Job Title: Community Development Manager  Department: Community Development

Reports to: Mayor and City Administrator  Effective date: 08/24/2022

Review Date: Open Until Filled  Salary Range $9,133.50 - $11,049.50/DOE

GENERAL PURPOSE
Under general policy direction from the City Administrator and Mayor, plans, organizes, directs and integrates the City’s community development programs and services; and performs related work as assigned.

DISTINGUISHING CHARACTERISTICS
An incumbent in this class is a department head with responsibility for policy development, program planning, budget management, administration, grant management, parks development, and operational direction of the Planning and Community Development Department functions. The incumbent is responsible for accomplishing department objectives and goals within guidelines established by the City Council.

ESSENTIAL DUTIES AND RESPONSIBILITIES
The duties listed below 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 class.

- Plans, organizes, controls, integrates and evaluates the work of the Planning and Community Development Department; with the Associate Planner and staff, develops, implements and monitors long-term plans, goals and objectives focused on achieving the City’s mission and Council priorities; directs the development of and monitors performance against the annual department budget and the City’s Capital Improvement Plan budget; manages and directs the development, implementation and evaluation of plans, policies, systems and procedures to achieve annual goals, objectives and work standards.

- Plans, organizes, directs and evaluates the performance of the Associate Planner and permit technician; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; makes decisions on compensation and other rewards to recognize performance; takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the City’s personnel rules and policies.

- Provides leadership to develop and retain highly competent, public service-oriented staff through selection, compensation, training and day-to-day management practices that support the City’s mission and values.

- Represents the City and the department in Design Review Board, Planning Commission, Park Board, Hearing Examiner and City Council meetings; informs and advises these groups, as well as
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the City Administrator and Mayor, on local and regional community development, environmental and infrastructure planning issues.

- Ensures the timely preparation of complete and accurate staff work for presentation to citizen committees, commissions and the City Council; performs research and analysis for presentations on special projects and community/planning issues.

- Community Development Manager interprets the department’s codes, regulations, plans, policies and functions for elected and appointed boards, citizens, the business community and the public.

- Coordinates and manages the City’s contract with the County Building Department.

- Assembles the necessary City and external consulting and volunteer resources to resolve a broad range of issues in current planning, advance planning, special local/regional planning projects, capital improvement projects and code enforcement programs.

- Oversees the preparation of new City ordinances and the amendment of existing ordinances, the municipal code and the Community Plan; ensures conformance to City plans and regulations through code enforcement strategies; provides for appropriate protection of the City of Pacific’s natural resources and the preservation of the community’s unique character.

- Manages multiple capital improvement projects; coordinates CIP project activities with other City departments, retained engineers, and outside agencies and utilities.

- Monitors national and state-wide developments in planning, economic and community development matters; evaluates their impact on City programs and operations; implements departmental process improvement where warranted; represents the City in regional conferences and other forums.

- Work with staff and the City Engineer to ensure an accurate, timely, efficient and transparent process for the entire grant life cycle, from proposal to close. This entails pre-award management, tracking payments, reviewing or producing relevant reports, monitoring and post-award management.

- Review and approve grant award packets prior to notification of the award.

- Serve as the resident expert on grant compliance and interpretation of OMB Circulars and all applicable regulations, policies and procedures. Interpret applicable regulations and translate into operational policies as required.

- Provide on-going training to program and finance staff as it relates to grant administration and organizational policies.

- Plans and develops Park projects and future growth.

- Extensive working knowledge and experience with the Washington State Growth Management Act, Local Project Review Act, Shoreline Management Act and State Environmental Policy Act including the preparation and adoption of periodic updates and minor amendments.

- Enforce development codes by working collaboratively with the City’s Code Enforcement Officer.

- Skilled in both virtual and in-person meeting facilitation.

- Oversee departmental consultants.

- Attend City Council Planning Commission and Park Board meetings.
DESIRED MINIMUM QUALIFICATIONS

Knowledge of:
Theory, principles, practices and techniques of community development planning, building inspection, code enforcement, economic development, grant management and related community development services; applicable federal, state and local laws, codes and regulations governing the administration of planning and community development; SEPA and NEPA regulations of community housing; principles and practices of public administration, including budgeting, purchasing and the maintenance of public records; organization and functions of an elected City Council and appointed boards and commissions; the Brown Act and other laws and regulations governing the conduct of public meetings; the City’s personnel rules and policies, principles and practices of management and supervision.

Ability to:
Plan, direct and integrate broad, comprehensive planning and community development programs and services; analyze complex planning and community development issues and problems, evaluate alternative solutions and develop sound conclusions, recommendations and courses of action; present proposals and recommendations clearly and logically in public meetings; understand, interpret, explain and apply local, state and federal law and regulations governing land use planning and community development; evaluate management practices and adopt effective courses of action; develop clear, concise and comprehensive technical reports, correspondence and other written materials; exercise sound, expert independent judgment within general policy guidelines; establish and maintain effective working relationships with the City Council, Planning Commission, DRB, other commissions and boards, officials, staff, private and community organizations, developers and others encountered in the course of the work.

Training and Experience:
A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with major course work in public or business administration, city or community development, regional planning, law, or a closely related field; and at least five years of progressively responsible management and administrative experience in municipal planning and community development, at least two of which were at a managerial level; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:
A valid Washington driver’s license.

PHYSICAL AND MENTAL 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 class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:
- While performing the duties of this job, the employee is regularly required to sit; talk and hear, both in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms.
Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.

Mental Demands:
While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; observe and interpret situations; read and interpret data, information and
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documents; analyze and solve complex problems; use math and mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions; and interact with officials and the public.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
The employee works under typical office conditions; the noise level is usually quiet.