
- Serve as a group facilitator to generate ideas and reach consensus;
- Administer land use and environmental regulations;
- Utilize microcomputers and related software to accomplish job functions;
- Record and maintain confidential information
- Provide quality services in a cost-effective manner and to recommend improved methods of performing the work;
- Physically perform the essential functions of the job;
- Obtain and maintain a valid driver's license and safe driving record.

MINIMUM QUALIFICATIONS:

(Persons applying for a position of this class should have any combination of the following experience and training.)

Bachelor's degree in urban planning or a related field and five years of progressively responsible experience in municipal planning or an equivalent combination of education and experience to provide sufficient evidence of the successful performance of the essential elements of the job such as those listed above.

TOOLS AND EQUIPMENT USED:

Personal computer, telephone, motor vehicle, copy machine, fax machine, blueprint machine, and surveying equipment.

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 mostly in office settings. Some outdoor work is required in the inspection of various land use developments and construction sites. While performing the duties of this job, the employee occasionally works in outside weather conditions, sometimes navigating uneven and/or steep terrain. Sufficient powers of observation are required to review and analyze written materials and observe and evaluate the work of subordinates.

The noise level in the work environment is usually quiet in the office, and moderate in the field.

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.

FLSA Classification: Exempt

Adopted: 9/82

Revised: 1/85, 1/91, 9/91, 5/93, 5/94, 1/98, 6/99, 09/01, 12/01, 05/07