

KLICKITAT COUNTY, WASHINGTON
POSITION DESCRIPTION

POSITION TITLE: Director	EFFECTIVE DATE: January 1, 2018
REPORTS TO: Board of County Commissioners	PAY GRADE: 76
DEPARTMENT/DIVISION: Planning	FLSA STATUS: Exempt
LOCATION: Goldendale	POSITION STATUS: Full-time

BASIC JOB PURPOSE/FUNCTION:

Manage, organize, and direct the planning department. Administers the comprehensive plan, subdivision and short plotting ordinance, zoning ordinance, critical areas ordinance, RV park ordinance, mobile home park ordinance, flood plan ordinance, environmental ordinance, State Environmental Policy Act (SEPA), and shoreline plan. Performs other duties at the direction of the Board of County Commissioners.

ESSENTIAL JOB DUTIES:

1. Directs department operations to achieve goals within budgeted funds and available personnel; plans and organizes workloads and staff assignments, reviews progress, directs changes in priorities and schedules as needed to assure Planning Department services are provided in an efficient and timely manner.
2. Provides technical support and policy advice to the Board of County Commissioners, Planning Commission and Board of Adjustment. Prepares agenda items, studies, reports, and recommendations; interprets policies and codes; conducts special projects as requested.
3. Provides managerial leadership and directs the selection, supervision and evaluation of staff. Conducts or oversees performance evaluations. Resolves grievances and other sensitive personnel matters. Assures all personnel are adequately trained to perform duties.
4. Prepares land use plans, ordinances, updates, and revisions. Develops and organizes annual and general planning processes. Provides environmental review for all development in the County. Makes specific development decisions. Directs, organizes, and coordinates the work of consultants.
5. Establishes policies, procedures, work rules and performance standards to assure efficient and effective planning for the County in compliance with federal, state, and local laws.
6. Represents the County in public meetings; provides information to the public, makes presentations, and assists in preparing legal briefs. Participates on a variety of advisory committees regarding planning-related issues.
7. Prepares and administers the department budget based on staffing and resource requirements, cost estimates, departmental objectives and goals. Monitors the budget to assure compliance with approved budget levels and standards. Researches funding sources and prepares grant applications.
8. Provides planning leadership and direction and develops short and long-range plans, goals and objectives for departmental operations; reviews and updates annual and comprehensive plans; coordinates department activities with other County departments and outside governmental agencies.
9. Coordinate and facilitate Planning Commission and Board of Adjustment, including scheduling of meetings/hearings, staffing, preparation of staff reports/decision documents, Board training, site visits, etc.

ADDITIONAL JOB DUTIES:

1. Analyzes and recommends improvements to existing facilities, equipment and operating systems of the department. Develops and maintains systems and records that provide for proper evaluation, control and documentation of assigned operations.
2. Directs the resolution of inquiries, complaints, problems or emergencies affecting the availability or quality of services. Responds to the most sensitive or complex inquiries.
3. Attend frequent night meetings.
4. Performs other related duties as assigned.

REQUIREMENTS/MINIMUM QUALIFICATIONS:

- Knowledge of principles, practices, and techniques and related tools/equipment to accomplish the basic function of this position, including any safety and/or legal requirements. This may, but not necessarily, include specialized skills.
- Any equivalent combination of education and experience that provides the applicant with the required knowledge, skills, and abilities to perform this job. A typical way to obtain the knowledge and abilities would be
Master's degree in Planning or related field and five years of directly related planning experience

OR
Bachelor's degree in a closely related field with ten years of experience in a field closely related to planning

Licenses, Certificates, and Other Requirements

Valid state driver's license in state of residence

WORKING CONDITIONS:

- This position requires the ability to perform those activities to complete the essential functions of the job, either with or without reasonable accommodation. The position requires continuous and/or frequent talking, repetitive motions of hand/wrists, hearing, and handling. Attendance of meetings may require travel at night/day in various weather conditions. Mental activities required by the employee in this position include decision making, interpersonal skills, supervisory skills, teamwork, creativity, customer service, mentoring, use of discretion, presentations/teaching, problem analysis, negotiation, and the ability to perform math and to read, write, speak and understand English. Required physical activities can include frequent keyboard fingering, talking, repetitive motions of hands and wrists, sitting, hearing and lifting, pushing, pulling, and carrying objects up to 10 pounds.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skills typically required, and the scope of responsibility, but is not and should not be construed an all-inclusive listing of responsibilities, skills, work requirements, or working conditions. While it is intended to accurately reflect the position activities and requirements, individuals may perform other duties and Klickitat County, Washington reserves the right to modify, add or remove duties, and assign other duties as necessary, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the work load.