



ACM/Community Development Director

City of Kenmore

SUMMARY

The Community Development Director is responsible for providing leadership in directing Community Development Department activities and work programs. A primary responsibility is providing leadership in development and implementation of long-range planning policies that implement the community's future vision. Such responsibilities include but are not limited to the Comprehensive Plan, Downtown Plan, Parks and Recreation Open Space Plan, Park Project Management, Zoning Code, and Shoreline Master Program. Because of the small number of City employees, each staff member is expected to perform a wide range of office and field duties as may be required from time to time.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans, manages, and directs the Department's work program. Develops, implements, monitors, and reviews accomplishments/deliverables against annual performance work plans and performance measures. Ensures that project deadlines are reasonable and attainable, and professional quality work is maintained, goals are met, and projects completed in a fiscally responsible manner.
- Provides leadership and oversight in the development and implementation of long-range planning strategies, including but not limited to the preparation of the Comprehensive Plan, Downtown Plan, Park, Recreation, and Open Space Plan, Shoreline Master Program, Housing Strategy Plan, and land use regulations in compliance with the State Growth Management Act, other State statutes, and regional and County policies.
- Directs community outreach and establishes procedures for the distribution of public information and opportunities for public participation in the Department's work program activities. Presents programs and projects to community groups and at public meetings. Provides public information to outside groups requesting information regarding the City's and the Department's activities.
- Provides leadership of the City on and management of City-owned development projects including property acquisition, design, community outreach, and development process.
- Provides advice and consults on major City projects and/or land use applications to ensure compliance with City goals and adopted planning policies and regulations.
- Provides policy and technical guidance to staff, other City departments, the public, appointed and elected officials on the City's planning policies, regulations, and programs for land use, growth, and

development. Coordinates Department activities and tasks with other City departments to assure a consistent approach toward common projects of Citywide interest.

- Researches, evaluates alternatives, and prepares reports and recommendations for complex or politically sensitive planning/land use/policy issues.
- Oversees staff support to the Planning Commission and other committees.
- Plays a key leadership role in economic development, especially in development and alignment of planning policies and strategies to support the City economic development goals and vision.
- Establishes performance requirements with subordinate department staff.
- Conducts annual performance evaluations, recommending goals and areas for personal and professional improvement. Provides guidance for professional training and development of staff to ensure innovation and state-of-the-art knowledge.
- Directs and develops department budgets. Monitors and evaluates performance against established budgets and performance goals. Identifies projects, programs, and priorities. Estimates costs for services, including those proposed for outside contractors and consultants.
- Approves expenditures, contracts, and budgetary adjustments as appropriate.
- Evaluates and determines consultant requirements, negotiates, and administers professional and consulting services contracts and work programs; oversees consultant work and authorizes tasks and expenditures.
- Leads the development of the parks' capital improvement program, including the development of financing strategies and implementing work programs. Oversees park development projects.
- Directs, advises, leads, and participates in preparing analysis and recommendations on legislation, policy issues, and long-range plans.
- Conducts and leads policy analysis on a wide variety of issues and provides recommendations to the City Manager and Council.
- Provides oversight in development and administration of recreation programming and implementing work programs to ensure alignment with City goals, policies, and budget.
- Serves as City representative in intergovernmental activities or negotiations with other agencies, municipalities, regional, State, and Federal agencies.
- Serves on the City's leadership team as a contributing member to establish and implement strategies, goals, and policies that promote/support customer service and organizational efficiency.
- Participates in meetings, conferences, training, conventions and other professional forums to stay current with planning trends and emerging strategies for metropolitan communities.
- Performs other duties as assigned that support the overall objective of the position and needs of the organization.

QUALIFICATIONS

Knowledge & Skills:

- Planning Department organization and the principles and procedures.
- In-depth knowledge and familiarity with current literature, theory, principles, practices, and laws and regulations in urban planning and community development.
- Management concepts and ability to apply them within the Department.
- Knowledge of and sensitivity to the social, political, and environmental issues influencing planning program and project development.
- In-depth knowledge of research and analysis methods.

- Ability to perform statistical analysis and interpret complex plans and maps.
- Sufficient knowledge of personal computer operations to direct the building of relational databases that support departmental operations, and to access and apply common office productivity software.
- Knowledge of the methods and techniques used in citizen involvement and external communications.
- Advanced written and verbal presentation skills to prepare and deliver professional reports, correspondence, and presentations in a clear and concise manner.
- Skills to resolve conflict, manage and review performance, and conduct advanced negotiations.
- Experience and knowledge of how to prepare, develop and manage department budgets, project budgets, and capital improvement programs.
- Experience and knowledge in developing and /managing a variety of contract types.
- Experience and knowledge of how to prepare grant applications and administer grant documentation and related contracts.

Abilities:

- Develop and administer Department work plans and budgets.
- Direct and perform complex research and analysis.
- Analyze, interpret, and explain existing and proposed policies, laws, regulations, and codes and the implications and impact to the community and City administration.
- Present proposals and recommendations clearly, and logically, to diverse audiences with the ability to listen and clearly summarize audience input.
- Represent the City's interests in negotiations and other communications on a variety of difficult, complex, sensitive, and confidential issues.
- Use sound judgment when making decisions, interpretations, and in communications with others.
- Visit off-site locations and to work extended/flexible hours for the purpose of conducting meetings and public processes.
- Conduct performance reviews of Department staff in line with the accomplishments of the Department.
- Work as contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the City and its services.
- Work effectively with others and have outstanding interpersonal and customer relation skills.
- Near and far visual acuity to read detailed maps, drawings, other printed material, computer screens, and observe physical layouts.
- Alternatively sit and stand for sustained periods of time to deliver presentations and perform counter work and be on uneven surfaces out in the field.
- Sufficient hand-eye-arm coordination to use a keyboard and 10-key plus arm/hand movements to retrieve work materials and operate a variety of general office equipment.
- Visual acuity to read words and numbers.
- Auditory ability to carry on conversations over the phone and in person.
- Driving ability in order to transport oneself in and around Kenmore and King County.

Education and Experience:

- The position typically requires a master's degree in urban planning, business, architecture, or similar discipline, and
- Eight years' related experience, including five years as a senior planner or equivalent leadership capacity.
- Any equivalent combination of experience and training that demonstrates the required knowledge, skills, and abilities may be considered.

Preferred But Not Required: [Paragraph]

- [Bulleted items]

Licenses and Certificates

- May require a valid driver's license.
- AICP certification preferred.

ADDITIONAL INFORMATION

- Work Environment – Work is performed indoors and outdoors where some safety considerations exist from traffic, water flows, unstable surfaces, and proximity to moving equipment.
- Hours of Work –City Hall working hours are typically 8:30 a.m.-5:00 p.m. This position is required to be available for evening hours to attend or present in-person at City Council meetings as-needed, or attend in-person, evening or weekend meetings when necessary.

OTHER ITEMS AND ADVANTAGES OF WORKING FOR THE CITY OF KENMORE

- This position is eligible for healthcare benefits, retirement plans, paid holidays, vacation, sick leave and more!
- The City does not participate in Social Security and participates in a 401(a) retirement plan in lieu of Social Security.
- Kenmore is located on the north shore of Lake Washington and has over seven miles of waterfront along the lake and the Sammamish River.
- Kenmore is a first-ring suburb of Seattle and is equi-distant to downtown Seattle, downtown Bellevue, Microsoft headquarters in Redmond, and Boeing and Paine Field in Everett.
- City Hall is in the heart of Kenmore's downtown and is within walking distance of many local businesses, restaurants and parks!

This job/class description describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.

Department: Community Development

FLSA: Exempt

City of Kenmore

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