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Long Range Planning Manager - City of Mercer Island (Job # 16-0022)

Minimum Salary: **\$92,000.00 per year**

Maximum Salary: **\$100,000.00 per year**

Employment Type: Full Time

Department: Development Services Group

Open until filled.

(Open to current employees and the general public.)



Summary

The Long Range Planning Manager is responsible for a wide variety of long-range planning activities, including but not limited to preparation, management and review of amendments to the City's long-range planning documents, including but not limited to the Comprehensive Plan, Development Code, Park and Open Space Plans, Community Facilities Plan, Six-Year Transportation Improvement Program, City Arterial Plan, and Pedestrian and Bicycle Facilities Plan. In performing these responsibilities, the Long Range Planning Manager uses independent judgment and performs project management duties on complex projects. The position is responsible for providing staff support to the Planning Commission and City Council for their review of land use/development policy issues. The Long Range Planning Manager may be called on to represent the department in inter-agency task forces. Some aspects of this job are performed with little administrative support.

Open Until Filled - First Review is Monday, April 18 at 5:00 pm

Essential Job Functions

- Coordinates long range planning activities for the City, including the preparation of the Comprehensive Plan and land use regulations in compliance with the state Growth Management Act, other state statutes and regional and county policies.
- Coordinates and manages the development, review, and adoption of the Six-Year TIP.
- Formulates plans, policies and regulations to address land use, housing, critical areas, water and marine resources, transportation, capital facilities, utilities and historic preservation.
- Develops and evaluates information and alternatives for a broad range of long-range planning and community issues.
- Manages the transportation concurrency program consistent with the GMA.
- Collaborates with other staff on community outreach programs for long range planning projects and activities. Formulates strategies and programs for citizen participation including work program preparation, organization, and implementation. Facilitates public and citizen advisory committee

meetings on comprehensive planning and plan implementation.

- Gathers, interprets and prepares data for studies, reports and recommendations.
- Provides policy and technical guidance to staff, other City Departments, the public and appointed and elected officials on the City's planning policies, regulations, and programs for land use, growth and development.
- Researches, evaluates alternatives, and prepares reports for complex or politically sensitive land use issues.
- Coordinates Department activities and tasks with other City departments to assure a consistent approach toward common projects of Citywide interest. Coordinates with City Attorney on legal issues regarding long range planning projects.
- Presents project information, analyses and recommendations to Boards, Commissions, City Council, Hearing Examiner and the public.
- Manages interdepartmental and intergovernmental projects and programs involving land use plans, housing, natural resources, transportation, economic development, and capital improvements.
- Monitors regional transportation issues, evaluates implications for Mercer Island and advises and supports City Manager and elected officials concerning these issues.
- Evaluates and determines consultant requirements, negotiates and administers professional and consulting services contracts and work programs; oversees consultant performances and authorizes tasks and expenditures.
- Ability to drive a City vehicle, possess a current and valid Washington State driver's license and good driving record.
- Must have regular and predictable work attendance to fulfill the essential functions of the job.
- Performs other duties as assigned.

Qualification Requirements

- Requires a minimum of 4-6 years progressively responsible experience in long range planning projects and issues, with demonstrated leadership skills, and at least three years' experience working for a city government.
- Education equivalent to a Bachelor's degree in urban planning or related field, and experience in the principles of land use and long range planning. Master's degree preferred.
- History of progressive, proactive, and innovative program development and implementation, as well as a thorough understanding of the principles, practices, research methods, and analytical techniques involved in current and long range city planning.
- Demonstrated knowledge and experience in the principles and practice of public engagement.
- Thorough understanding and working knowledge of Washington State's planning framework, including but not limited to the Growth Management Act, State Environmental Policy Act, and Shoreline Management Act.
- Negotiation, arbitration and conflict resolution skills are essential to balance the needs of both internal and external customers.
- Proficiency with computers.
- Must be able to analyze and diagnose problems as well as research and interpret codes, regulations, standards, plans and specs, legal descriptions, and various governmental documents.
- Ability to work cooperatively with staff and the public.
- Effective communicator in both oral and written form with experience presenting to elected officials and Planning Commissions
- Must be oriented towards community service and be sensitive to the public process.
- Attendance at evening meetings is required.

Other City Requirements

- Ability to drive a City vehicle, possess a current and valid Washington State driver's license and good driving record. Evidence of a good driving record is a condition of employment and a complete driving abstract will be required.
- Completion of a Nationwide and Washington State criminal history background check is required in order to determine any past conviction history of crimes against persons, sexual assault or exploitation, and sexual or physical abuse and must be able to pass a thorough background check as required by the Child/Adult Abuse Information Act.
- Completion of an I-9 Form, documenting eligibility to work in the United States.

Tools & Equipment

Various types of materials and equipment are used: local, county, state, and federal codes, paper records, building and area maps, statistical and legal documents and information, construction documents and specs, professional literature, architectural plans, construction drawings and specs, mass communications, audiovisual aids, graphics, telecommunications, computer and GIS. Future work practices may necessitate the use of different tools and equipment.

Working Conditions & Physical Abilities

Work is of an administrative nature and typically performed indoors, with prolonged sitting and fine manipulation skills required for computer use. Inspections require combinations of standing and walking, outdoors in all kinds of weather conditions, with occasional lifting of 10-30 lbs. The environment is sometimes stressful in trying to meet customer needs and/or dealing with confrontations between developers and contractors. Attendance at evening meetings is required.

Attachments

Location

City Hall
9611 SE 36th Street
Mercer Island, WA 98040

The City of Mercer Island is committed to providing a work environment that is free of discrimination and promotes a diverse work force. We are an Equal Opportunity Employer. ADA Accommodations made upon request.