

CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE:	Assistant Director/Planning And Community Development	E-PLAN
CLASS TITLE:	Department Manager 2	SG:E-18
DEPARTMENT:	Planning and Community Development	CS:N
		FLSA:N
		EEO4CODE:OA

JOB SUMMARY:

Oversees daily operation and assists the Director in developing and carrying out plans, programs, budgets, policies, procedures and initiatives of the Planning and Community Development Department. Supports the mission, vision and goals of the Department. Develops and implements urban plans. Oversees the development and implementation of urban plans, code revisions, development standards and Department policies. Responsible for planning and implementing technological upgrades and advancements. Includes applying and monitoring performance measures. Promotes the Public Service Competencies of service orientation, results orientation and teamwork and cooperation. Ensures accomplishment of the Department's work in an effective and cost-efficient manner. Supervises assigned staff, provides leadership and direction and ensures that service and technical standards are met, projects and programs are accomplished, and revenues and expenditures are within guidelines. Works collaboratively with other departments, external agencies, community groups and the public to appropriately plan for, guide and serve the community's development.

SUPERVISORY RELATIONSHIP:

Reports to the Planning and Community Development Director. Serves as the senior member of Department management team. Works independently to provide supervision, guidance and direction to Department staff. Acts in responsible charge in the Director's absence. Manages responsibilities in accordance with applicable local, state and federal regulations, policies and procedures.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Plans, organizes, controls, evaluates, and carries out specific defined projects that implement the goals and objectives of the Planning and Community Development Department.
2. Oversees and supervises the daily operations of the Planning and Community Development Department. Develops and/or reviews Department policies and procedures. Compiles regular reports concerning Department activities. Reviews and monitors operations on a regular basis. Recommends and coordinates staffing plans that promote diversity and fiscal responsibility. Informs staff of operating policies and procedures.
3. Supervises department management staff, Permit Center staff, and other staff, as assigned, in compliance with City policies and procedures. Oversees and reviews the work of direct reports. Provides leadership and motivation to work teams. Hires staff members and manages performance in consultation with the Director and Human Resources. Includes providing for appropriate training, conducting regular performance appraisals and administering corrective action.

4. Develops and implements urban plans. Oversees the development and implementation of urban plans, code revisions, development standards and Department policies. Includes applying and monitoring performance measures.
5. Plans and implements technological upgrades and advancements including initiatives for web based permitting, electronic plan review and remote inspection capabilities. Directs Department systems development, data management, database use, and data analysis, including permit, natural resources, GIS, and modeling data. Coordinates data integration and field data training. Develops and coordinates new data sources and streams, as appropriate. Applies and monitors performance measures.
6. Manages employee relations for the Department. Establishes systems for communication and cooperation among and with staff through periodic staff meetings, individual meetings, and other appropriate means. Ensures supervisors accomplish annual staff performance appraisals and performance development plans. Consults with supervisors regarding personnel actions. Handles labor relations issues arising out of the work area and in compliance with labor agreements and personnel policies.
7. Manages the financial resources of the department. Develops or recommends revenue and expense budgets. Authorizes and monitors expenditures to remain within approved annual expense budget. Forecasts revenue and expenditure needs. Ensures accountability for security of cash and other financial assets under direct control.
8. Establishes systems to ensure availability of the material and equipment resources needed for work. Researches and recommends new equipment, work process changes, or other work system improvements. Provides for the maintenance, repair or replacement of equipment and supplies. Ensures security of capital assets and for the safe and efficient use of equipment.
9. Represents the Department internally and externally. Presents reports, recommendations, budgets, issues for resolution to department heads, Mayor, City Council, boards and commissions. May represent the department director at public meetings of citizens or special interest groups, legislative hearings and other public settings. Serves on boards and committees.
10. Assists in preparation of the Department's budget, in implementing and monitoring budget, in long- and short-range planning, and in recommending revisions to operating procedures and/or expenditures.
11. Acts as a technical resource to management and employees. Keeps current in new developments in the field through professional membership, attendance at conferences, networking with other professionals, research and reading. Uses this contemporary knowledge for program, work system, and service delivery improvements.
12. Develops and prepares reports and recommendations for Department and elected decision-makers. Includes summarizing data and statistics, analyzing findings.

ADDITIONAL WORK PERFORMED:

1. Assumes full administrative responsibility in the absence of the Director.
2. Performs other related duties within the scope of the classification.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:

- Public administration and business management principles and practices.
- City personnel policies and procedures and employee labor contracts.
- Laws and regulations, policies and procedures affecting work.
- Technical and managerial resources related to field of work.
- Theoretical, technical, and organizational and/or practice aspects of field generally acquired through university or post secondary education and substantial experience.
- GIS and permit database software. Excellent computer skills and demonstrated ability to plan and implement technological upgrades and advancements to related fields of work.
- City fiscal management systems including accounting, finance, budget, inventory, etc.

Skill in:

- Management skills including leadership, supervisory skills, management control, problem analysis and decision making, planning and organizing, interpersonal sensitivity, adaptability/flexibility, stress tolerance and time management.
- Excellent communication and interpersonal skills for interaction with co-workers, supervisors, managers, other City personnel and the general public
- Public presentation skills including the ability to present technical information in an understandable manner to citizens, non-technical professionals, officials and deliberative boards, commissions, and legislative bodies.
- Short and long-term planning skills.
- Strong to excellent writing skills for developing reports, correspondence, issue papers, policies and procedures and various organizational communications.

Ability to:

- Model a strong work ethic to employees and a strong customer service orientation. Conducts self at all times in accordance with the ethical standards required of public officials. Avoids conflict of interest in use of City resources and personnel. Maintains the appearance of fairness in dealings with staff and citizens.
- Work cooperatively and collaboratively with staff, citizens, elected officials and community and governmental agency personnel, and staff representatives.
- Adhere to high ethical standards for conduct of public officials.
- Commit to diversity in the workplace.
- Willingness and ability to demonstrate the Public Service Competencies of Service Orientation, Results Orientation and Teamwork and Cooperation.
- Maintain consistent and punctual attendance.
- Physically perform the essential functions of the job, including:
 - Frequently operate a computer and read a computer screen or typewritten page;
 - Frequently communicate verbally;
 - Move between work sites, including on undeveloped land parcels and project development sites;
 - Occasionally lift and transport objects up to twenty-five (25) pounds;

WORKING ENVIRONMENT:

Work is primarily performed in an office environment with extensive work at a computer workstation. Requires frequent attendance and participation in evening and weekend meetings, field work and site visits to locations, including urban undeveloped and developed areas and open space,

underdeveloped land parcels, and project development sites. Travel to professional seminars, meetings and court attendance as needed.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Bachelor’s degree in planning, geographic information systems, public administration, business administration, or related field; master’s preferred.
- Minimum of five years of professional planning and community development experience including progressively responsible management and administration experience in a supervisory and leadership role.
- American Institute of Certified Planners (AICP) certification preferred.
- Geographic Information System Professional (GISP) or Project Management Professional (PMP) preferred.
- Municipal government experience and experience leading teams providing direct customer service, especially in operating a permit center preferred.

Or: In place of the above requirements, the incumbent may possess a combination of relevant education and experience which would demonstrate the individual’s knowledge, skill and ability to perform the essential duties and responsibilities listed above.

NECESSARY SPECIAL REQUIREMENT:

- Willingness and ability to frequently attend and participate in evening and weekend meetings.
- Valid Washington State driver’s license and good driving record. Must submit a three-year driving record abstract prior to hire.
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PREPARED BY: T. Stewart
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2/07

REVIEWED BY: _____
Jeff Thomas, Director
Planning and Community Development

REVISED BY: T. Stewart
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