

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Approval of Ordinance No. 628 to Reclassify the Assistant Director PADS, to Planning Manager within the City's Classification and Compensation Plan
DEPARTMENT:	Planning and Community Development & Human Resources
PRESENTED BY:	Rachael Markle, Planning and Community Development Director Marci Wright, Human Resources Director
ACTION:	<input checked="" type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input type="checkbox"/> Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Public Hearing

PROBLEM/ISSUE STATEMENT:

With the promotion of Assistant Director Rachael Markle to be Director of Planning and Community Development, the Assistant Director position becomes vacant. In considering the need for refilling this vacancy, staff has concluded the organization would be better served by reclassifying the Assistant Director to a Planning Manager. This reclassification to a lower salary range position would fully meet the operational needs of the position and would better align the position internally.

FINANCIAL IMPACT:

The proposed reclassification would result in cost savings to the City; the annual cost savings are estimated to be between \$8,000 and \$25,000.

RECOMMENDATION

Staff recommends Council Approval of Ordinance No. 628 to reclassify the Assistant Director PADS to Planning Manager within the City's Classification and Compensation Plan.

Approved By: City Manager *JU* City Attorney *IS*

BACKGROUND

Prior to 2004, the Planning and Community Development Department (previously known as the Planning and Development Services Department) used the classification of Planning Manager as a management position within the Department. In 2004, the incumbent Planning Manager Rachael Markle was promoted to the vacant Assistant Director position and the Department chose to reorganize and eliminate the Planning Manager position.

Since this decision in 2004, the Department has used various organizational approaches to supervising professional planning staff. The most recent organizational approach was implemented in the summer of 2011 when all professional planning staff were consolidated into one team, reporting to Assistant Director Markle.

Effective January 1, 2012, the Planning and Community Development Department eliminated two professional planning positions by layoff. This layoff decreased the planning staff from 7.6 FTE to 5.6 FTE. Later in January, Assistant Director Rachael Markle was promoted to Director via a competitive hiring process, leaving a vacant Assistant Director position.

The organization of the Department inherited by Director Markle includes:

- Director;
- Planning Team (5.6 FTE professional planning staff) managed by the Assistant Director (vacant);
- Building Team (5 FTE plans examiners/inspection staff) managed by the Building Official;
- Permit Services Team (4 FTE permit technicians/administrative support/code enforcement) managed by the Permit Services Manager
- 2 FTE reporting to the Director (a Management Analyst and an Administrative Assistant)

Given this vacant position and the recent decrease in planning staff, the City Manager's Office, Human Resources and new Director Markle have worked together to determine whether to:

- fill the existing Assistant Director vacancy;
- not fill the position and leave it vacant; or
- reclassify the vacancy to a lower level classification.

As a result of our deliberations, staff recommends reclassifying the Assistant Director to the lower level Planning Manager classification.

ALTERNATIVES ANALYSIS

The options considered include: 1) choosing not to fill the position; 2) filling the position as an Assistant Director; or 3) reclassifying the position.

It is worth noting that the City Manager has the administrative authority to exercise Options 1 and 2; the City Council approval is required for Option 3.

Option 1: In considering Option 1, staff believes it is necessary to fill the vacancy due to the critical nature of the position. The Department needs a position to supervise the almost six (6) FTE of planning staff. To add this supervisory responsibility to the Director position would create an unreasonable supervisory burden for the Director and overly immerse the Director in a single function of the Department to the detriment of the full range of Department services. Functionally it does not make sense to add the planning team to either of the other existing Planning and Community Development teams (Permit Services and Building) and neither of the current team managers has a planning background. Further, staff believes that not filling the position would put timely and successful completion of City Council Goal No. 1 at risk.

Option 2: At the same time, staff believes it would be unwise to simply automatically refill the existing vacancy. The Assistant Director (Salary Range 62) classification was created to exercise management and control over the full range of department services and responsibilities. With the decreased staffing and the current organizational approach, this level of expertise and responsibility is no longer required. The operational need for the position going forward is to manage the one work team in the Department that is focused specifically on professional planning services.

Option 3: To provide the required focus on delivering excellent City planning services, staff believes the best option is reclassifying the position to Planning Manager, at the same lower salary range (Salary Range 59) previously assigned to the Planning Manager classification. Staff believes this action will:

1. **More accurately describe the job duties assigned.** The primary essential function of this position is managing the staff and responsibilities of the Department's Planning Team. The City's definition of Planning Manager is to direct, manage, supervise and coordinate the activities and operations of the City Planning Team;
2. **Better align the pay for this work to other similar City positions.** As noted above, the Assistant Director classification is in Salary Range 62 which is higher than the other Planning and Community Development classifications which manage Departmental Teams—the Building Official (Range 61) and the Permit Services Manager (Range 59). Range 59 also includes top managers in other departments (for example, the Finance Manager, the Recreation Superintendent and the Parks Superintendent). These classifications require similar levels of experience, expertise and responsibility.
3. **Range 59 salary is consistent with the City's guidelines on establishing salary based on supervisor/subordinate relationship.** The City's salary setting guideline is 15% - 20% salary differential when the supervisor/subordinate relationship is used to establish a salary range. The highest salary range of this position's direct reports is Salary Range 51 (Senior Planner). The recommended salary range placement of Range 59 is 20% higher than Salary Range 51.

COUNCIL GOALS ADDRESSED

As noted above, staff believes that refilling this position (at the recommended lower salary range) is critical to the timely completion of City Council Goal No. 1—Implement the adopted Community Vision by updating the Comprehensive Plan and key development regulations in partnership with residents, neighborhoods and businesses.

FINANCIAL IMPACT

Reclassifying the Assistant Director to a Planning Manager will result in cost savings to the City.

The Assistant Director, at Range 62, has an annual salary range of \$86,189 to \$104,862. The Planning Manager, at Range 59, would have an annual salary range of \$80,033 to \$97,372. The current position is budgeted based upon the top of Range 62. Depending on the salary rate for the yet to be hired Planning Manager, the amount of cost savings would vary, but the new salary expense would be lower than currently budgeted. Focusing on salary savings, the annual difference could range from as little as \$7,490 (for a Step 6 Planning Manager hire) to as much as \$24,829 (for a Step 1 Planning Manager hire).

RECOMMENDATION

Staff recommends Council Approval of Ordinance No. 628 to reclassify the Assistant Director PADS to Planning Manager within the City's Classification and Compensation Plan.

Attachment A: Ordinance No. 628

Attachment B: Classification Specification for Planning Manager

Approved By: City Manager ____ City Attorney ____

ORDINANCE NO. 628

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SHORELINE, WASHINGTON, RECLASSIFYING THE ASSISTANT DIRECTOR, PADS TO A NEW CLASSIFICATION PLANNING MANAGER AND AMENDING THE 2012 BUDGET BY AMENDING THE 2012 EXEMPT SALARY TABLE

WHEREAS, the 2012 Budget for the City of Shoreline was adopted by Ordinance No. 622

WHEREAS, City staff have determined it is appropriate to reclassify the Assistant Director, PADS to a new classification specification, Planning Manager; and

WHEREAS, due to the reclassification, the salary range for the position should be adjusted; and

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SHORELINE, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. Amendment to the 2012 Budget. The Exempt Salary Table of the 2012 Budget as adopted by Ordinance 622 and as shown on Exhibit A attached hereto is amended as follows:

The classification “Assistant Director PADS” is deleted from Range 62 and a new classification “Planning Manager” is added to Range 59

Section 2. Effective date. A summary of this ordinance consisting of its title shall be published in the official newspaper of the City and the ordinance shall take effect and be in full force five (5) days after the date of publication.

ADOPTED BY THE CITY COUNCIL ON FEBRUARY 13, 2012.

Mayor McGlashan

ATTEST:

APPROVED AS TO FORM:

Scott Passey
City Clerk

Ian Sievers
City Attorney

Date of Publication:
Effective Date:

City of Shoreline

Range Placement Table

2.5% Between Ranges; 4% Between Steps

Salary Table 01 - EXEMPT

Mkt Adj 0.00%

Effective Jan 1, 2011

Range	Title	Salary	Min Step 1	Step 2	Step 3	Step 4	Step 5	Max Step 6
1		Annual	18,896	19,652	20,438	21,255	22,105	22,990
2		Annual	19,395	20,170	20,977	21,816	22,689	23,596
3		Annual	19,838	20,631	21,457	22,315	23,207	24,136
4		Annual	20,337	21,150	21,996	22,876	23,791	24,742
5		Annual	20,863	21,697	22,565	23,468	24,407	25,383
6		Annual	21,389	22,245	23,135	24,060	25,023	26,023
7		Annual	21,943	22,821	23,734	24,683	25,671	26,698
8		Annual	22,498	23,398	24,333	25,307	26,319	27,372
9		Annual	23,024	23,945	24,903	25,899	26,935	28,012
10		Annual	23,634	24,579	25,562	26,585	27,648	28,754
11		Annual	24,188	25,155	26,161	27,208	28,296	29,428
12		Annual	24,797	25,789	26,821	27,894	29,009	30,170
13		Annual	25,435	26,452	27,510	28,610	29,755	30,945
14		Annual	26,072	27,115	28,199	29,327	30,500	31,720
15		Annual	26,709	27,777	28,888	30,044	31,246	32,496
16		Annual	27,402	28,498	29,638	30,823	32,056	33,338
17		Annual	28,094	29,218	30,387	31,602	32,866	34,181
18		Annual	28,759	29,910	31,106	32,350	33,644	34,990
19		Annual	29,480	30,659	31,885	33,161	34,487	35,866
20		Annual	30,228	31,437	32,694	34,002	35,362	36,777
21		Annual	30,976	32,215	33,503	34,844	36,237	37,687
22		Annual	31,779	33,050	34,372	35,747	37,177	38,664
23		Annual	32,555	33,857	35,212	36,620	38,085	39,608
24		Annual	33,386	34,722	36,111	37,555	39,057	40,619
25		Annual	34,190	35,557	36,980	38,459	39,997	41,597
26		Annual	35,049	36,451	37,909	39,425	41,002	42,642
27		Annual	35,935	37,373	38,868	40,422	42,039	43,721
28		Annual	36,850	38,324	39,856	41,451	43,109	44,833
29		Annual	37,764	39,274	40,845	42,479	44,178	45,946
30		Annual	38,706	40,254	41,864	43,539	45,280	47,092
31		Annual	39,676	41,263	42,913	44,630	46,415	48,271
32		Annual	40,673	42,300	43,992	45,752	47,582	49,485

Range	Title	Salary	Min Step 1	Step 2	Step 3	Step 4	Step 5	Max Step 6
33		Annual	41,698	43,366	45,101	46,905	48,781	50,732
34		Annual	42,723	44,432	46,210	48,058	49,980	51,979
35		Annual	43,776	45,527	47,348	49,242	51,212	53,260
36		Annual	44,912	46,709	48,577	50,520	52,541	54,642
37		Annual	45,993	47,832	49,746	51,736	53,805	55,957
38		Annual	47,129	49,014	50,974	53,013	55,134	57,339
39		Annual	48,320	50,253	52,263	54,353	56,528	58,789
40		Annual	49,539	51,521	53,581	55,725	57,954	60,272
41		Annual	50,786	52,817	54,930	57,127	59,412	61,789
42		Annual	52,060	54,143	56,309	58,561	60,903	63,339
43	Assistant Planner	Annual	53,363	55,497	57,717	60,026	62,427	64,924
44		Annual	54,692	56,880	59,155	61,522	63,982	66,542
45	Executive Assistant to the City Manager	Annual	56,050	58,292	60,624	63,049	65,571	68,194
46	Budget Analyst Management Analyst Staff Accountant Recreation Coordinator I	Annual	57,435	59,733	62,122	64,607	67,191	69,879
47	Associate Planner	Annual	58,932	61,289	63,740	66,290	68,942	71,699
48	Purchasing Officer	Annual	60,372	62,787	65,299	67,911	70,627	73,452
49	Neighborhoods Coordinator Emergency Management Coordinator Parks & Rec Project Coordinator	Annual	61,896	64,372	66,947	69,625	72,410	75,306
50	Grants Coordinator Senior Accountant Recreation Coordinator II CMO Management Analyst Senior Human Resources Analyst Budget/Financial Systems Analyst	Annual	63,420	65,957	68,595	71,339	74,192	77,160
51	Web Developer Senior Planner	Annual	64,999	67,599	70,303	73,115	76,040	79,082
52	CRT Supervisor Fleet, Facilities & Prop Mgt Supv Development Review Engineer I Construction Inspection Supervisor	Annual	66,662	69,328	72,101	74,985	77,985	81,104
53	Network Administrator	Annual	68,324	71,057	73,899	76,855	79,929	83,127
54	PW Maintenance Supervisor	Annual	70,014	72,815	75,727	78,756	81,907	85,183
55	Capital Projects Manager I GIS Specialist City Clerk	Annual	71,760	74,630	77,615	80,720	83,949	87,307
56	Associate Traffic Engineer	Annual	73,588	76,532	79,593	82,777	86,088	89,531
57	Database Administrator	Annual	75,417	78,434	81,571	84,834	88,227	91,756
58		Annual	77,301	80,393	83,609	86,953	90,431	94,048

Range	Title	Salary	Min	Step 2	Step 3	Step 4	Step 5	Max
			Step 1					Step 6
59	Recreation Superintendent Economic Development Program Mgr Finance Manager Capital Projects Manager II Community Services Manager Intergovernmental Prog Manager Development Review Engineer II Permit Services Manager Parks Superintendent	Annual	79,240	82,410	85,706	89,135	92,700	96,408
60		Annual	81,208	84,456	87,834	91,347	95,001	98,801
61	Building Official	Annual	83,258	86,588	90,052	93,654	97,400	101,296
62	Assistant City Attorney Assistant Director PADS	Annual	85,336	88,749	92,299	95,991	99,831	103,824
63	Traffic Engineer SW & Environmental Svcs Manager	Annual	87,441	90,939	94,577	98,360	102,294	106,386
64		Annual	89,658	93,244	96,974	100,853	104,887	109,083
65	Capital Project Administrator Transportation Svcs Division Mgr	Annual	91,875	95,550	99,371	103,346	107,480	111,779
66	Information Systems Manager	Annual	94,174	97,941	101,859	105,933	110,170	114,577
67		Annual	96,557	100,419	104,436	108,613	112,958	117,476
68		Annual	98,940	102,897	107,013	111,294	115,745	120,375
69	Public Works Operations Manager	Annual	101,433	105,491	109,710	114,099	118,663	123,409
70	Human Resources Director	Annual	103,955	108,113	112,437	116,935	121,612	126,477
71		Annual	106,559	110,821	115,254	119,864	124,659	129,645
72		Annual	109,246	113,616	118,161	122,887	127,803	132,915
73		Annual	111,962	116,440	121,098	125,942	130,979	136,219
74	Assistant City Manager Finance Director Parks, Rec & Cultural Svcs Director Planning & Dev Services Director Public Works Director City Attorney	Annual	114,760	119,350	124,124	129,089	134,253	139,623
75		Annual	117,642	122,347	127,241	132,331	137,624	143,129

City of Shoreline
Range Placement Table
2.5% Between Ranges; 4% Between Steps

Salary Table 01 - EXEMPT

Mkt Adj 1.00%
Effective Jan 1, 2012

EXHIBIT A (Ord 628)

Range	Title	Salary	Min Step 1	Step 2	Step 3	Step 4	Step 5	Max Step 6
1		Annual	19,085	19,848	20,642	21,468	22,326	23,220
2		Annual	19,588	20,372	21,187	22,034	22,916	23,832
3		Annual	20,036	20,838	21,671	22,538	23,439	24,377
4		Annual	20,540	21,361	22,216	23,105	24,029	24,990
5		Annual	21,072	21,914	22,791	23,703	24,651	25,637
6		Annual	21,603	22,467	23,366	24,301	25,273	26,284
7		Annual	22,163	23,049	23,971	24,930	25,927	26,965
8		Annual	22,723	23,632	24,577	25,560	26,582	27,646
9		Annual	23,254	24,184	25,152	26,158	27,204	28,292
10		Annual	23,870	24,825	25,818	26,850	27,924	29,041
11		Annual	24,430	25,407	26,423	27,480	28,579	29,722
12		Annual	25,045	26,047	27,089	28,172	29,299	30,471
13		Annual	25,689	26,716	27,785	28,896	30,052	31,254
14		Annual	26,332	27,386	28,481	29,620	30,805	32,037
15		Annual	26,976	28,055	29,177	30,344	31,558	32,821
16		Annual	27,676	28,783	29,934	31,131	32,377	33,672
17		Annual	28,375	29,510	30,691	31,918	33,195	34,523
18		Annual	29,047	30,209	31,417	32,674	33,981	35,340
19		Annual	29,774	30,965	32,204	33,492	34,832	36,225
20		Annual	30,530	31,751	33,021	34,342	35,716	37,144
21		Annual	31,286	32,537	33,838	35,192	36,600	38,064
22		Annual	32,097	33,381	34,716	36,105	37,549	39,051
23		Annual	32,881	34,196	35,564	36,986	38,466	40,004
24		Annual	33,720	35,069	36,472	37,931	39,448	41,026
25		Annual	34,532	35,913	37,349	38,843	40,397	42,013
26		Annual	35,399	36,815	38,288	39,819	41,412	43,068
27		Annual	36,295	37,746	39,256	40,826	42,460	44,158
28		Annual	37,218	38,707	40,255	41,865	43,540	45,281
29		Annual	38,142	39,667	41,254	42,904	44,620	46,405
30		Annual	39,093	40,657	42,283	43,974	45,733	47,563
31		Annual	40,072	41,675	43,342	45,076	46,879	48,754

City of Shoreline
Range Placement Table
2.5% Between Ranges; 4% Between Steps

Salary Table 01 - EXEMPT

Mkt Adj 1.00%
Effective Jan 1, 2012

EXHIBIT A (Ord 628)

Range	Title	Salary	Min Step 1	Step 2	Step 3	Step 4	Step 5	Max Step 6
32		Annual	41,080	42,723	44,432	46,209	48,058	49,980
33		Annual	42,115	43,800	45,552	47,374	49,269	51,240
34		Annual	43,151	44,877	46,672	48,539	50,480	52,499
35		Annual	44,214	45,982	47,822	49,735	51,724	53,793
36		Annual	45,361	47,176	49,063	51,025	53,066	55,189
37		Annual	46,453	48,311	50,243	52,253	54,343	56,517
38		Annual	47,600	49,504	51,484	53,543	55,685	57,913
39		Annual	48,803	50,755	52,786	54,897	57,093	59,377
40		Annual	50,034	52,036	54,117	56,282	58,533	60,875
41		Annual	51,294	53,345	55,479	57,698	60,006	62,407
42		Annual	52,581	54,684	56,872	59,146	61,512	63,973
43	Assistant Planner	Annual	53,896	56,052	58,294	60,626	63,051	65,573
44		Annual	55,239	57,449	59,747	62,137	64,622	67,207
45	Executive Assistant to the City Manager	Annual	56,611	58,875	61,230	63,679	66,226	68,875
46	Budget Analyst Management Analyst Staff Accountant Recreation Coordinator I	Annual	58,010	60,330	62,743	65,253	67,863	70,578
47	Associate Planner	Annual	59,521	61,902	64,378	66,953	69,631	72,416
48	Purchasing Officer	Annual	60,976	63,415	65,952	68,590	71,333	74,187
49	Parks & Rec Project Coordinator Emergency Management Coordinator	Annual	62,515	65,016	67,616	70,321	73,134	76,059
50	Grants Coordinator Recreation Coordinator II CMO Management Analyst Senior Human Resources Analyst Budget/Financial Systems Analyst	Annual	64,054	66,616	69,281	72,052	74,934	77,932
51	Web Developer Senior Planner	Annual	65,649	68,275	71,006	73,847	76,800	79,872
52	Customer Response Team Supervisor Fleet, Facilities & Prop Mgt Supv Development Review Engineer I Construction Inspection Supervisor	Annual	67,328	70,021	72,822	75,735	78,765	81,915
53		Annual	69,007	71,768	74,638	77,624	80,729	83,958
54	PW Maintenance Supervisor	Annual	70,714	73,543	76,485	79,544	82,726	86,035

City of Shoreline
Range Placement Table

2.5% Between Ranges; 4% Between Steps

Salary Table 01 - EXEMPT

Mkt Adj 1.00%
Effective Jan 1, 2012

EXHIBIT A (Ord 628)

Range	Title	Salary	Min Step 1	Step 2	Step 3	Step 4	Step 5	Max Step 6
55	Capital Projects Manager I GIS Specialist City Clerk	Annual	72,477	75,376	78,391	81,527	84,788	88,180
56	Associate Traffic Engineer	Annual	74,324	77,297	80,389	83,605	86,949	90,427
57	Database Administrator	Annual	76,171	79,218	82,387	85,682	89,109	92,674
58		Annual	78,074	81,197	84,445	87,823	91,335	94,989
59	Recreation Superintendent Economic Development Program Mgr Finance Manager Capital Projects Manager II Community Services Manager Intergovernmental Prog Manager Development Review Engineer II Permit Services Manager Parks Superintendent <u>Planning Manager</u>	Annual	80,033	83,234	86,563	90,026	93,627	97,372
60		Annual	82,020	85,300	88,712	92,261	95,951	99,789
61	Building Official	Annual	84,090	87,454	90,952	94,590	98,374	102,309
62	Assistant City Attorney Assistant Director PADS	Annual	86,189	89,637	93,222	96,951	100,829	104,862
63	Traffic Engineer SW & Environmental Svcs Manager	Annual	88,316	91,849	95,522	99,343	103,317	107,450
64		Annual	90,555	94,177	97,944	101,862	105,936	110,174
65	Engineering Supervisor Transportation Svcs Division Mgr	Annual	92,793	96,505	100,365	104,380	108,555	112,897
66	Information Systems Manager	Annual	95,116	98,921	102,877	106,992	111,272	115,723
67		Annual	97,522	101,423	105,480	109,700	114,088	118,651
68		Annual	99,929	103,926	108,083	112,407	116,903	121,579
69	Public Works Operations Manager	Annual	102,448	106,545	110,807	115,240	119,849	124,643
70	Human Resources Director	Annual	104,994	109,194	113,562	118,104	122,828	127,741
71	City Engineer	Annual	107,625	111,930	116,407	121,063	125,905	130,942
72		Annual	110,339	114,752	119,343	124,116	129,081	134,244
73		Annual	113,081	117,605	122,309	127,201	132,289	137,581
74	Assistant City Manager Finance Director Parks, Rec & Cultural Svcs Director Planning & Dev Services Director Public Works Director City Attorney	Annual	115,908	120,544	125,366	130,380	135,596	141,019
75		Annual	118,818	123,571	128,513	133,654	139,000	144,560

ATTACHMENT B

CITY OF SHORELINE

PLANNING MANAGER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To direct, manage, supervise and coordinate the activities and operations of the City Planning Team within the Planning and Community Development Department including zoning, land use, community planning, sustainability, permitting, annexations, environmental review, and special projects; to ensure compliance with statutory requirements; to coordinate assigned activities with other divisions of the Department, and other departments and agencies.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Director of Planning and Community Development.
Exercises direct supervision over assigned staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS *Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Assume management responsibility for assigned services and activities of the City Planning Team including short and long-range planning programs and projects; recommend and administer policies and procedures; manage and participate in the development and implementation of goals, objectives, policies and priorities for assigned programs.
2. Recommend, within Department policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures.
3. Plan, direct, coordinate, and review the Team's work plan; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to regularly identify and resolve problems.
4. Research, analyze, prepare and interpret studies and reports; make recommendations regarding annexations, land use management, community development, economic development, sustainability, environmental protection, housing, historical preservation, utilities, transportation, capital improvements and other related plans and/or policies.
5. Ensure compliance with statutory requirements relative to the Team and environmental issues; develop and review environmental impact statements and technical reports; recommend final actions on environmental issues.
6. Assist the Director in implementing regulations, programs, strategies and action plans as dictated by the Comprehensive Plan and other functional planning documents.
7. Manage the preparation of grant proposals for additional funding from State and Federal sources; administer grants and ensure successful completion of work programs.
8. Administer contracts with outside consulting services as required; advertise, interview and select consultants; negotiate work programs for subsequent contracts.
9. Select, train, motivate and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

10. Oversee and participate in the development and administration of the Team and Department budgets; approve Team expenditures and implement budgetary adjustments as appropriate and necessary.
11. Explain, justify and defend Team programs, policies and activities; negotiate and resolve sensitive and controversial issues.
12. Represent the Team to other divisions, departments, and outside agencies; coordinate assigned activities with those of other divisions, departments and outside agencies and organizations.
13. Provide staff assistance to the Planning and Community Development Director; serve as staff on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.
14. Respond to and resolve difficult and sensitive citizen inquiries and complaints.

Marginal Function:

Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a comprehensive planning and community development program.
 Principles and practices of urban planning.
 Principles and practices of community development.
 Principles and practices of program development and administration.
 Methods and techniques of zoning, regulating and environmental management.
 Principles and practices of geographic information systems and their applicability to planning and zoning.
 Principles and practices of capital facility, sustainability, transportation, human services, public safety, housing and utility planning.
 Principles and practices of landscape architecture including aesthetic and design functions.
 Principles and practices of community involvement techniques, dispute mediation and consensus building.
 Principles and practices of local budget preparation and administration.
 Principles of supervision, training and performance evaluation.
 Modern office procedures, methods and equipment including computers.
 Applicable computer software applications.
 Pertinent Federal, State and local laws, codes and regulations.

Ability to:

Manage a comprehensive planning and community development program.
 Develop and administer Division goals, objectives and procedures.
 Analyze and assess programs, policies and operational needs and make appropriate adjustments.
 Identify and respond to sensitive community and organizational issues, concerns and needs.
 Plan, organize, direct and coordinate the work of lower level staff
 Delegate authority and responsibility.
 Select, supervise, train and evaluate staff.
 Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
 Research, analyze and evaluate new service delivery methods and techniques.
 Oversee and conduct a variety of research studies in the areas of planning and community development.
 Evaluate, research and write legislation as needed.
 Read and interpret maps, property descriptions, charts, graphs and statistical data.
 Interpret engineering, architectural and landscape plans and designs.
 Conduct formal and informal meetings and make presentations.
 Operate office equipment including computers and supporting word processing and spreadsheet applications.
 Operate geographic information systems.
 Prepare clear and concise administrative and technical reports.
 Prepare and administer large and complex budgets.
 Interpret and apply applicable Federal, State and local policies, laws and regulations.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work including regional and State forums.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible public planning experience including three years of administrative and supervisory responsibility.

Training:

Equivalent to a bachelor's degree from an accredited college or university with major course work in urban planning or a related field.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screen; extensive contact with staff and community members.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; extensive public speaking and interaction.

Note:

1. Any combination of education and experience may be substituted, so long as it provides the desired skills, knowledge and abilities to perform the essential functions of the job.
2. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.
3. While requirements may be representative of minimum levels of knowledge, skills and abilities to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.
4. This job description in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job related duties requested by their supervisor.

I have read and understand this class description.

Signature

Date