

SNOHOMISH COUNTY JOB DESCRIPTION

PLANNING AND DEVELOPMENT SERVICES DIRECTOR

Spec No. 1070

BASIC FUNCTION

To direct the operations of the Department of Planning and Development Services and related functions. Direct staff, programs and operations related to planning and development policy, permits processing, code writing, grants administration, fire investigations, and inspections.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Provide leadership in long-range strategic planning, construction and land use development and environmental policies and practices; represent the County before the public and interest groups regarding land use and development issues.
2. Supervise and direct the work of subordinate employees; evaluate the work of subordinates; select, hire, train, coach, motivate, develop, discipline and terminate subordinate employees as necessary.
3. Prepare, submit and defend annual department budget; prepare and/or supervise the preparation of department program plans, comprehensive/master plans, goals and objectives, and funding requests; administer department budget and ensure compliance with County budget.
4. Make decisions on matters delegated by the Council and Executive, including project permit approvals, contracts, and environmental determinations; evaluate departmental operations and initiate changes as necessary; prepare or supervise the preparation of operational policies and procedures.
5. Coordinate department operations with other County departments, outside agencies, and professional organizations; confer with and advise County elected officials and managers on various issues and problems concerning the department; serve as the County Responsible Official under the state Environmental Policy Act; serve as the Chief Fire Official for purposes of the Fire Marshal's Office.
6. Establish and carry out the department's mission, values and goals; prepare and/or supervise the preparation of the County's planning and development services policies, rules and regulations for the County Executive and adoption by the County Council.
7. Promote the County and department with business, community groups, municipalities and other interested parties; travel to various sites for meetings and presentations.
8. Ensure adherence to ethical standards in the County's planning and development services operations and related activities.

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STATEMENT OF OTHER JOB DUTIES

9. Serve on a variety of teams, committees and task forces as needed.
10. Performs related duties as required.

MINIMUM QUALIFICATIONS

A Master's degree in planning, public or business administration, or another field directly related to planning and development services management, and five (5) to seven (7) years of increasingly-responsible experience in planning and development services operations and administration, including three (3) years of supervisory or managerial experience. Relevant job experience may be substituted for Master's degree requirement. Must pass job related tests.

SPECIAL REQUIREMENTS

A valid State of Washington Driver's License is required for employment.

KNOWLEDGE AND ABILITIES

Knowledge of:

- principles and practices of planning and development services management and operations
- laws, rules, regulations and guidelines governing comprehensive planning, development and environmental regulation
- budget development and administration
- program development and administration
- principles and practices of public administration

Ability to:

- effective oral, written and graphic communication, presentation and group facilitation
- formulating effective recommendations and solutions
- independent analysis, prudent decision-making, and policy development
- mediation, negotiation and conflict resolution
- interpersonal relations and customer relations
- public, community and media relations
- handling multiple assignments and projects to meet deadlines
- providing leadership and direction
- sensitivity to political issues and political environment
- all aspects of staff supervision
- budgeting and financial planning

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SUPERVISION

The employee reports to the County Executive through the Deputy Executive. The employee exercises independent judgment and discretion in developing and achieving program goals and objectives. Direct supervision is exercised over assigned clerical, technical and professional staff. The work is reviewed by the Executive and the County Council through periodic meetings and status reports and by evaluation of results obtained.

WORKING CONDITIONS

Positions in this class typically require weekly attendance at evening/weekend meetings or activities; weekly dealings with distraught or difficult individuals; occasional operation of a motor vehicle on public roads.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: June 1977 as the Planning Director

Revised and Retitled: August 1980 as Community Development Manager

Revised: March 1990, October 1993

Revised and Retitled: Combined November 1999

Revised: March 2016

EEO Category: 1 – Officials and Administrators

Pay Range: 115 – Management Exempt Pay Plan

Workers Comp: 5306 Non-Hazardous