JEFFERSON COUNTY
Job Description

Position: Planning Manager
Department: Community Development
Division: Long Range & Current Planning
Annual Hours Worked: 2080
Exempt Salary Grade: 20
BBP: No
FLSA: Exempt-Professional
UNION: Exempt
HIPAA RATING: 3
Approved: 09/02/14
By HR Manager:

1.0 MAJOR FUNCTION AND PURPOSE

1.1 Supports the Director of Community Development by supervising the professional land use planning and permitting staff. Serves as a key member of the Community Development Department’s Management Team and works to continually improve the effectiveness and efficiency of the Department of Community Development.

2.0 SUPERVISION RECEIVED

2.1 Persons in this position are given significant discretion, within the scope of policy and regulations, in the routine performance of their duties; supervision and guidance are received from the Director of Community Development.

3.0 SUPERVISION EXERCISED

3.1 This position supervises the Long Range Planning and Development Review Division. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, making recommendations on hiring and training employees; planning, assigning, and directing work; appraising performance, including measures to correct performance deficiencies when necessary; addressing complaints and resolving problems.

4.0 SPECIFIC DUTIES AND RESPONSIBILITIES

Duties include but are not limited to the following: Other duties may be assigned by the Director of Community Development.

4.1 Supervises land use permitting processes from pre-application through appeals.

4.2 Supervises land use and environmental permit review as the UDC Administrator.

4.3 Serves as Acting Director in the event of the Director's absence.

4.4 Prepares annual work plans, performance measures, and makes recommendations on land use ordinances for submission to Director. Implements local, state and federal land use laws and regulations and is the Responsible Official/ Administrator for SEPA; subdivisions; shoreline; Critical Areas; zoning; Flood Plain and storm water.

4.5 Insures that Jefferson County policies are supported and recommends policy and procedural changes where such changes are necessary to meet policy objectives or State and/or federal law.
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4.6 Assigns work plans to appropriate staff, monitors completion, assures quality, and meets time-line obligations of departmental work plan.

4.7 Researches the development of effective land use controls based on state and federal statutes and requirements, policy guidelines, models from other jurisdictions, and citizen advisory processes.

4.8 Insures that staff goals and objectives are related to the work plan, monitors the work plan to assure compliance, and evaluates all staff on outcome objectives on a quarterly basis.

4.9 Recommends professional development plan for each staff member on an annual basis. Insures such development plans are completed.

4.10 Recommends annual training plan to Director that includes: training necessary for individual staff to do present job; training necessary for staff to improve skills; and training that improves the capacity of the entire department.

4.11 Supervises planning projects to ensure they are proceeding effectively and on schedule by conducting performance audits, establishing performance schedules, and directing work activities by conducting performance audits.

4.12 Acts to resolve problems and complaints concerning permit processing and operations.

4.13 Personally provides assistance to the general public in addressing requirements for land development. Meets with citizens on aspects of County planning and in developing cases where the importance, visibility, sensitivity, or complexity of the issues a subordinate needs assistance.

4.14 Attends and participates in various meetings, conferences, and workshops, and relates the County's position and/or policy as appropriate.

4.15 Makes presentations to various boards, commissions, and public interest groups.

4.16 Performs other duties as assigned.

5.0 REQUIRED KNOWLEDGE AND ABILITIES  To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

5.1 Language Skills: Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication concerning economic, social and environmental change in clear, effective, persuasive, and professional manner. Ability to effectively prepare and/or direct preparation of, and present comprehensive reports, presentations, budgets and correspondence to top management, public groups, and/or boards.

5.2 Mathematical Skills: Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

5.3 Reasoning Ability: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
5.4 Ability to facilitate discussion of small and medium groups.

5.5 Skill in working in a team based work environment.

5.6 Ability to quickly grasp new techniques, deal with rapid changes in events, remain calm in stressful situations, and relate to various personality styles in a calm, professional manner.

5.7 Understands the need for maintaining confidentiality of sensitive information.

5.8 Assure efficient and effective utilization of volunteers and department personnel, funds, materials, facilities and time.

6.0 MINIMUM QUALIFICATIONS

6.1 Bachelor's degree (BA) in Community Development; public administration; urban regional or environmental planning; or a closely related field from a four-year college or university and five (5) years of progressively responsible experience at a senior level in planning or public administration, including at least two (2) years as a Senior Planner or Manager of discrete work unit including direct responsibility for performance of a team and/or individual subordinates. A Master's degree (MA) in an appropriate field may be substituted for two (2) years of experience.

6.2 An AICP certificate is preferred.

6.3 A valid Washington State Driver's License is required.

7.0 DESIRABLE QUALIFICATIONS AND ABILITIES

7.1 While performing the duties of this job the employee frequently is required to talk or hear and use hands to finger, handle, or feel objects, tools, or controls. The employee is regularly required to sit. The employee is occasionally required to climb or balance; and stoop, kneels, crouch, or crawl stand; walk; and reach with hands or arms.

7.2 Good health, and good physical condition, appropriate to the position. The employee must occasionally lift and/or move up to 50 pounds. Specific vision requirements include close vision, distance vision, color vision, peripheral vision; depth perception, the ability to adjust focus; the ability to read small print, and night vision.

8.0 WORK ENVIRONMENT 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 the essential functions.

8.1 The noise level in the work environment is usually moderate.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change as the needs of the employer requirements of the job change.