The City of Edgewood
Now Hiring

Planning Manager

Who We Are

The City of Edgewood is a small and nimble organization seeking to maximize the strengths of each employee. We don’t celebrate learning and growth because it’s cool or in vogue, we celebrate it because we believe we must continuously improve ourselves to survive. In Edgewood, we’re different. We’re a small staff who wear many hats. We spend a 1/3 of our lives at work, so it’s important we can at least respect one another and get along. We have a quote on the wall "You can judge the health of an organization by the laughter in the halls" and here in Edgewood we’re pretty darn healthy because even on the most stressful days, we’re still laughing...even if it is to keep from crying.

We’re Looking for Someone With

- Advanced planning experience of complexity and variation
- An understanding of local, state, and federal laws
- The ability to advise various councils, boards, commissions, and elected officials in planning-related issues
- Interest in large-scale new development proposals
- Independent judgement, initiative, and discretion to serve as Acting Community and Economic Development Director in the Director’s absence
- A desire to mold the vision of the best city in Washington

To continue transforming Edgewood into a high class organization, we need a sharp, inquisitive Planning Manager to join our team. Interested? Keep reading to learn more.
Are You the Right Fit?

Below you’ll see the five petals of the Planning Department. Do you have what it takes to complete our flower and help us bloom? If so, we want to hear from you!

Community & Economic Development Director
- Provide direction to Planning Division
- Leads economic development efforts
- Lead EDAB and Planning Commission meetings
- Primary code writer and interpreter
- Lead future land use planning

Current Senior Planner
- Primary project manager, reviews high level permits
- Assigns permits and other project reviews
- Conducts field visits
- Coordinates city’s review with outside jurisdictions
- Develop permit process standards
- Supervises Associate Planner and Planning Technician

Current Associate Planner
- GIS Project Manager
- Business license/change of use/ T.I.
- Mid-level permit review
- Back-up front counter support
- Create reports relating to permitting and other planning processes

Current Planning Technician
- Primary front counter support
- Community engagement/outreach development
- Low-level permit review
- Planning Commission back-up
- Permit intake
- Organize planning files for retention based on applicable state law

All of Us
- Answer questions related to code and comprehensive plan
- Revise permit applications and forms
- Community engagement/outreach
- Permit review
- Improve Planning Department processes
- Code improvements/modifications

Planning Manager
- Advises Community and Economic Development Director on all planning related matters
- Oversees the GIS, front counter, and customer service sections of the department
- Assigns work to planning staff and ensures appropriate training is provided
- Participates in budget preparation; monitors and controls expenditures

Please email the following to humanresources@cityofedgewood.org:
- Cover Letter
- Resume
- Signed EOCC Statement
- Signed Job Description
- Responses to the Supplemental Questions
Planning Manager – Job Description

Department: Community & Economic Development  
Salary Range: $7,990 - $9,080/mo.

Opening Date: 03/11/2020  
Closing Date: Open until Filled

This position is a full-time, non-union, FLSA exempt position.

GENERAL SCOPE OF WORK
The Planning Manager requires advanced professional planning experience of high complexity and variety. Some functions, such as: project manager for land use applications (ex: Short Plat, BLA and Subdivision); coordination of on-site field inspections; perform research and prepare complex staff reports; and provide expert advice and policy recommendations to the Community Development Director, Mayor and City Council, are similar to those of the Senior Planner level; however, the Planning Manager manages and oversees the Planning Division within the larger Community and Economic Development Department. The Planning Manager may function as a deputy for the Community and Economic Development Director or even serve as Acting Director in the Director’s stead.

Due to the limited number of City staff, each staff member is expected to perform a wide range of office and field duties. The City of Edgewood is an at-will employer and all staff members serve at the pleasure of the Mayor.

SUPERVISION
This position performs a wide range of cross-functional office duties, teaming with all departments at City Hall and reports to the Community and Economic Development Director. Work is performed under limited supervision of the Mayor and Executive Staff Members. This position requires a high degree of independent judgment, initiative, and discretion. Supervision of others is also required.

ESSENTIAL JOB FUNCTIONS
The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable performance of these essential job functions.

1. Performs and manages complex and sensitive professional planning projects, research and analysis;
2. Monitors and ensures Planning Division compliance with local, state and federal laws;
3. Oversees specialized planning functions such as large-scale new development proposals and environmental studies;
4. Provides overall management of issues germane to the Planning Division;
5. Advises the Community and Economic Development Director on all planning-related matters;
6. Advises various councils, boards, commissions and elected officials in planning-related issues;
7. Oversees the GIS, Front Counter, and Customer Service sections of the Department;
8. Serves as liaison and performs all necessary functions in support of Planning Commission;
9. Assigns work to professional staff and ensures appropriate training is provided;
10. Evaluates operations and activities of assigned responsibilities;
11. Prepares reports on operations and activities, recommending improvements and modifications;
12. Handles sensitive personnel matters;
13. Participates in budget preparation and administration, monitors and controls expenditures;
14. Attends substantial number of evening and weekend meetings;
15. Assists in updating City Codes, Comprehensive Plan, and other regulations as necessary;
16. Respond to citizen inquiries regarding the Comprehensive Plan; Zoning, Subdivision and Land Use Codes; either at the counter, over the phone, in writing, at formal and informal meetings, or all of the above;
17. Coordinate project proposal reviews with other agencies and City departments; organize, participate in, and lead meetings as needed;
18. Individuals may be required to perform other duties as assigned;
19. Maintain, disclose and destroy public records in accordance with the requirements of the WA Public Records Act and WA State Archives retention guidelines; and
20. From time to time may be asked to serve as the acting Community and Economic Development Director.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES
To perform this job successfully, the person in this position must be able to perform each Essential Job Function. The requirements listed below are representative of the knowledge, skills, and abilities necessary to meet the minimum qualifications for this position.

Knowledge
1. Thorough knowledge of urban planning and development and local government policies and procedures;
2. Thorough knowledge of specialization such as housing, zoning, historic preservation, and economic development;
3. Research methods and statistical principles related to urban growth and development;
4. Methods and techniques of effective technical report preparation and presentation;
5. Pertinent federal, state and local laws, codes and regulations including recent changes;
6. Principles and practices of supervision, training and personnel management;
7. Budgeting procedures and techniques;
8. Recent developments, current literature and sources of information related to municipal planning and administration;
9. Knowledge of local government procedures and practices;
10. Citizen involvement techniques and processes;
11. Knowledge of computer hardware and software programs, which may include Microsoft Office, Internet applications, econometric or transportation modeling, database management, or GIS.

Skills and Abilities
12. Excellent oral and written communication skills for preparing and presenting planning reports and projects;
13. Must be innovative, detail-oriented, experienced in highly visible/controversial projects;
14. Capable of managing multiple, high-priority assignments;
15. Strong interpersonal skills to develop good working relationships at various levels and to resolve complaints;
16. Strong analytical skills to interpret research data for reports and apply mathematic techniques in practical situations;
17. Reading comprehension to understand technical and legal materials;
18. Ability to work on several projects or issues simultaneously;
19. Ability to provide effective supervision and staff management;
20. Ability to manage projects effectively and meet firm deadlines;
21. Excellent interpersonal skills for facilitating relationships with elected/appointed officials or other decision-makers;
22. Creative problem-solving skills to gather relevant information to solve less well-defined planning problems;
23. Group facilitation skills for use with community workshops;
24. Ability to work on several projects or issues simultaneously;
25. Ability to provide effective supervision and staff management;
26. Ability to manage projects effectively and meet firm deadlines;
27. A sense of humor and positive attitude are essential.

MINIMUM QUALIFICATIONS/ACCEPTABLE EQUIVALENCY:
Required
A master's degree in urban planning, architecture, public policy, or related area of study in addition to eight years of planning experience and three years of supervisory experience;
OR
A bachelor's degree in urban planning, architecture, public policy, or related area of study in addition to ten years of planning experience and five years of supervisory experience;
OR
Any equivalent combination of education and experience that provides the applicant with the necessary knowledge, skills, and abilities required to perform the essential job functions.
AND
The ability to obtain, and maintain a valid Washington State Driver’s License throughout employment, and documentation to fulfill the requirements of the Immigration and Nationality Act within 3 days of employment.

Preferred
AICP Certification

SPECIAL CONSIDERATIONS
The incumbent will be joining an organization with approximately 20+ full-time positions. As a small and nimble organization, the City of Edgewood needs to hire and retain individuals interested in working with a small team. All employees of the City of Edgewood are expected to uphold and exhibit the City’s shared employee values of Knowledge, Respect, and Integrity. A hiring objective for this position is to find an employee that will be competently qualified and interested in the work diversity offered by a full-service municipal corporation operating with a limited budget and staffing.

PHYSICAL DEMANDS AND WORKING CONDITIONS
The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential job functions. The work environment characteristics described herein are representative of those an employee may encounter while performing the essential functions of this position.

While performing the duties of this job, the employee is required to stand, walk, use hands and fingers, handle, feel or operate objects, tools, or controls, and reach with hands and arms. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. The employee is occasionally required to sit, climb stairs, talk, and hear. The employee may occasionally be required to lift or move up to 35 pounds with or without a reasonable accommodation. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

Work is conducted primarily in an office setting, but may include time in the field under a variety of weather conditions. Duties are usually performed alone, but are also performed as part of a work team. Attendance at some evening meetings may be required. The work environment is fast-paced and moderate to very noisy.

ACKNOWLEDGEMENTS
The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.
EQUAL OPPORTUNITY EMPLOYER - AMERICANS WITH DISABILITIES ACT
The City of Edgewood is an Equal Opportunity Employer. Women and minorities are encouraged to apply. Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description does not constitute a contract or agreement for employment. It is subject to change by the City as the needs of the City and requirements of the job change.

The City of Edgewood is a Drug Free workplace and an Equal Opportunity Employer.

APPLICATION SUBMITTAL
If you meet the minimum qualifications and are interested in applying for this position, please email your application packet consisting of a cover letter, resume, signed EOCC statement, signed job description, and your responses to the supplemental questions (listed below) to: humanresources@cityofedgewood.org.

Application packets may also be sent to the City of Edgewood via regular mail to the following address:

City of Edgewood
Human Resources
2224 104th Ave E
Edgewood, WA  98372-1513

Incomplete submittals will be disqualified. Only those applicants selected to move forward in the process may be contacted. Submittals will be retained in accordance with Records Retention practices. If you have questions regarding the application process, please contact human resources at 253-952-3299 or via e-mail at humanresources@cityofedgewood.org.

Applicant signature below constitutes the employee’s understanding of the requirements, expectations, essential functions and duties of this position.

_________________________________________ _____________________________
Name                                     Date
SUPPLEMENTAL QUESTIONS
The following questions are designed to help you present your qualifications for this position. Your responses to these questions will be used to determine whether you are among the most qualified of the applicants and should continue in the selection process. Responses should be printed legibly in ink or typewritten, complete, and specific. Clarity and completeness of answers are factors, which will be considered in the evaluation process. Address each question separately using additional pages as necessary. Be sure to indicate your name on each additional page. Please note that you must submit a cover letter, resume, and signed EOCC statement along with the completed supplemental questions in order to be considered further in the selection process.

1. Please separately describe both your planning experience and supervisory experience.
2. Please describe your experience or knowledge of research and interpretation of municipal codes and planning documents.
3. Please describe your experience within in growth communities and share any development and redevelopment challenges you experienced and how you addressed them.
4. Please tell us why you are interested in this position and why you are looking to leave your current position.
CITY OF EDGEWOOD
Equal Employee Opportunities (EEO) Statement

The City of Edgewood provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics.

The City of Edgewood expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of City of Edgewood’s employees to perform their job duties may result in discipline up to and including discharge.

PLEASE READ CAREFULLY BEFORE SIGNING THIS STATEMENT

I authorize the City of Edgewood to investigate all statements in my submittal and to secure any necessary information from all my employers, references, and academic institutions. I hereby release all of those employers, references, academic institutions, and the City from any and all liability arising from their giving or receiving information about my employment history, my academic credentials or qualifications, and my suitability for employment with the City.

I understand that any offer of employment may be contingent upon the results of a medical examination and/or drug screening, background check and/or credit check which may be required by the City of Edgewood for specific positions, and that any offer of employment is contingent upon receipt of a satisfactory report concerning my academic credentials and employment references.

I certify that the information shown on the submittal is true and correct to the best of my knowledge. I further understand that any false or misleading statements will be sufficient cause for rejection of my submittal if the City has not employed me and for immediate dismissal if the City has employed me. I also authorize the City to supply information about my employment record, in whole or in part, in confidence to any prospective employer, government employer, or other party having a legal and proper interest, and I hereby release the City from any and all liability for its providing this information.

I understand that nothing in this employment submittal, in the City’s policy statements or personnel guidelines, or in my communications with any City official is intended to create an employment contract between the City and me. I also understand that the City has the right to modify its policies without giving me any advance notice of the changes.

No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the City unless it is made in writing and signed by the Mayor. I understand that if an employment relationship is established, I have the right to terminate my employment relationship at any time for any reason. I also understand that the City retains the right to terminate my employment at any time for any reason.

I hereby acknowledge that I have read and understand the preceding statement.

Signature of Applicant ___________________________ Date ________________