

RESOLUTION NO. 1386

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DAYTON, WASHINGTON, CREATING THE POSITION OF DIRECTOR OF PLANNING AND COMMUNITY DEVELOPMENT; AND, ADOPTING JOB DESCRIPTION FOR SAID POSITION**

**WHEREAS**, the City Council finds and determines that it is in the best interest of the residents of the City of Dayton, and will promote the general health, safety and welfare, for the City to create the position of Director of Planning and Community Development; and

**WHEREAS**, the job description, attached hereto as Exhibit "A", outlines the responsibilities and duties of the position of Director of Planning and Economic Development.

**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF DAYTON DOES HEREBY RESOLVE** as follows:

**Section 1.** There is hereby created the position of "Director of Planning and Community Development".

**Section 2.** The job description outlining the responsibilities and duties for the position of Director of Planning and Community Development as attached hereto in Exhibit "A" is hereby adopted.

**Section 3.** This resolution shall take effect and be in full force upon passage and signatures hereon.

Approved and signed this 18<sup>TH</sup> day of July, 2019.

CITY OF DAYTON

  
Zac Weatherford, Mayor

Attested/Authenticated by:

  
Trina Cole, City Administrator

Approved as to Form:

  
Quinn Plant, City Attorney

## CITY OF DAYTON



Adopted by Resolution No. 1386 on 07/10/2019.

**JOB TITLE:** Director of Planning and Community Development  
**CLASS:** Exempt  
**REPORTS TO:** City Administrator  
**POSITION DESIGNATION:** Full-time, 40 hours per week  
**APPOINTMENT STATUS:** Regular

### **BASIC FUNCTIONS:**

Highly skilled, creative, thoughtful, strategic thinking professional responsible for the operation of the City Planning and Community Development Department for a wide range of innovative planning and code compliance policy initiatives including researching, analyzing and drafting policy with broad implications to the City's Municipal Code and Comprehensive Plan; responding to planning policy initiatives by local municipalities, civic/non-profit groups, regional bodies and State agencies; researching and analyzing legislative initiatives at both the local and State level; assisting in project management, formulation and implementation of both current and long-range plans and other policy matters as directed by the City Administrator; and serving to bridge the gap between planning theory, policy creation and implementation.

### **REPRESENTATIVE DUTIES\*:**

- Develop and implement advanced, highly complex professional planning and code compliance activities associated with growth management, land use, redevelopment, housing, transportation and other plans and codes to meet the City's needs.
- Bring forward policy amendments to the Comprehensive Plan for consideration by the Planning Commission and City Council.
- Conducts planning studies to address relevant issues and standards and recommends updates/revisions of regulations and the requirements of the Comprehensive Plan.
- Recommends new and revised policies, codes, ordinances and regulations. Prepares draft ordinances and amendments to ordinances for Planning Commission, Historic Preservation Commission and/or City Council consideration.
- Researches information pertaining to best practices in land development issues.

- Interpret and apply applicable Federal, State, and local policies, codes, laws and regulations.
- Review and approve planning permits and applications or other matters within area of responsibility.
- Make effective oral presentations to large groups of individuals.

**MINIMUM QUALIFICATIONS:**

*Education/Training:*

- Equivalent to a bachelor's degree from an accredited college or university with major course work in public planning, geography, business or public administration or related field.

*Experience:*

- Three years of professional planning experience of a progressively responsible nature preferably within a municipal setting.

*Other Requirements:*

- Valid Washington Driver's License with satisfactory driving record, as defined by City policy.
- Proof of citizenship and/or eligibility to legally work in the United States.

Supervisory Responsibilities:

To be determined.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

*Environment:*

Indoor and outdoor environment; a moderate amount of local traveling is involved in construction and site visits and facility and area tours. Consequently, the incumbent is exposed to occasional inclement weather and the normal transportation and construction activity such as high noise levels, moving vehicles and machines, dust and mud, and traversing of exposed and sometimes insecure walkways and platforms. May wear protective clothing and equipment such as helmet, gloves, goggles, and safety shoes. Official may be exposed to potentially hostile environments.

*Physical:*

Primary functions require sufficient physical ability and mobility to:

- Work in an office setting that may include sitting for prolonged periods of time;
- Operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard;
- Operate a vehicle to travel to various locations.
- Climb and walk over rough surfaces and loose material; and
- Stand, stoop, reach, bend, kneel, squat; lift and/or carry light to moderately heavy items.
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- Performs related duties as required.

**KNOWLEDGE AND ABILITIES:**

*Knowledge of:*

- Principles and practices of urban planning, historic preservation, transportation planning, environment analysis and resource management, economic and community development and housing development; and, extensive knowledge of the philosophy as well as the legal precedence pertaining to all of these and other areas.
- Knowledge of the methods, procedures and policies of the City as they pertain to the performance of duties of the Planning & Community Development Department.
- Knowledge of the functions and interrelationships of the City and various governmental agencies.
- Knowledge of the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position.
- Knowledge of various disciplines related to urban planning; including demographics, land use development, economics/economic development, zoning, etc.
- Knowledge of codes and regulations governing permitting and code compliance activities.
- Knowledge of the theories and practices of engineering and architecture.
- Knowledge of proper English usage, punctuation, spelling and grammar.
- Knowledge of modern office practices and technology.
- Knowledge of the terminology and various professional languages used within the Department.

*Ability to:*

- Take the initiative to complete the duties of the position without the need of direct supervision.
- Plan, organize and prioritize daily assignments and work activities.
- Learn and utilize new skills and information to improve job performance and efficiency.
- Use a computer for word, data processing, graphic displays and cartography.
- Perform required mathematical calculations.
- Read and interpret complex materials pertaining to the responsibilities of the job.
- Assemble and analyze information and prepare reports and records in a concise, clear and effective manner.
- Maintain effective relationships with co-workers, personnel in other departments, professionals and members of the public through contact and cooperation.
- React calmly and quickly in emergency situations.
- Exercise judgment and discretion in legal determinations affecting land use and zoning
- Communicate effectively, both orally and in writing.
- Work comfortably and effectively with citizen advisory commissions, elected officials, and ad-hoc citizen groups in a conference environment as well as in public assemblies and meetings.
- Practice good professional judgment.

- Review, analyze and bring forward innovative ideas and amendments to the Planning and Community Development Codes, Subdivision Regulations, City-wide development standards and other regulations impacting the development of land in Dayton to match best practices standards for each area and programs that support healthy, complete and resilient neighborhoods.
- Draft policies to implement and strengthen floodplain management and resiliency within Dayton.
- Provide planning and community development policy guidance to the City Council and other City and municipal staff in the preparation of legislation, regulations and other documents.
- Coordinate public outreach initiatives and community engagement. Proactively nurture public participation and grassroots consensus building in planning and code compliance.
- Facilitate sub-committees, working groups, design charrettes and visioning exercises.
- Network with local, regional, State and national partners to further the goals and objectives of the City of Dayton and update local policy to match best practices in a wide variety of subject areas.
- Process and manage development related applications submitted in accordance with the Comprehensive Plan and Dayton Municipal Codes, including, but not limited to, shoreline, zoning, conditional use, variances, rezones, and comprehensive plan amendments, site plans, subdivisions and short plats; prepare reports and recommendations; conduct public hearings before the City Planning Commission, Historic Preservation Commission and City Council.
- Perform research, analysis and undertake special studies, projects and initiatives as directed by the City Administrator.
- Coordinates planning efforts with consulting firms as requested or as recommended.
- Prepares and administers various grants related to Planning and Community Development activities.
- Review internal processes, policies and producers and make recommendations for improving work efficiency, quality of work and implementation of progressive planning principles and best practices.
- Performs a variety of routine office/administrative duties as required, which include but are not limited to preparing reports and correspondence, copying and filing documents, answering the telephone, attending meetings, etc.
- Interacts and communicates with various groups and individuals such as the immediate supervisor, co-workers, public works department, engineers, contractors, consultants, architects, Councilmembers, commission members, community/civic organizations and the general public.
- Operates a vehicle and a variety of equipment, which may include a computer, telephone, calculator, copier, etc.
- Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.
- Attend night meetings, community events and committee meetings as directed and/or required.
- Prepares Department work programs and budgets



City of Dayton is committed to compliance with the American Disabilities Act & Accommodations Act. If you require reasonable accommodation during the application process or have a question regarding an essential job function, please contact the City Hall at (509) 382-2361.

The City of Dayton is an Equal Opportunity Employer.

\*Management has the right to add or change duties of the position at any time.

*Salary Scale:*

Step 1/Entry - \$5,299.33

Step 2/Successful Completion of Probation (6-mos) – 15%

Step 3 – 3% (1-year)

Step 4 – 3% (2-years)

Step 5 – 3% (3-years)

**ACKNOWLEDGMENT**

I acknowledge that I have read the job description and requirements for the Director of Planning and Community Development position and I certify that I can perform these functions.

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Applicant Signature

Date

06/2019