

CITY OF MILWAUKIE

CLASSIFICATION: ASSISTANT COMMUNITY DEVELOPMENT DIRECTOR

Department: Community Development/Planning
Location: Johnson Creek Blvd.
EEO Category: 1-Officials & Administrators

Grade Number: 31
Management, Supervisory Confidential Group

FLSA: Exempt

DESCRIPTION:

Plans, directs and administers all activities related to current and long range planning programs of the City related to the development and implementation of land use and related municipal plans and policies. Assists the Community Development Director with the City's economic development programs and activities.

This position works under the general supervision of the Community Development Director. As a member of the Department Director team, this position has direct input into City policies and procedures and advises the City Manager on related issues. Exercises budget responsibility for the Planning Department.

DUTIES AND RESPONSIBILITIES:

(Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.)

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Provides professional planning and land use advice to supervisors and other officials; makes private and public presentations to supervisors, boards, commissions, civic groups and the general public. Prepares and writes grant application components relating to planning.
2. Supervises the evaluation of land use proposals for conformity to established plans and ordinances; evaluates proposals' development impact as they relate to the adopted plans and codes of the City and make recommendations. Evaluates land use proposals to insure compliance with applicable City, State or Federal laws. Approves various applications for land use and development. Develops and maintains a database of information for division purposes.
3. Provides support to a variety of economic development programs, including business outreach, assisting existing business and industry with their current and expansion needs, and attracting new business and industry. Assists with development of strategies and programs for business enhancement, retention, expansion and attraction.
4. Provides leadership through planning, organizing, directing and supervising all activities of the department to achieve goals within available resources related to development of short and long range plans and other planning related activities. Studies and standardizes procedures to improve efficiency and effectiveness of the operations of the department. Coordinates department activities with other departments and agencies as needed.
5. Plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress. Has authority to hire, evaluate performance and take corrective action as needed.
6. Prepares and administers the department budget based on staffing and resource requirements and program objectives and goals. Monitors the budget to assure compliance with approved budget levels and standards.
7. Represents and oversees others representing Milwaukie in regional forums to ensure that Milwaukie receives a fair hearing on proposed projects and effectively communicates progress on existing projects. Attends various forums to discuss projects and solicit support.
8. Responds to local citizens inquiring about city planning and zoning regulations and ordinances; Resolves complex disputes between staff and applicants, as required.
9. Serves as a member of and facilitates various citizen and staff teams and committees as assigned. Attends and participates in community and neighborhood meetings. Serves as staff liaison to citizen advisory committees and or neighborhood associations.
10. Maintains positive public relations with customers and is responsive to customer needs.
11. Develops safe work habits and contributes to the safety of self, co-workers and the general public.
12. Performs other duties as required.

JOB SPECIFICATIONS:

(Job preparation and prior work experience requirements are minimum standards. Other equivalent combinations of education, training and experience will be considered.)

1. **Job Preparation:**
 - a) **Education:**
 - i) Bachelors degree from an accredited college or university with a degree in land use planning, urban planning, landscape architecture or related degree; or
 - ii) Any equivalent combination of education and experience.

2. **Prior Experience:**
 - a) **Work Experience:**
 - i) At least five (5) years of progressively responsible related experience; or
 - ii) Any equivalent combination of education and experience.

 - b) **Necessary Knowledge, Skills and Abilities:**
 - i) Knowledge of management and supervisory practices and principles.
 - ii) Knowledge of fiscal management, including budget preparation, expenditure control and record keeping.
 - iii) Thorough knowledge of zoning laws and comprehensive plans including their formation, process of adoption, and enforcement.
 - iv) Extensive knowledge of planning programs and processes.
 - v) Working knowledge of economic development programs and processes.
 - vi) Working knowledge of GIS applications.
 - vii) Skill to effectively supervise and motivate staff.
 - viii) Thorough knowledge of zoning laws and comprehensive plans including their formation, process of adoption, and enforcement; Extensive knowledge of planning programs and processes.
 - ix) Working knowledge of personal computers and GIS applications.
 - x) Ability to develop goals and long range planning for department.
 - xi) Ability to analyze and evaluate departmental operations and develop and implement plans to improve departmental efficiency.
 - xii) Ability to prepare and analyze comprehensive and technical reports.
 - xiii) Ability to manage multiple projects often within tight timeframes.
 - xiv) Ability to make effective presentations.
 - xv) Ability to present evidence effectively.
 - xvi) Ability to exercise sound judgment in evaluating situations quickly and objectively and to recognize actual and potential conflict situations and to determine proper course of action.
 - xvii) Ability to establish and maintain effective working relationships.
 - xviii) Ability to work as a team member and to cultivate a team climate.
 - xix) Ability to perform the essential functions of the job.

3. **Special Requirements:**
 - a) Must possess, or be able to obtain by time of hire, a valid Oregon or Washington State Driver's License.
 - b) Must be able to pass the department's security clearance standards including review of driving record.

4. **Tools and Equipment Used:**
 - a) Computer and printer, fax machine and copy machines; Computer software including MS based word-processing, spreadsheet, and data base, and phones.

5. **Supervision:**
 - a) This position has full scope of supervisory responsibility over assigned staff.
 - b) Operates under the general supervision of the Community Development Director.

6. **Communications:**

- a) Has frequent contact with staff, vendors, members of other government entities and some communication with elected officials.
- b) The communications are often complex and may be confidential.

7. **Cognitive Functions:**

- a) Work is performed highly independently with little direction. Some policies and procedures exist. Person in this classification determines own practices and procedures by contributing to the development of new concepts.
- b) Most problems are quite difficult requiring decision making with precedent occasionally available. An incumbent has significant control over the planning and performance of the work.

8. **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- a) Work is performed mostly in office setting.
- b) Evening meetings are required.
- c) Responds any hours to emergency situations.

9. **Resource Accountability:**

- a) This classification has budgetary authority and is responsible for the budget of the department.
- b) Persons in this classification are responsible to make purchasing decisions resulting in the most efficient solution for the lowest cost.

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

Drafted: 7/26/2013
Adopted: 9/12/2013
Revised: