



Development Services Director

City of Kenmore

SUMMARY

Plans, organizes, and directs land development reviews and current planning and permitting activities that include implementation of codes and ordinances from the City's comprehensive plan, zoning administration, building and engineering inspections, code compliance, and permit processing. Consults with City administration on land use, development, and code compliance matters. 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, organizes, controls, integrates, and evaluates the services provided by the Development Services Department. Develops, implements, monitors, and reviews accomplishments against annual performance plans.
- Ensures that development services are provided in alignment with the City's strategic goals, by conscientiously applying and administering development regulations, guaranteeing safe infrastructure and building construction.
- Ensures land use compliance with State and Federal policy and regulations and keeps pace with customer needs.
- Serves as the City's Building Official to ensure residential and commercial buildings and structures within the City are constructed, inspected, and conform to the Kenmore Building Code.
- Serves as the City's State Environmental Policy Act Official and Shoreline Management Official to ensure the City's compliance.
- Manages and oversees the City's emergency management and emergency preparedness program.
- Directs, reviews, and approves City permits and land use decisions. Directs and interprets day-to-day zoning, subdivision, environmental, shoreline, current planning, building, clearing, grading, right of way construction, and permitting activities.
- Reviews and approves developer and other contingent fees, mitigation requirements, and special arrangements.
- Actively promotes economic development by streamlining and improving the City's permit processes and by improving the safety and aesthetics of the City through code enforcement.
- Ensures high quality customer service at the permit counter.
- Administers the program of field inspections of construction sites to ensure compliance with mitigation and operational controls, ensuring notification developers of violations or unanticipated issues, and requesting corrective action or levying sanctions.
- Prepares and reviews reports, and recommends plan and code amendments concerning planning, zoning, building and code enforcement.

- Formulates and recommends policies on development, land use, transportation, and environmental compliance. Advises on goals, priorities, programs, and regulations for land use, conservation, municipal infrastructure, and quality and livability of the City.
- Plans, organizes, and allocates work in a way that optimizes use of available staff. Establishes performance requirements with staff. Provides coaching and conducts reviews of accomplishments.
- Directs and participates in developing budgets for the Department. Monitors and evaluates performance against established budgets. Identifies projects, programs, and priorities. Estimates costs for services, including those proposed for outside contractors and consultants.
- Serves as a City representative at meetings with other governmental agencies and industries. Participates in meetings, conferences, conventions, and other professional forums to stay current with planning trends and emerging strategies for metropolitan communities.
- Maintains up-to-date knowledge of policy and regulatory requirements, and trends for zoning, code, and other legislative development.
- Performs other duties as assigned that support the overall objective of the position and the organization.
- Provides policy and technical advice on City-owned development projects. Leads and/or guides City-owned projects through the permit processes.
- Performs other duties as assigned that support the overall objective of the position and needs of the organization.

QUALIFICATIONS

Knowledge & Skills:

- Advanced professional knowledge in the theory, principles, practices, and techniques of current land use planning, community and land development, permitting, building construction, code enforcement, and environmental protection.
- Working knowledge of construction technology including standard practices and methods of a wide variety of construction.
- In-depth knowledge of the laws, regulations, codes, and ordinances applicable to the City's planning functions.
- Advanced knowledge of structural building inspection requirements and methods.
- Principles and practices of modern and efficient leadership including management of allocated resources, performance management, and budgeting.
- In-depth knowledge of research and analysis methods.
- Sufficient math skills 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.
- Advanced knowledge and skill in the English language to prepare and deliver professional written correspondence and reports.
- Well-developed interpersonal skills to speak persuasively to large audiences, present ideas clearly, resolve conflict, manage and review performance, and conduct advanced negotiations.

Abilities:

- Advanced professional knowledge in the theory, principles, practices, and techniques of current land use planning, community and land development, permitting, building construction, code enforcement, and environmental protection.
- Working knowledge of construction technology including standard practices and methods of a wide variety of construction.
- In-depth knowledge of the laws, regulations, codes, and ordinances applicable to the City's planning functions.
- Advanced knowledge of structural building inspection requirements and methods.
- Principles and practices of modern and efficient leadership including management of allocated resources, performance management, and budgeting.
- In-depth knowledge of research and analysis methods.
- Sufficient math skills 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.
- Advanced knowledge and skill in the English language to prepare and deliver professional written correspondence and reports.
- Well-developed interpersonal skills to speak persuasively to large audiences, present ideas clearly, resolve conflict, manage and review performance, and conduct advanced negotiations.

Education and Experience:

- The position typically requires bachelor's degree in business, public administration, engineering, architecture, planning, construction management, or similar discipline and
- Eight years of progressive experience in development services, including three years at a senior position or equivalent leadership capacity.
- Any equivalent combination of experience and training that demonstrates the required knowledge, skills, and abilities may be considered.

Licenses and Certificates

- Requires a valid driver's license.
- Requires an ICC Building Official Certificate.

ADDITIONAL INFORMATION

- Work Environment – Work is performed both indoors and outdoors and may entail exposure to all weather conditions while driving to or conducting inspections. Field inspection work can expose the employee to safety hazards such as falling objects, heavy equipment, power tools, inspecting roofs, unfinished framing, natural gas, exposed wiring, hazardous chemicals, carcinogens, bloodborne pathogens, open ditches and trenches, traffic, and working in confined spaces such as underground tunnels and restricted access building sites.

- Hours of Work – City Hall working hours are typically 8:30 a.m.-5:00 p.m. This position is eligible for a partial teleworking arrangement. 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: Development Services

FLSA: Exempt

City of Kenmore

Revised: 2025