



**ASSISTANT DIRECTOR OF PLANNING**

**Department:** Planning and Public Works  
**Job Class #:** 161300  
**Pay Range:** Executive 9

**FLSA:** Exempt  
**Represented:** No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

**GENERAL FUNCTION:** This is highly responsible professional work in the management and administration of the Planning and Land Services Division within the Planning and Public Works Department. An employee in this classification is responsible for performing a wide variety of managerial, analytical, legislative, and coordinating tasks. Responsibilities include managing and evaluating the work of professional, technical and clerical staff engaged in resource management, development engineering, code enforcement, current planning, administration, and technical support activities. The position requires considerable interaction with section managers, supervisors, employees, Council, the Executive's office, other County departments and agencies, the general public, and private business involved in the utilization of departmental services. The position reports directly to the Director of Planning and Public Works. In the absence of the Director and Deputy Director or as delegated this classification is responsible for departmental operations.

**ESSENTIAL FUNCTIONS:**

- The Assistant Director of Planning acts on behalf of the Department Director and assumes the duties of the Director in his/her absence or as directed.
- Assist in the overall management of the department. Has overall management and oversight responsibility for resource management, development engineering, code enforcement, current planning, administration, and technical support activities.
- Identify problem areas and work to develop solutions.
- Review proposals for legislative changes for fiscal and organizational impact on County operations, develop departmental position on proposed legislation, prepare written analyses of proposed legislation and testify before Council and various legislative committees in support or in opposition to proposed legislation.
- Evaluate regional government services provided and proposed, consider alternatives and recommend departmental direction.
- Participate in the development of County proposals for amendments to collective bargaining agreements and analyze the impact of both County and labor proposals. Recommend changes to mandatory subjects of collective bargaining including wages, hours and working conditions. Assist in coordination and processing of disciplinary matters, and in developing responses to grievances and complaints filed.
- Participate in, develop, review and evaluate project proposals, grant applications, contracts, project closure documents, service requests, response to public and County Council inquiries and make recommendations as appropriate.
- Evaluate division policies and delivery systems, identify areas for improvement and implement alternatives designed to improve operations, enhance Best Permitting Agency initiatives, and stimulate the Department's attainment of departmental and County goals.
- Oversee the preparation of divisional business and strategic plans and assist the Director with departmental business and strategic plans.

## **ASSISTANT DIRECTOR OF PLANNING**

### **Classification Description - Pierce County**

#### **Page 2**

- Review and analyze a variety of legislation, plans, and programs such as the Growth Management Act, Capital Facilities Plan, and Comprehensive Plan, (among others), and identify potential for modification to department programs to ensure compliance and support modifications and implementation as appropriate within County goals and legal requirements.
- Coordinate projects and activities with other departments, agencies, municipal entities, citizen and other special interest groups.
- Perform administrative and supervisory functions relative to operational activities and personnel, which includes acting as a contact point for coordination of major projects, determining work priorities, and issuing work assignments.
- Review departmental needs and coordinate with County and other sources to provide for support services and departmental organizational development and training needs.
- Counsel employees on performance goals and evaluates job performance.
- Provide interpretation of departmental and division policies;
- Manage, supervise and coordinate activities of a designated unit; determine work procedures, prepare work schedules and determine methods for expediting workflow
- Assign, review and approve the work of subordinate staff; investigate grievances involving subordinates and recommend resolution; recommend hiring, promotional and disciplinary actions; approve leave requests and overtime; provide adequate coverage during staff absences
- Conduct performance evaluations and develop performance measures and standards
- Ensure consistent interpretation and application of laws, rules, policies and procedures.
- Support County negotiations with bargaining units.
- Oversee the development and monitoring of departmental budgets and financial strategies; and evaluate and prepare division budget, make budget presentations to County administrative officials and/or the County Council as required and work with managers to develop enhancements to service delivery.
- Coordinate and participate in staff support for citizen, professional and Ad Hoc Committees to facilitate operational issues and promote the goals and objectives of the department.
- Act as an integral member of departmental management team and assist in problem solving of cross-discipline issues.
- Prepare a variety of written reports, analyses, summaries and other documents in support of departmental initiatives and resulting from work performed.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours.
- Meet travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends and holidays.

#### **OTHER JOB FUNCTIONS**

- May advise groups or make recommendations in all areas of departmental concern.
- May prepare speeches, articles, reports and other materials for presentation to citizen advisory groups, other community groups, or public bodies.
- Performs other duties as assigned.

**SUPERVISION EXERCISED AND RECEIVED:** Work is generally performed with limited guidance and direction from the Director of Planning and Public Works and is reviewed by written reports and analyses, direct observation, and results achieved. The Assistant Director of Planning has full supervisory responsibility for unit managers and staff who report directly or indirectly to them.

**WORK ENVIRONMENT:** The work environment characteristics described herein are representative of those an employee encounters while performing the essential job functions. Work is performed in an office environment requiring sitting for prolonged periods, with exposure to typical office noise and frequent interruptions. The Assistant Director of Planning may occasionally make field visits.

**PHYSICAL REQUIREMENTS:** The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions. Physical activities required are finger dexterity necessary to operate equipment used in the position, talking, seeing and hearing. Walking, sitting, bending/stooping, pushing/pulling and unassisted lifting associated with the job duties is required. This position requires the ability to sit for prolonged periods of time. The lifting requirement for this job class is 20 lbs. or less.

### **KNOWLEDGE, SKILLS AND ABILITIES**

#### **Knowledge of:**

- Significant knowledge of departmental operations, interaction between governmental agencies, and legislation and state/county legislative processes.
- Planning and land services and relationships with other governmental agencies.
- Ordinances and rules pertaining to departmental services, delivery and processes.
- Management principles, practices and effective supervisory, personnel management, and office practices.
- Contract negotiations and legal implications.

#### **Ability to:**

- Plan, coordinate, assign, and monitor plans, programs and functions.
- Negotiate effectively with County officials, other governmental liaisons, private developers and other citizens.
- Communicate effectively with a diverse array of employees, citizens, businesses and special interest groups.
- Communicate effectively orally and in writing.
- Write clear, concise and accurate reports and recommendations.
- Establish and maintain effective working relationships with other County employees and officials, legislative representatives, representatives from other governmental agencies, interested citizens, and others.
- Identify needs and to develop and implement action plans.
- Analyze situations quickly and objectively and determine a proper course of action; use appropriate independent judgment to make decisions of a technical, management and/or administrative nature in support of Department/County goals and objectives.

## **ASSISTANT DIRECTOR OF PLANNING**

### **Classification Description - Pierce County**

#### **Page 4**

- Understand and follow written and verbal instructions.
- Work effectively and productively with others.
- Meet the travel requirements of the position, if any.
- Physically perform the essential job functions of the classification.

**MINIMUM REQUIREMENTS TO APPLY:** Bachelor degree in business administration, planning, economics, public administration, engineering or a closely related field plus eight or more years of progressively responsible experience in planning, zoning/land use OR any equivalent combination of experience and education is required.

**SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS:** A valid Washington State driver's license may be required when travel is required of the position. Ability to successfully complete all required background investigations.