



# CITY OF EPHRATA

## DIRECTOR OF PLANNING SERVICES

### **CLASSIFICATION ELEMENTS**

The Director of Planning Services, or more commonly- the Community Development Director, is a primary leader in the City of Ephrata. The Director is responsible for guiding all land development, managing the City Codes, and serving the City Administrator, City Council, and Mayor. This position is a 40-hour/week job and is overtime-exempt.

### **MINIMUM QUALIFICATIONS**

- Bachelors Degree. Masters Degree preferred.
- Washington State Drivers License
- At least six-years experience in local government planning
- Ability to pass background check; pre-employment and on-going drug screenings
- Background in database, computer systems, and/or C.A.D. highly preferred

### **SKILLS AND ABILITIES PREFERRED AND/OR REQUIRED**

- Previous experience in local government planning and/or building preferred
- Ability to learn and apply policies and procedures
- Ability to exercise independent judgement within established procedures
- Effectively communicate clearly, tactfully, and courteously
- Must have strong organizational skills and strict attention to detail
- Ability to use databases, word-processing, and other organizational office computer software effectively
- Ability to evaluate and understand people
- Ability to maintain self-control and professional attitude under occasionally adverse conditions
- Ability to creatively solve land-use challenges with builders, developers, and business owners

Salary: \$65,000 - \$84,000 plus full benefit package

Applications can be downloaded at [www.ephrata.org](http://www.ephrata.org).

For a detailed job description visit [www.ephrata.org](http://www.ephrata.org) or stop by City Hall.

### **APPLICATION PROCESS**

Submit three items; Resume, Cover Letter, and a City of Ephrata application to City of Ephrata/Wes Crago, 121 Alder Street SW, Ephrata, WA 98823.

**Application Deadline: 4:30PM 15 FEBRUARY 2019**

Interviews for the top applicants will be held on 26 FEBRUARY 2019. The interview is a multi-step process. The City of Ephrata is an equal opportunity employer

### **TIMELINE**

01 FEBRUARY 2019	Application Period Opened
15 FEBRUARY 2019	Application Packet Cutoff
18-20 FEBRUARY 2019	Initial Evaluation and Reference Checks
20 FEBRUARY 2019	Finalists Determined for Interviews
26 FEBRUARY 2019	Interview Day (lunch, tour, interview)
26-28 FEBRUARY 2019	Finalist Background Checks and Evaluation
01 MARCH 2019	Offer of Appointment Made



40 HOURS/WEEK  
\$65-84,000 BASE SALARY

## DIRECTOR OF PLANNING SERVICES

PLANNING, MANAGEMENT OF CITY CODES  
LEADERSHIP DEVELOPMENT PROCESSES, COMMISSION  
SENIOR COUNSELOR AND ASSISTANT TO ADMINISTRATOR

### **CLASSIFICATION ELEMENTS**

*The primary responsibility of a Director-level position at the City of Ephrata is to serve as one of six senior counselors and assistants to the Mayor and City Administrator. Ephrata maintains a highly integrated senior staff, where mutual support, advice, and collaboration cross all departments.*

*This position is primarily responsible for all planning activities for the City of Ephrata and related administration of City code. The ability to creatively resolve complex issues successfully, effectively communicate, and engender positive interaction with Council, staff, and public is critical to this position. This position is overtime-exempt.*

*The duties listed here are intended for illustration. The omission of any assignment does not exclude it from the position.*

### **GENERAL ASSIGNMENTS INCLUDE, BUT ARE NOT LIMITED TO:**

- Enforce the City's development regulations, zoning codes, site-plan reviews, and related local, state, and Federal laws related to land use.
- Answer questions with comprehensive knowledge of applicable statutes, procedures, and permits.
- Represent the City of Ephrata in arenas requiring expertise in land-use, development codes, procedures, and planning.
- Attend and assist the City Council and Planning Commission with recommendations and information related to land-use, development codes, procedures, and planning.
- Gather and analyze a variety of data including, but not limited to, land-use, development codes, procedures, planning, and mapping.
- Management of the City's Geographic Information System interface.
- Maintain the City of Ephrata flood-plain management plan.
- Maintain accurate records and checklists for land-use, development codes, procedures, and planning.
- Negotiates right-of-ways and easements for the city dedication or securing deeds and easements.
- Works with property owners interested in annexation or LIDs to explain LID process and establish notice of intents, petitions, and cost estimates.
- Generate, manipulate, and publish C.A.D.-based maps.
- Administer the City of Ephrata Comprehensive Land Use Plan.
- Review and recommend for adoption, simplification, or amendment, all City ordinances related to land-use, development codes, procedures, and planning.
- Act as Chief of Community Services.
- Mutually support Emergency Services, Finance, and Operational divisions.
- Provide guidance to Building, Recreation, and Public Works Departments.
- Provide advice, opinion, and act as a senior councilor to the Administration.
- Other duties as assigned

### **OTHER ABILITIES**

- Ability to exercise independent judgment within established procedures
- Ability to apply policies and procedures
- Effectively communicate clearly, tactfully, and courteously
- Must have strong organizational skills and strict attention to detail and process
- Knowledge of office procedures, including effective filing and accurate record keeping techniques
- Ability to use database, calendar, word-processing, and other organizational office computer software effectively
- Ability to evaluate and understand people
- Ability to evaluate, analyze and review plans, applications, public statutes, contracts, and maps
- Ability to rapidly gather diverse information, formulate conclusions, and clearly communicate them

### **WORK ENVIRONMENT/PHYSICAL DEMANDS**

- Ability to sit at a workstation for extended periods.
- Ability to stand, walk, and drive as needed throughout day.
- Occasional ability to lift, carry, and put away parcels weighing up to 30 pounds each.
- Ability to monitor several audible communications devices, such as telephone, fax, and radio, etc. throughout day.
- Ability to sit or stand for long periods, as necessary.
- Physical stamina to sustain long work days, including early morning and evening meetings, as necessary.
- Physical ability to have access to any and all City facilities sufficient to monitor programs and operations.
- Ability to communicate effectively and professionally with diverse audiences, including the public, the Council, and City personnel at all levels.
- Ability to resolve conflicts and maintain harmonious working relationships throughout the organization and with other agencies and departments.
- Ability to read and write a variety of documents, including correspondence, proposals, and other persuasive and informative materials.
- Ability to gather and sort relevant information from various sources and records successfully.
- This position may be required to obtain special certifications.
- This position may work difficult and extended hours.

### **MINIMUM QUALIFICATIONS**

- Bachelors Degree. Masters Degree preferred.
- Washington State Drivers License
- At least six-years experience in local government planning
- Ability to pass background check; pre-employment and on-going drug screenings
- Background in database, computer systems, and/or C.A.D. highly preferred