

CITY OF RITZVILLE

DEPARTMENT: Community Development
TITLE: Community Development Director
REPORT TO: Mayor

POSITION PURPOSE:

The Community Development Director will serve as the key leader of the city's planning and development efforts as a department head, overseeing all aspects of urban planning, permitting, and infrastructure development including but not limited to project management. This individual will manage the city's entire planning department and will be responsible for developing strategies that promote sustainable growth, manage easement and right-of-way issues, and streamline permitting processes. Additionally, the Director will lead grant writing and management efforts to secure funding for various city projects. As the department grows, the role may expand to include supervision of additional staff.

This position offers the opportunity to shape the future of the city's growth and development, making a lasting impact on the community. As the city expands, the Community Development Director may have the opportunity to build and lead a dedicated team in support of these efforts.

ESSENTIAL DUTIES:

1. Permitting and Regulatory Oversight:

- Utilize online or software based permitting application in partnership with other agencies, ensuring efficient and effective processes for development, construction, and land use applications.
- Conduct thorough reviews of permits and ensure compliance with local, state, and federal regulations.
- Identify opportunities to improve permitting procedures to enhance service delivery and reduce delays.
- Ensure all permits align with the city's Development codes, comprehensive plan, and other development plans and City objectives.
- Compliance monitoring, maintain records of development and annual report out.

2. Easement and Right-of-Way Management:

- Manage all aspects of easement and right-of-way applications, ensuring compliance with federal, state and local design standards, public safety, and city planning goals.
- Collaborate with developers, property owners, and legal teams to resolve any disputes or issues related to public access, easements, or rights-of-way.
- Ensure city projects respect established easement and right-of-way guidelines, minimizing disruptions and maintaining community access.
- Approval of special hauling permits within 2 business days
- Work in collaboration with public works to identify opportunities to improve public works permitting procedures.

3. Land Use Planning, Zoning and Development:

- Directs and coordinates the review of development proposals; ensures consistency in the application of building codes, zoning, environmental regulations, comprehensive plan and other related codes and ordinances; reviews and approves Washington State Environmental Policy Act (SEPA) and mitigation plans for critical areas. Serves as SEPA official. Provides correspondence and written reports as needed.
- Lead the city's efforts in long-term planning and development, including housing, transportation, and

infrastructure projects staying up to date on the ever-changing field.

- Develop and implement the city's comprehensive plan, zoning regulations, and other development policies.
- Drive innovative city planning initiatives, with a focus on sustainable growth, environmental stewardship, and economic development.
- Serve as the city's primary expert on urban development, advising elected officials and other stakeholders on best practices.
- Support the City's planning/historic commission by regularly attending and recording proceedings for Clerk transcription.
- Attend Adams County Development Council as the city liaison providing updates to relevant stakeholders.
- Attend and report at council meetings.
- Contribute to the maintenance of the Planning and development portions of the city website, including project notices.
- Complete the annual census for OFM.
- Provide documentation to the Clerk for proper recording keeping.
- Utilize efficient project management strategies in collaboration with builders and developers.
- Provide correspondence and written reports as needed.

4. Grant Writing and Management (City Wide):

- Lead and oversee the entire city's grant process, including research, identification of funding opportunities, proposal writing, submission and approval.
- Develop and manage grant strategies to secure funding for city-wide projects, including infrastructure, public safety, community development and more.
- Ensure compliance with grant requirements, manage grant-funded projects, and oversee reporting and financial tracking to meet all funding obligations ensuring expenditures align with approved grant budget.
- Work in partnership with other relevant city departments and committees to identify needs and ensure alignment of grant opportunities with city priorities.
- Build relationships with funding agencies and stay current on new funding opportunities to maximize the city's grant potential.
- Facilitate monthly meetings with grant project stakeholders and hold public engagement opportunities as needed/required.
- Complete monthly progress/status reports for ongoing projects.
- Ensure monthly time sheets are collected, and time is tracked for staff working on grants.

5. Stakeholder Engagement:

- Collaborate with city leaders, developers, community members, and external stakeholders to ensure transparency and community involvement in development efforts.
- Conduct public meetings and forums to engage with the community, gather feedback, and build support for city planning initiatives.
- Represent the city at regional, state, and national planning meetings, advocating for the city's interests and securing partnerships.

6. Departmental Leadership:

- Serve as the head of the city's Community Development Department, responsible for its full range of operations and functions.
- Lead department growth, and when appropriate, hire, train, and supervise staff to support planning, development, and grant activities.
- Develop and manage the department's budget, ensuring resources are allocated efficiently and in

alignment with city goals.

- Foster a collaborative working environment within the department and across other city departments to ensure coordination on development projects.

SKILLS AND ABILITIES:

- Proficient and comfortable using a wide range of computer applications.
- Experience with GIS, permitting software, and project management tools.
- Strong project management and analytical skills.
- Ability to balance competing priorities and manage complex projects and meet strict deadlines.

WORKING CONDITIONS:

Telework/ Hybrid Options Considered with in-person as duties require. Work includes attendance at evening City Council, Commission and Committee meetings.

DESIRED QUALIFICATIONS

- Additional consideration for combination of formal education and/or professional experience in city planning, urban development, or public administration, with increasing responsibility.
- Bachelor’s or master’s degree in applicable field preferred.
- Strong knowledge of permitting processes, easement and right-of-way management, and land-use regulations.
- Experience in grant writing, securing external funding, reporting and managing awarded grants.
- Demonstrated experience in managing comprehensive urban planning initiatives, zoning regulations, and infrastructure development.
- Strong communication, problem-solving, and stakeholder engagement skills.
- Leadership experience, with the ability to grow and manage a team in the future.
- Pass the City of Ritzville's screening process.
- To have a current Washington State Driver's license.
- Self-motivated, good working habits, high responsibility level.

Job Description Received:

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 needed.

Employee

Date

Mayor Date