

*City government values the opportunity to serve the White Salmon community through: Exceptional Customer Service, **Commitment to Public Service**, Professionalism, and Teamwork.*

Position: Community Development Director
Department: Department of Community Development & Planning
Reports To: City Administrator
Closing Date: Wednesday, May 31, 2023
FLSA Status: Exempt
Salary Range: Step 45, Range 1-10 (\$73,396.32 - \$95,765.52 – 2023 Salary Matrix)

This is an exempt full-time salaried position and may work in excess of eight hours per day or 40 hours per week.

MAJOR FUNCTIONS AND PURPOSE

The Community Development Director performs professional work that builds and nurtures a complete community.

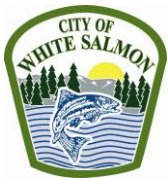
This includes applicant / customer services within current planning. In addition, master plan development associated long-range planning, environmental analysis, and/or geographic information system.

Responsibilities include judicious and efficient processing of development applications, timely and comprehensive follow up with applicant(s), grant research & writing to submit applications, preparation of studies and reports, and review and implementation of zoning regulations, work force housing, land use, environmental, natural resources, transportation, and public facility elements.

The position is responsible for providing accurate and complete information to the public, City employees, and appointed and elected officials regarding state and local code provisions, official land use maps, and other applicable information. The position is responsible for accomplishment of tasks as assigned, strong communication skills with the public, employees and sound organization skills to assure optimum service.

The position, as assigned by the City Administrator, may have final authority on certain land use decisions, including housing subdivisions, Transportation System Plan (TSP) implementation, shoreline permits or exemptions and SEPA.

The Community Development Director is responsible for applying thorough and full-scope knowledge of modern techniques and concepts related to planning. The hired applicant will exhibit initiative, creativity, comprehensive and functional analysis of code and associated processes, and easy interpretation of information to create a motivating professional atmosphere.



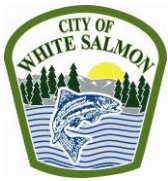
*City government values the opportunity to serve the White Salmon community through: Exceptional Customer Service, **Commitment to Public Service**, Professionalism, and Teamwork.*

SUPERVISION

This position serves under the primary direction of the City Administrator. The position supervises consultants and a part-time Community Development / Special Projects Coordinator (the position is full time but shared with the Building Department and Finance Department).

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

- Under general supervision of the City Administrator, perform complex highly technical current, long-range and comprehensive planning tasks for the City of White Salmon, in coordination with the City Attorney, Building Department, Public Works Department, Code Enforcement, Etc.
- Primary staff to Planning Commission.
- Provide a high level of customer service to the applicant and his/her support team (architect, engineer, etc.), including the ability to communicate outside of planner / legal speak.
- Provide technical and professional guidance to Planning staff.
- Interpret, maintain, update and implement the City's Comprehensive Plan.
- Reviews development proposals to ensure compliance and consistency with all applicable city and state rules and regulations.
- Ensures that all affected city departments are adequately involved in review of development proposals and department comments considered before final actions are taken.
- Acts as the City's representative to local, state and federal agencies involved in land use review.
- Grant research, writing, and application submittal.
- Reviews daily development permits to determine jurisdictional requirements and to ensure compliance and consistency with all applicable rules and regulations.
- Reviews short plats, subdivisions and boundary line adjustments and other land divisions for compliance with all applicable regulations.
- Review complex problems, issues and land use development situations and provides oral and written recommendations on such to staff, various advisory and appointed / elected boards.
- Provides written and oral reports for presentations to City Council, Planning Commission, Hearings Officer, etc.
- Assure development projects are in compliance with the City Comprehensive Plan and Land Development Standards and Regulations, policies and procedures, and coordinate with appropriate local, state and/or federal agencies.
- Serves as the primary contact for the public and outside agency inquiries regarding the City's development codes and/or current planning issues.
- Leads the development review process in assessing applications, environmental impacts and regulatory considerations associated with the subject property.



*City government values the opportunity to serve the White Salmon community through: Exceptional Customer Service, **Commitment to Public Service**, Professionalism, and Teamwork.*

- Requires frequent contact with the City Council and Planning Commission, other City departments and the general public.
- Coordinates, develops, interprets, organizes, prepares and presents data and reports.
- Recommends improvement and modifications to appropriate city codes.
- Coordinates and participates in public engagement processes, workshops and visioning efforts related to land use planning.
- Monitors and ensures compliance with local, state and federal laws related to land use planning.
- As appropriate, provides information and reports and/or advises the Mayor, City Administrator, City Council, Planning Commission, committees and the public.
- Serves as liaison and performs all necessary functions in support of the Planning Commission.
- Enforces current zoning, critical areas and resource lands, road and utility access, stormwater, shorelines and other related rules and development regulations.
- Conducts field investigations and inspects sites for compliance with regulations.
- Attends various civic and business meetings on behalf of the City.
- Attends night and weekend meetings, community events, when necessary.

KNOWLEDGE, SKILLS AND ABILITIES

While requirements may be representative of minimum levels of knowledge, skills and abilities to perform the tasks, duties and responsibilities of this position successfully, the incumbent will possess the abilities and aptitudes to perform each duty proficiently. There shall be a six (6) month period in which these attributes must be demonstrated satisfactorily before permanent employment status is achieved. The Employee shall have:

- Working knowledge of commonly used terminology in the construction, planning and building fields; building and planning functions; permit processing; code procedures.
- Proficiency in the operation of computer equipment and knowledgeable of software programs necessary to meet the responsibilities, duties and tasks of this position.
- Operational skills for all general office equipment including, but not necessarily limited to: photocopy machines, photo-scanning devices, ten key calculating instruments, telephone-intercom system, computer skills and software systems such as Microsoft 365, Word, Excel, and Outlook.
- Basic math skills, and the ability to research information and interpret city ordinances and codes within the realm of responsibility of this position.
- Demonstrated skills in communications, both written and oral, necessary to perform the duties, tasks, and responsibilities of this position, with the ability to handle stressful situations. Ability to communicate effectively orally and in writing with the general public, architects, contractors, developers, owners, supervisors, and employees.



*City government values the opportunity to serve the White Salmon community through: Exceptional Customer Service, **Commitment to Public Service**, Professionalism, and Teamwork.*

- Ability to establish effective working relationships with applicants, staff, clients, elected and appointed officials and the public.
- Skill in providing excellent customer service, ability to communicate effectively to elected and appointed officials and the public.
- Effectively meet and work with the public under stressful conditions.
- Satisfactorily complete assigned tasks in a timely and efficient manner with little supervision.
- Establish and maintain time deadlines and to work under adverse and stressful working conditions.

DESIRABLE QUALIFICATIONS

- American Institute of Certified Planners (AICP) Certification
- Ability to speak and understand Spanish
- Experience with Washington State land use and environmental protection laws; additional degrees, professional certifications, recognition, awards and licenses that demonstrate acquisition and application of the required knowledge and abilities to be successful in the position.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. The work environment will include office settings and outside field assignments. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Fall hazards and trip hazards may be encountered in the course of conducting and performing various project field research, investigation, and inspection for duties and tasks responsible to this position. The employee must be aware of potential traffic hazards when performing certain field tasks and duties. Protective clothing may be required for completion of some job requirements, including safety equipment, safety vests, hard hats, and/or other protective equipment necessary to the performance of the project field tasks and duties.

CONTACTS AND RELATIONSHIPS

The Community Development Director will have contact with citizens, appointed and elected officials, planning groups and agencies, and with other workplace associates. In the course of completing the required job tasks the individual in this position will have contacts made in person, via telephone, Zoom, via computer teleconference, e-mail, or through written



City government values the opportunity to serve the White Salmon community through: *Exceptional Customer Service, **Commitment to Public Service**, Professionalism, and Teamwork.*

correspondence. All communication shall include the ability to communicate and/or convey complex information in simple terms, etc. in a style and manner outside of planner / legal speak.

PHYSICAL REQUIREMENTS

The physical demand described 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 functions.

The Land Use Planner's work performance may require long periods of sitting, standing, stooping and/or reaching. This position may require lifting objects weighing more than twenty-five (25) pounds. Specific vision abilities required by this position include close vision and the ability to adjust focus. This position may be subject to uninvited verbal abuse at times from the public.

REQUIRED QUALIFICATIONS

Education and Experience

- Bachelor's degree in Land Use Planning, Public Administration, Public Policy, Community and Economic Development, or Geography.
- Four (4) years of experience in local land use planning including land use permitting and zoning application.
- Master's degree in Land Use Planning may be substituted for up to two years of required experience.

Any combination of education and experience may be substituted, so long as it provides the desired skills, knowledge, and abilities to perform the essential functions of the job.

Certifications

- Must possess a valid driver's license or be able to obtain one within 6 months of hire.

This job description does not constitute an agreement between the employer and the employee and in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

The City of White Salmon is an equal opportunity employer and provider.

I have read and understand this job description.



*City government values the opportunity to serve the White Salmon community through: Exceptional Customer Service, **Commitment to Public Service**, Professionalism, and Teamwork.*

Signature

Date