

DIRECTOR, COMMUNITY PLANNING

JOB PURPOSE AND SUMMARY

To direct, manage, supervise, and plan the activities and operations of the Community Planning Department. This department develops and administers the County's comprehensive plan, implements ordinances and other related planning activities.

CLASSIFICATION DISTINCTIONS

This is a department director level position within the County. The incumbent has overall responsibility for approximately 13 supervisory, professional, technical, and clerical employees through intermediate managers and supervisors; and exercises considerable judgment in applying land use planning laws.. Reporting to the County Administrator, this position works very closely with the Board of County Commissioners and serves as staff to the Planning Commission in planning for and managing growth in one of the country's fastest growing counties.

In addition to staff supervision, this position:

- Develops and executes programs, objectives and strategies for a wide range of planning activities including land use, zoning, water quality, transportation, demographics and environmental planning.
- Advises and assists the Board of County Commissioners and the County Planning Commission in the development of various land use controls, standards and ordinances.
- Provides staff support to the Historic Preservation Commission.
- Manages the preparation of special studies and reports related to planning issues.
- Represents the County and department on various committees and to other agencies, organizations and the public. Assists smaller jurisdictions with land use issues.
- Directs, conducts or participates in special studies regarding land use, economics, environment, demographics, transportation systems and other subjects.
- Manages multiple large-scale interdepartmental and/or multi-disciplinary projects.

KEY OR TYPICAL TASKS AND RESPONSIBILITIES:

- Assume management responsibility for all services and activities of the Community Planning Department by participating in the development and implementation of goals, objectives, policies, and priorities for assigned program, determine appropriate service and staffing level; develop and administer policies and procedures.
- Performs or oversees the full range of human resource management functions including recruitment and selection of staff, establishing and communicating department goals and performance expectations, monitoring and evaluating performance, training, compensations and salary administration, motivation and employee relations, and career development activities, corrective action, labor relations and other associated activities.
- Has the authority to perform all functions indicated as “Planning Director” in the Clark County Code and other official documents that may exist.
- Develops and oversees policies, programs and activities involving community planning. Promotes optimum community participation and input into department activities and manages the departments’ relations with print and electronic media.
- Fiscal management including development and presentation of the department’s operating budget, monitoring of revenues and expenditures, development or improvement of funding mechanisms and sources, ensuring that all programs are within budget and as cost effective as possible.
- Develops and maintains effective personal and agency-level working relationships, including other governments, other County departments, community organizations, neighborhood groups and individual citizens. Represents the department in relations, which interface with state, federal and local regulatory agencies.
- Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to current planning, development review, and inspection programs, policies, and procedures as appropriate.
- Participate on a variety of boards and committees; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of urban planning.
- Assists in responding to and resolving the more complex and sensitive complaints and issues from citizens, customers and staff.
- Responsible for adherence to countywide and departmental Customer Service Policy.

QUALIFICATIONS

Education and Experience:

- A Master's degree in planning, public administration or a related field plus five to 10 years of professional land use planning experience including significant experience with community planning and comprehensive plan development are highly desired. The ideal experience would be in a fast-growing county or city with a mix of urban, rural and undeveloped areas and in a legal context similar to Washington's with an array of growth management laws and regulations.
- Expertise and commitment to public involvement and participation.
- Excellent leadership and interpersonal skills.
- Demonstrated ability to develop consensus and participation across a broad range of interests and stakeholders.
- Strong written communications and public presentation skills.
- Familiarity or experience with the Federal Endangered Species Act or Washington State's Growth Manager Act is desired.
- Any combination of training and experience that would provide the required knowledge, skills and abilities will be considered.

Knowledge of . . . operational characteristics, services and activities of a land use planning, development review, and inspection programs; modern and complex principles and practices of urban planning and development review; modern and complex principles and practices of land use, engineering, architecture, design, economics, finance, law and sociology as applied in the planning process; principles and practices of public administration; methods and techniques of effective technical report preparation and presentation; research methods and sources of information related to urban growth and development; recent developments, current literature and sources of information related to planning and administration; principles of budget preparation and control; principles of supervision, training, and performance evaluation; and pertinent federal, state and local laws, codes, and regulations.

Ability to . . . manage and coordinate the work of supervisory, professional and technical personnel; select, supervise, train, and evaluate staff; interpret and explain county planning and development policies and procedures; analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals; identify, coordinate, and resolve a wide variety of interests in the development of land use policies; analyze site design, terrain constraints, water quality management, erosion control, and land use compatibility and other urban services; ensure program compliance with federal, state, and local rules, 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 county and other government officials, community groups, and the general public.

Clark County, Washington

WORK ENVIRONMENT & PHYSICAL DEMANDS:

Incumbents typically work in an office setting that includes work on personal computer and related software. Incumbent will occasionally be required to use a county or personal vehicle to conduct fieldwork or travel to conferences, meetings and seminars.

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