

## CITY OF BURIEN, WASHINGTON

### JOB DESCRIPTION

**Title:** Community Development Director

**Dept.:** Community Development

**FLSA Status:** Exempt

**Reports to:** City Manager

The City of Burien believes that each employee makes a significant contribution to our success. This job description is designed to outline primary duties, qualifications, and job scope. 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.

#### **General Position Summary**

Leads, plans, organizes, and directs the activities of the Community Development Department including current and long-range planning, building services, rental housing inspection program, and code enforcement.

#### **Essential Functions:**

- Supports and models the identified vision, values, and behaviors of the organization.
- Plans, organizes, and directs the Community Development functions.
- Develops and monitors processes and procedures controlling permit applications, plan review, building inspection, code enforcement, and rental -housing inspection program; review development approval/denial and the development of recommendation reports and letters.
- Reviews and monitors proposed changes to federal, state, and local laws to determine their impact on departmental policies and practices; prepares, coordinates, and implements responses and recommendations to the City Manager, City Council, and other department directors.
- Anticipates City planning and zoning needs, coordinates with other Directors/disciplines, and facilitates short- and long-range planning efforts to develop and implement the City's strategic vision.
- Provides staff support to City Council Committees and citizen advisory bodies.
- Plans and directs short- and long-range projects related to comprehensive and current planning, zoning, subdivision activities, environmental analysis, building, and code enforcement.
- Provides managerial assistance to subordinates in planning and implementing programs.
- Establishes direction, goals, objectives, and priorities for the department.
- Prepares materials for and makes presentations to elected officials and the public.
- Investigates and responds to complaints regarding Community Development operations.
- Coordinates activities of the department with those of other City departments and governmental agencies.
- Attends Council meetings, Planning Commission meetings, and a variety of other special interest meetings.
- Develops and administers departmental budget, including the forecasting of funds for staffing, equipment, materials, and supplies, and monitoring of expenses.
- Oversees the Comprehensive Plan and zoning code revisions process.
- Serves as the City's State Environmental Policy Act Official and Shoreline Management Official.
- Provides for staff development and training in areas of functional specialization.
- Conducts research and writes reports on various issues and regulations.
- Performs related duties as assigned.

## **Secondary Functions**

- Negotiate and administer contracts for services.
- Write and monitor grant applications.
- Serves as a member of the City's emergency response team.

## **Job Scope**

Position is subject to a wide diversity of work situations requiring a high degree of complexity. The incumbent participates as a member of the City Leadership Team and is responsible for developing policies and objectives.

## **Supervisory Responsibility**

Directly and indirectly supervises professional, technical, and administrative support staff; recommends personnel actions; arranges and provides training; schedules staff; assigns and prioritizes work; reviews performance; approves, takes and/or recommends disciplinary actions; conducts staff meetings.

## **Interpersonal Contacts:**

The incumbent interacts extensively with the City Manager, City staff, the public, appointed and elected officials, contractors, businesses, and other governmental agencies.

## **Specific Job Skills**

Proficient knowledge of:

- Zoning ordinances, land use and comprehensive plans, including their formation, process of adoption, and enforcement.
- City budgeting principles, practices, and procedures.
- Structure and operation of municipal government principles, practices, procedures, and legal requirements.
- Principles of supervision, staff development, and performance evaluation.
- Planning theory and practice.
- Grant writing methods and techniques.

Ability to:

- Effectively lead, plan, organize, assign, and supervise work of the department.
- Communicate effectively, both in writing and orally, including oral presentations.
- Establish and maintain cooperative and effective working relationships with public officials, city staff, community groups, regional organizations, and the public.
- Thoroughly understand the City's political environment and sensitivities and function effectively within that environment.
- Exercise individual initiative and discretion in work, including confidential matters.
- Define problems, collect data, establish facts, and draw valid conclusions.
- Accurately apply laws, codes, regulations, policies, and procedures.
- Interpret, apply, and explain codes, rules, regulations, policies, and procedures to non-technical individuals.
- Effectively represent the city in situations which are potentially adversarial or stressful.
- Present and lead technical discussions at meetings.
- Exercise flexibility.
- Recognize occupational hazards and utilize standard safety procedures.
- Accurately analyze situations and adopt an effective course of action.
- Frequently attends night meetings.

**Mental Abilities**

Position requires continuous decision making, interpersonal skills, teamwork, creativity, use of discretion, problem analysis, independent judgment and/or action, and the ability to read, write, speak, and understand English; frequent mentoring, training and supervising; occasional customer service; and rare presentations/teaching, negotiation, and performance of basic and advanced math.

**Physical Abilities**

Position requires continuous sitting, hearing, and repetitive motions of hands and wrists; frequent fingering and talking, occasional standing, walking, reaching, and handling; and rare stooping, feeling, bending, kneeling, and repetitive motions of feet. Incumbent must be able to push, pull, lift, and carry five pounds.

**Education and/or Experience:**

Bachelor's degree in urban planning and design, land use planning, or related field, plus nine years of increasingly responsible professional public sector experience in related field, including five years in a supervisory capacity OR an equivalent combination of education and experience. AICP preferred. State of Washington GMA experience preferred.

**Special Requirements**

- Successful completion of pre-employment background check.
- Valid Washington State driver's license with satisfactory driving record.

**Job Conditions**

Work is primarily performed in an office which is busy, oriented to public service and subject to occasional work interruptions. The noise level in the office is moderate. Occasionally attendance at evening meetings and driving to conduct work is required.

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