



# PROSSER *Washington*

INCORPORATED 1899

Job Title:	Planning & Community Development Director	Job Category:	Non-Union; Exempt
Department/Group:	Planning	Reports to:	Mayor or designee
Location:	City Hall	Position Type:	Full Time
HR Contact:	Toni Yost	Date Reviewed:	December 1, 2024
Minimum Qualifications:		Supervision:	
<ul style="list-style-type: none"><li>• Bachelor’s Degree in urban, regional, or city planning or related field, or</li><li>• Five years of full time experience in planning or related field</li><li>• Any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis.</li><li>• Working knowledge of State Environmental Laws and Regulations</li><li>• Working Knowledge of Federal Environmental requirements including JARPA and NEPA documents</li><li>• Certification by the American Institute of Certified Planners (AICP)</li><li>• Valid WA Drivers License</li></ul>		Received: Works under the direction of the Mayor or designee  Exercised: <ul style="list-style-type: none"><li>• Contractor as needed</li></ul>	
Job Description			
<b>GENERAL PURPOSE</b>  This position oversees the Planning and Community Development functions of the City. The Director will manage contracts and consultants for planning services. The Planning & Community Development Director will ensure that the City of Prosser is compliant with all short term and long term planning projects and will maintain compliance with the Growth Management Act.  Employees in this class may work a variety of hours, be flexible, and have nontraditional work weeks and hours.			
<b>ESSENTIAL DUTIES AND RESPONSIBILITIES</b>			
<b>PLANNING AND COMMUNITY DEVELOPMENT:</b>			



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Serve as the main department contact for community committees, City Council, Board of Adjustment and Planning Commission on land use policies, planning procedures, city Comprehensive Plan, and ordinances.

Attend meetings of the Planning Commission, Board of Adjustment, City Council, and various committees.

Serve as coordinating lead for Planning Commission and Board of Adjustment meetings.

Present items for consideration to Planning Commission and Board of Adjustment.

Represent the department in citywide initiatives and the City in regional, state, and legislative matters. Employ diplomatic skills to navigate and resolve conflicts, maintaining a positive organizational image.

Collaborate with neighboring jurisdictions and regional partners on regional land use policies and issues.

Proactively engage in potential economic development projects, providing planning process information, demographics, real estate market insights, and public policy guidance.

Handle complex public inquiries and complaints, offering solutions and alternative recommendations.

Ensure regulatory and permit processes align with local, state, and federal standards.

Proactively identify and address sensitive issues impacting both the community and the organization. Employ a balanced approach to manage diverse stakeholder interests and needs, fostering a climate of mutual respect and understanding.

Oversee the interpretation and application of relevant local, state, and federal policies, codes, laws, and regulations. Ensure organizational activities and strategies are compliant and aligned with legal and regulatory frameworks.

Develop, review, and implement policies and procedures to enhance department service quality, legal compliance, and city needs. Continuously evaluates service delivery methods and procedures for efficiency and effectiveness.

Provide code interpretations for unique developer and building owner projects.



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Manage complex planning studies and oversees comprehensive planning projects from concept to construction.

Create various documents including letters, memos, contracts, reports, ensuring clarity and correctness in language and format.

Present major issues and policy direction recommendations to advisory bodies and the Council.

Stay updated on trends, developments, laws, and regulations affecting department activities. Establish and maintain effective working relationships with colleagues, other City employees, and the public, emphasizing excellent customer service.

Perform field investigations for technical and demographic data related to development proposals.

Provide written recommendations for development project applications, programs, and regulations.

Review state and county land use proposals impacting the City, coordinating responses with other departments.

Utilize independent judgment and strategic foresight to develop innovative and effective solutions for complex challenges. Lead in the identification and resolution of critical issues, ensuring alignment with organizational objectives.

Demonstrate a comprehensive understanding of technical documents such as site plans, construction details, and topographic maps. Lead in the analysis of complex design schematics, ensuring projects meet high-quality standards and specifications.

Apply advanced mathematical and statistical principles to conduct critical analyses and projections. Lead in the preparation of detailed reports on urban development, population growth, housing trends, and employment changes, providing valuable insights for city planning and decision-making.

Uphold the highest standards in maintaining the confidentiality of sensitive information. Implement robust data protection measures to safeguard organizational and stakeholder interests.

Champion the utilization of advanced software and data applications in performing job duties. Drive the adoption of technological solutions to enhance efficiency and effectiveness in organizational operations.



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Effectively use office equipment and computer systems, including cloud based permitting and reporting software.

Planning sometimes involves controversial issues. The Planner should be able to maintain good working relationships with the public even when there is strong vocal opposition. The Planner should be prepared to attend meetings after normal working hours.

Administer the issuance of municipal licenses to include business licensing, home occupations permits, mobile vendor licenses, and Liquor and Cannabis Control Board (LCB) permits.

Accept, manage, and process planning permit utilizing the adopted software system, including interface with the Finance Department for billing and information technology systems.

Prepare grant applications and manage awarded funds that are specific to planning or economic development projects.

Maintain planning records in accordance with state law and department policy.

Serve as City's State Environmental Protection Act (SEPA) Official.

May serve as a Public Information Officer (PIO) as needed.

Assist with federal environmental review process for City projects.

Lead City's Development Review Team in the review of development projects.

Keep the public informed about planning and economic development projects.

Maintain and update the Planning Section of the Prosper City Website.

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.



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#### **GRANT COORDINATOR**

Will serve as the City's grant coordinator by coordinating working with the City's contracted grant writer, funding agencies, and department to plan for, apply for, and administer grants.

Routinely report to Council regarding the status of City grant awards and applications.

Work with Council and Departments to strategically prepare competitive applications which address established priorities and needs.

#### **DEPARTMENT ADMINISTRATION**

Provide leadership and direction in the development of short and long range plans; gather, interpret, and prepare data for studies, reports and recommendations. Develop, revise and implement City and department policies and operating procedures, and recommend adjustments in programs, activities, policies and objectives. Establish departmental goals, objectives, priorities, and performance criteria; monitor and measure and implement corrective actions and objectives for the innovative and prudent management of the performance.

Demonstrate exceptional leadership in both independent and collaborative environments. Foster a culture of teamwork, innovation, and accountability, guiding teams towards achieving strategic objectives.

Prepare, present, monitor and control annual departmental budgets; approve expenditures; present programmatic budget requests; select consultants as necessary; review work of consultants and authorize payment of services.

Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance with objective.

May serve as staff on various boards, commissions, and committees.

Negotiate and administer contracting process, including monitoring compliance, for a variety of consulting, maintenance, and technical service contracts.



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Prepare and monitor the approved budget for the Planning Department, abiding by city policies and within awarded allocations.

#### **PREFERRED SKILLS**

Masters Degree in urban, regional, or city planning.

Knowledge of municipal planning and development permitting desired.

Desired skills include writing, customer service, interpersonal, presentation, process management, computer software (mapping software particularly desired), analytical, budgeting, contract management, and leadership.

Ability to apply complex state and local planning laws is required

Ability to read, write, and/or speak Spanish.

#### **TOOLS AND EQUIPMENT**

Use of computer and related software applications such as Microsoft Word, Excel, and PowerPoint. Also extensive use of GIS software and mapping.

Use of office equipment such as computer, phone, copier, 10-key calculator, typewriter, fax machine, copy machine, base radio, and automobile.

#### **PHYSICAL DEMANDS**

The physical demands described here 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 essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to operate, finger, handle, or feel objects, tools, or controls, and reach with hands and arms.



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The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those and 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.

The noise level in the work environment is usually quiet. Interruptions and distractions may be frequent.

Reviewed By:	Toni Yost, Finance Director	Date:	June 25, 2024
Approved By:	Gary Vegar, Mayor	Date:	June 25, 2024
Last Updated By:	<b>Ordinance 24-3236</b>	Date/Time:	June 25, 2024