

## City of Kelso, Washington

Statements are descriptive of the kind and level of work and not intended to be an exhaustive list of responsibilities, duties and skills required of a person in this position.	TITLE <p style="text-align: center;"><b>Planning Manager</b></p>
DEPARTMENT <p style="text-align: center;"><b>Community Development</b></p>	CLASS/EXEMPT STATUS <p style="text-align: center;"><b>Exempt</b></p>
DIVISION <p style="text-align: center;"><b>Building &amp; Planning</b></p>	PLANNING MANAGER <p style="text-align: center;"><b>Community Development Director/City Engineer</b></p>
CLASSIFICATION RANGE <p style="text-align: center;"><b>M-13</b></p>	

**POSITION DESCRIPTION**  
 Under the general direction of the Community Development Director, the Planning Manager plans, administers and directs the operations of the Building and Planning Division. The Planning Manager is also responsible for providing advanced and significant level of technical expertise, project management and program administration in the one or more complex, sensitive, and demanding functional areas of the planning process.

- ESSENTIAL FUNCTIONS**
- Administer, coordinate, and direct intricate and challenging areas of the planning function and process such as developer compliance with local, state and federal environmental protection regulations, SEPA mitigation, and review of development projects with potentially high levels of controversy and public opposition.
  - Maintain the City's Comprehensive Plan and long-range planning program to ensure compliance with federal and state statutes.
  - Manage the permitting, building inspection, and nuisance abatement functions of the City which includes the supervision of staff and oversight of contractors responsible for the provision and delivery of these services.
  - Represent, make decisions, and make discretionary rulings on the City's behalf concerning the application, effect, intent, and compliance standards for a variety of complex land development, and mitigation-related ordinances and regulations.
  - Present, explain, and defend the City's position on complex and controversial land use and regulatory issues before appointed officials, elected officials, boards, and commissions.
  - Participate in the negotiation of binding multi-party planning and development related agreements and understandings on behalf of the Community Development Director and the City.
  - Initiate, direct, and complete planning-related projects, assignments, programs, and/or analyses of varying complexity individually and within multi-disciplinary work teams within the scope of the division's responsibilities.
  - Organize, direct, and control the preparation of a variety of ordinances, guidelines, opinions, official decisions, investigative reports, and numerical data related to planning, development, and infrastructure impacts.
  - Punctual, regular and reliable attendance is essential for successful job performance.

- TYPICAL QUALIFICATIONS**
- Knowledge of:**
- Current and long range planning principles and practices as applied in a municipal regulatory environment.
  - Applicable local, state, and federal laws, codes, regulations, and ordinances including the State Environmental Policy Act, State Shoreline Act, and other land use statutes related to urban planning.
  - Current literature, trends, and developments in the planning field.
  - Comprehensive planning processes and associated methods and techniques.
  - Research methodology as applied to the collection and analysis of planning data.

- Planning information sources including demographic data, economic data, environmental factors, land development trends, and legal requirements.
- Engineering, architecture, and/or cartographic illustration.
- General principles and practices of governmental budgeting, accounting, and purchasing.
- Modern personal computer software, such as database, word processing, publishing, and spreadsheets.
- Team and individual supervisory principles and practices.
- Detailed technical aspects of one or more specialty areas of urban planning.
- Use of research and analytical methods, practices, and procedures to define and resolve issues.

**Skilled in:**

- Tactful, patient and courteous interpersonal communication.
- The application of the technical aspects of one or more specialty areas of urban planning.

**Ability to:**

- Communicate clearly and effectively both orally and in writing.
- Read, understand, interpret, apply, and explain codes, rules, regulations, policies, and procedures.
- Work with engineering, architectural, and/or cartographic illustrations.
- Organize and oversee work programs, including monitoring budgets, work schedules, grant requirements, and progress reports.
- Establish and maintain effective working relationships with elected and appointed officials, City staff, regulatory agencies and members of the community.
- Plan, organize, assign and direct the work of others.
- Work effectively in a rapid-pace work environment with competing priorities and complete work within scheduled time lines.
- Work confidentially and with discretion.
- Maintain accurate and detailed records and prepare effective and understandable reports.
- Analyze situations accurately and develop then adopt an effective course of action.
- Work independently, use discretionary judgment, and make decisions within broad guidelines.
- Effectively direct the work of others in a team environment.

**POSITION REQUIREMENTS (Sufficient education, training and experience to demonstrate the attainment of the knowledge and abilities listed below):**

**EDUCATION**

- Bachelor's Degree in Urban Planning, Public Administration, Architecture, or related field. Graduate Degree in Urban Planning and/or AICP certification is highly desirable.

**EXPERIENCE**

- At least four (4) years of municipal planning and increasingly responsible professional experience in the planning field.
- Any combination of education or work experience in public or private organizations that demonstrates attainment of the necessary Knowledge, Skills, and Abilities provided within the position description.
- Experience in staff supervision desired, but not required.

## **SPECIAL REQUIREMENTS**

- A valid driver's license is required.
- Appointees not possessing a valid Washington or Oregon State Driver's License upon hire must obtain one within currently effective statutory time limit.
- Successfully pass a modified background investigation.
- Occasional lifting of up to 25 pounds.

### **Contacts:**

- The Planning Manager has significant daily contact with the public, elected/appointed officials, and a variety of staff members of external agencies and City departments.
- Contacts are primarily for information sharing and problem resolution.
- Some contacts may be confrontational, requiring the Planning Manager to explain, defend, and support City policies, ordinances, and procedures in a professional, concise, and respectful manner.
- The Planning Manager also has daily contact with other City staff to share information, coordinate work, and resolve problems.
- Contacts with elected and appointed officials often take place in public forums or venues.

### **Supervision:**

- The position supervises professional staff, volunteers and/or interns; serves as coach, mentor, and facilitator for work teams.

### **Accountability:**

- The Planning Manager is accountable for the effective planning and implementation of assigned programs and meeting program/section goals and objectives.
- Emphasis is placed on accountability for fiscal management of complex revenue sources, delivery programs and effective technical review of alternatives.
- Evaluation is measured relative to meeting program goals and objectives within regulatory and policy guidelines.

### **Working Conditions:**

- Planning Manager works primarily in an office and also must spend a portion of time performing out-of-doors site investigations.
- Site investigations may require working on rough terrain, in and around construction sites, in environmentally sensitive areas such as wetlands, on boats, and in proximity to heavy equipment.
- Frequent travel to and attendance at meetings and conferences during standard working hours is required.
- Periodic evening and occasional weekend work is required.

PREPARED BY	DATE	SUPERVISOR	DATE	REVIEWED BY	DATE	CITY MANAGER APPROVAL	DATE
M. Kardas	4/20/2016			P. Murray	4/20/2016	S. Taylor	4/20/2016