

**City of
EDMONDS
Washington**

ENVIRONMENTAL PROGRAMS MANAGER

| | | | |
|-------------------------|---------------------------------|---------------------|------------------|
| Department: | Development Services - Planning | Pay Grade: | NR-14 |
| Bargaining Unit: | Non Represented | FLSA Status: | Exempt |
| Revised Date: | October 2017 | Reports To: | Planning Manager |

POSITION PURPOSE: Under general direction, serves as Environmental Program Manager for managing the City’s environmental plans and regulations. Also serves as lead Planner in performing a variety of more highly complex senior level professional planning responsibilities and tasks for the City; serves as staff liaison to boards and commissions; provides information to the public regarding general and complex land and construction issues; coordinates GIS/mapping activities; conducts various planning reviews as assigned; and provides work direction and leads Planners and support staff on assigned projects.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Under the general direction of the Planning Manager, serves as program lead on developing and implementing environmental plans and regulations, and the processing of related permits. Environmental programs include those related to the Shoreline Management Act, critical areas, the State Environmental Policy Act (SEPA), and other related City programs.
- Provides guidance to staff planners on environmental plans, regulations and related permitting and provides quality control for the Planning Division on those activities.
- Serves as lead Planner in performing the most challenging and complex planning responsibilities and tasks for the City and provides work direction and lead to staff planners and support staff on assigned projects.
- Serves as lead staff liaison to boards and commissions as assigned by the Planning Manager, such as the Planning Board, Architectural Design Board and/or Hearing Examiner. Also serves as a principal presenter to the City Council on complex planning and environmental issues.
- Prepares associated detailed reports, public notices, verifies zoning code compliance and conducts various planning reviews as assigned.
- Coordinates code requirements with other divisions and departments, provide staff support at public hearings, make public presentations, conduct site inspections and perform other related duties.
- Provides information to the public regarding general and complex land and construction issues, coordinates GIS/mapping activities, prepares and updates maps, graphics and public information materials and develops and maintains GIS mapping and database records.
- Provides technical assistance in the processing of planning permits for current applications and in the development of short and long-range plans for the City of Edmonds.
- Evaluates and analyzes plans to estimate projected population and employment growth.
- Coordinates code requirements with other divisions and departments and public notices, prepares for and conducts presentations regarding project proposals and code amendments and conducts site inspections for compliance.

JOB DESCRIPTION

Environmental Programs Manager

- Prepares and maintains a variety of records and reviews related to assigned activities.
- Reviews and makes recommendations to City codes or policy changes as appropriate and based on experience with daily operations and planning.
- Interprets, communicates, exchanges information, and coordinates activities with governmental agencies and other cities regarding projects affecting the City and surrounding area and to resolve issues or concerns.
- Regularly supervises, coaches, trains and motivates staff on current planning activities and on other projects as assigned.
- Assists the Planning Manager in preparing budgets and budget amendments, as well as monitoring project expenditures and consultant contracts.
- Represents the City at regional meetings as assigned.
- May serve as Planning Manager in the absence of that individual.

Required Knowledge of:

- Development principles, such as economic development, community or town development patterns and national development trends.
- Advanced planning principles, practices and code of ethics.
- Specific knowledge of environmental programs and regulations, including the Shoreline Management Act, critical areas, and the State Environmental Policy Act (SEPA).
- Trends and issues in development and planning fields.
- Construction, architectural design and development techniques.
- GIS development and maintenance.
- Principles of customer service and public relations.
- Advanced research methods and report presentation.
- Structure, organization and inter-relationships of city departments, agencies, and related governmental agencies and offices affecting assigned functions.
- Federal, state and local laws, rules, regulations, codes, and administrative procedures related to assigned activities.
- Effective oral and written communication principles and practices to include public relations and customer service.
- Advanced program/project management techniques and principles.
- Time management and project prioritization.
- Modern office procedures, methods, and equipment including computers, computer applications such as word processing, spreadsheets, and statistical databases.
- English usage, spelling, grammar, and punctuation.
- Principles of business letter writing.
- Supervisory and training principles, best management practices, methods and techniques.

Required Skill in:

- Providing technical assistance in the processing of planning permits for current applications and in the development of short-range plans for the City of Edmonds.
- Conducting code interpretation, architectural review, and code enforcement.
- Analyzing policy and making effective decisions.
- Reviewing commercial and other building permits and conducting various types of reviews.
- Providing information to the public regarding general and complex land and construction issues.
- Mediating conflict with customers and handling difficult situations with people.
- Ensuring compliance with federal, state and local regulations related to land development.

JOB DESCRIPTION
Environmental Programs Manager

- Applying and explaining complex policies, procedures, rules and regulations.
- Maintaining current knowledge of rules, regulations, requirements and trends.
- Meeting schedules and timelines.
- Utilizing personal computer software programs and other relevant software affecting assigned work and in compiling and preparing spreadsheets.
- Establishing and maintaining effective working relationships with staff, management, vendors, outside agencies, community groups and the general public.
- Applying program/project management techniques and principles.
- Communicating effectively verbally and in writing, including public relations.
- Supervising, leading, coaching and using best management practices to improve staff performance; delegating tasks and workload assignments.

MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor’s Degree in Urban, Regional, or Municipal Planning, Ecology, Geography, or related field and seven years of experience performing planning duties including leading projects and staff, policy and code review, analysis, and evaluation, and preparation of detailed reports and presentations that includes four years of staff supervisory responsibility; preferably in a municipal planning environment; OR an equivalent combination of education, training and experience. At least four years of the combined training and experience must be related to an environmental field, such as ecology, forestry, environmental planning, or a similar field.

Required Licenses or Certifications:

Valid Driver’s license required at time of hire. State of Washington Driver’s License required within 30 days of hire date.

Must be able to successfully complete and pass a background check

WORKING CONDITIONS:

Environment:

- Indoor/Outdoor/Office environment.
- Driving a vehicle to work.

Physical Abilities:

- Hearing, speaking or otherwise communicating to exchange information in person and by phone.
- Read and understand a variety of materials.
- Operate a computer and other office equipment.
- Walking or otherwise moving and ascending/descending stairs during site visits.

Hazards:

- Chemicals, fumes or gases associated with utilities systems and projects.
- Contact with angry and/or dissatisfied customers.

Incumbent Signature: _____

Date: _____

Department Head: _____

Date: _____