

CITY OF KENNEWICK JOB DESCRIPTION

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| Classification Title: | Community Planning Director |
| Department: | Community Planning |
| Immediate Supervisor: | City Manager |
| Bargaining Unit: | None |
| Revision Date: | June 2021 |

CORE VALUE STATEMENT

The City of Kennewick will provide excellent public service and ensure the safety and wellbeing of our community and one another through the empowerment of each employee. We value integrity, inclusiveness, stewardship and communication. We are accountable to our community for innovative and collaborative efforts that anticipate needs, leverage resources, and deliver solutions.

SAFETY STATEMENT

We expect our employees to ensure compliance with all applicable safety practices and policies, including those established by OSHA/DOSH regulations and by the City's Accident Prevention Plan. This includes but is not limited to actively identifying and correcting potential hazards that may affect employee and public safety, including those identified by co-workers; leading by example to promote a positive culture of workplace safety through everyday action; and emphasizing safe completion of work throughout all aspects of developing and carrying out work plans.

CLASSIFICATION SUMMARY

Under general administrative direction of the City Manager, serves as the department head for the Community Planning Department. The Community Planning Director is responsible for establishing a strategic plan to achieve City Council goals and objectives, and to meet the needs of City residents, business owners, and the development community. The Community Planning Director provides leadership and direction to all Community Planning personnel in all service areas, including long- and short-range planning, development review, building inspection, and code enforcement. The Community Planning Director also serves as a member of the City's leadership team and works with other department heads and employees across departmental lines to meet City-wide goals and objectives.

ESSENTIAL DUTIES

The following list reflects the essential job duties and responsibilities of this classification but is not all-inclusive. The Community Planning Director will perform other related duties as assigned.

- Develops and implements a long-range strategic plan to carry out the City Council's policy directives by establishing Community Planning Department policies, programs, goals, and objectives in support of the strategic plan; monitors and evaluates policies and programs for effectiveness and implements modifications as appropriate.
- Represents the City and the Community Planning Department to the public, elected officials, other agencies or jurisdictions, committees, community groups, the media, and various organizations.
- Develops and maintains effective professional working relationships with other governments,

community organizations, neighborhood groups, citizen groups, and individual citizens.

- Supervises, participates in, and approves the development and administration of the Community Planning budget; forecasts and directs the resources needed for staffing, equipment, materials, and supplies; monitors actual revenues and expenditures and recommends budget adjustments as appropriate.
- Ensures that all community planning, development review, building inspection, and code enforcement programs, policies, and procedures comply with federal, state, and local regulations.
- Provides information to developers, engineers, architects and the public regarding complex planning and zoning policies and procedures, and explains to property owners how to comply with City procedures regarding complex land use requirements, construction projects, and code interpretation.
- Provides clear and concise public presentations to City Council, Planning Commission, Hearing Examiner, and a wide variety of community groups and organizations.
- Provides staff support to the City Council, Planning Commission, Historic Preservation Commission, and Hearing Examiner; prepares findings of fact and recommendations for governing bodies as required.
- Provides administrative determinations on permitted uses, minor variances, deviations from the municipal code, and other issues based on experience and expertise in the planning profession.
- Works collaboratively with the City's economic development team to facilitate business recruitment, retention, and expansion; participates in developing the City economic development strategic plan.
- Provides leadership to attract, develop, and retain highly qualified staff to support the Community Planning Department's mission, objectives, and service expectations; directly supervises department managers and provides general oversight of all department personnel; engages in proactive succession planning to ensure the continuity of department leadership.
- Coordinates Community Planning activities with other City departments; serves as a member of the City's leadership team and works in partnership with other department heads to meet City Council's City-wide priorities.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

This position requires a Bachelor's degree in urban or municipal planning, community development, public administration, or a related field, as well as ten or more years of progressively responsible experience in land use planning and comprehensive plan development, including three or more years at a senior management level. A master's degree and membership in the American Institute of Certified Planners is highly desired. Additionally, candidates must meet the following requirements:

- Must pass a criminal background investigation.
- Must possess or obtain a Washington State driver's license.
- Must reside within thirty minutes' normal drive time of Kennewick City Hall.
- Must maintain a level of mental and physical fitness required to perform the essential functions of this classification.

Physical Requirements:

To perform the essential functions of the classification, the Community Planning Director must be able to meet the following physical requirements: must regularly speak and hear; must see and read, including close vision, color vision, and depth perception; must sit or stand for extended periods; must regularly demonstrate fine motor skills; and must occasionally exert up to 50 pounds of force and routinely exert up to 10 pounds of force.

WORK SCHEDULE

The initial work schedule for this classification will be full-time, Monday through Friday, with the option of an alternate work schedule with every other Friday off work. Early mornings, evenings, and weekend work is required. Overtime work is required. This classification is exempt under the FLSA.