

**City of Blaine**  
**Request for Council Action**  
**Meeting Date: February 28, 2022**

**Subject:** Amending the Community Development Services (CDS) Director Employment Agreement

**Department:** City Manager

**Prepared By:** \_\_\_\_\_  
(Digital Signature)

**Agenda Location:**  Consent Agenda  Council Action  Unfinished Business

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**Action Needed:**

Approve the amendment to CDS Director employment agreement.

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**Attachments:**

1. CDS Director Employment Agreement

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**Background/Summary:**

The City conducted a salary study of similarly sized cities with similar tax bases within the State of Washington to compare Blaine's CDS Director compensation to that of other CDS Director's in the state. The findings of the salary study are that the Blaine CDS Director compensation is roughly \$550 per month below the state average.

The primary changes to the existing CDS Director employment agreement is below:

1. \$450 per month salary adjustment.
2. Reducing the number of administrative days from five to three.
3. Conversion of one floating holiday to Juneteenth Holiday (effective if/when all City collective bargaining agreements adopt Juneteenth as a holiday).

These changes will go into effect on March 1, 2022.

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**Budget Implications:**  Current Budget  New Budget Request  Non-Budgetary

This salary adjustment can be accommodated in the 2022 Budget without amendment.

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**Recommendation:**

The City Manager recommends City Council approve the amendments to the CDS Director employment agreement.

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**Reviewed By:**

City Manager \_\_\_\_\_ Finance Director \_\_\_\_\_ City Clerk \_\_\_\_\_  
(Digital Signature) (Digital Signature) (Digital Signature)

**CITY OF BLAINE  
COMMUNITY DEVELOPMENT SERVICES DIRECTOR  
EMPLOYMENT AGREEMENT**

**THIS EMPLOYMENT AGREEMENT** (the "Agreement ") is entered into this \_\_\_\_ day of \_\_\_\_\_, ~~2019~~2022, by and between the **CITY OF BLAINE**, a Washington municipal corporation (hereinafter the "City") and **STACIE J. PRATSCHNER** (hereinafter "Employee").

~~**WHEREAS**, the City desires to employ the services of Stacie J. Pratschner as the Community Development Services Director for the City of Blaine; and~~

**WHEREAS**, the City has employed Stacie Pratschner as Community Development Services Director under an employment agreement dated January 15, 2019; and,

~~**WHEREAS**, it is the desire of the City Council to provide certain conditions of employment and set working conditions and conditions of termination; and~~ make changes to the Community Development Services Director agreement; and,

**WHEREAS**, the Employee agrees with the proposed amendment; and,

~~**WHEREAS**, the Employee desires to accept employment as Community Development Services Director for the City of Blaine;~~

**WHEREAS**, it is the desire of the City Council incorporate the proposed amendment into a new employment agreement.

**NOW, THEREFORE**, in consideration of the mutual promises contained herein, the parties agree as follows:

**I. EMPLOYMENT**

1.1 The City hereby agrees that Stacie J. Pratschner is employed as the Community Development Services Director for the City of Blaine, and Stacie J. Pratschner hereby accepts under such employment, the terms and provisions of this Agreement.

**II. DUTIES**

2.1 **General Duties and Obligations.** The Employee shall perform all of those responsibilities, duties, and obligations as set forth in the Community Development Services Director job description attached hereto as "**Attachment A**", and such other duties and responsibilities as are legally and properly assigned by the City Manager.

2.2 **Exempt Position.** The Employee is designated as an FLSA Executive Exempt employee and, subject to the City Manager's approval, is permitted to design a flexible work schedule as may be warranted to accomplish the continuing objectives of the City, subject to the restriction on hours of work set forth in Section 2.4 of this Agreement. The position of Community Development Services Director is also exempt from the provisions of the Washington State Minimum Wage Act.

2.3 **Exclusive Employment.** During the term of this agreement, Employee agrees to remain exclusively employed by the City and not to become employed by any other employer until the effective date of termination or resignation. The term "employed" shall not be interpreted to

include occasional teaching, writing, or consulting work which does not interfere with Employee's ability to effectively discharge their assigned duties.

2.4 **Hours of Work.** Employee's schedule of work shall generally include the City's normal business hours, but may vary in accordance with the work required to be performed, including such time as is necessary outside normal office hours. Employee shall be compensated for the quality of their work product, as opposed to the number of hours required to perform their work.

### III. SALARY

3.1 Effective with the March 2022 payroll, Employee's salary shall be \$9,518 per month. Annually on January 1st, Employee shall receive annual cost of living increases based on the prior October Seattle Urban CPI, or as funds are available and budgeted. Employee shall not receive a lesser cost of living increase than other exempt employees.

~~3.1 Employee's salary shall be \$92,000 per year. Upon satisfactory completion of the six (6) month introductory period from the Commencement Date, Employee's salary shall be \$96,000 per year. One (1) year after the Completion Date, Employee may receive a merit raise of up to 5% based upon and after Employee's satisfactory Annual Performance Evaluation(s) as set forth in Paragraph IV below. The merit pay increase shall be at the discretion of the City Manager. Beginning January 1, 2020, Employee shall also receive annual cost of living increases based on the Seattle Urban CPI as approved in this Agreement, or as funds are available and budgeted. Employee shall not receive a lesser cost of living increase than other exempt employees.~~

### IV. PERFORMANCE EVALUATION

4.1 The City Manager will ordinarily review and evaluate the performance of Employee as needed. Performance and evaluations shall be in accordance with Blaine Policy and Procedure 03-02. Annually, the City Manager and Employee shall define goals and performance objectives which they determine necessary for the proper operation of the City and for the attainment of the City's policy objectives, and shall further establish a relative priority among those various goals and objectives. Goals and objectives shall generally be attainable within the time limitations as specified and within the annual operating and capital budgets and the appropriations provided.

### V. PERSONAL DEVELOPMENT

5.1 The City shall pay Employee's dues in professional groups, provided they are approved in advance by the City Manager.

5.2 The City shall pay for the reasonable expenses of Employee's necessary travel and living expenses to represent the City at conferences, seminars, and training classes approved in advance by the City Manager.

5.3 The City recognizes the desirability of representation in and before local civic organizations, and Employee is authorized to become a member of such civic organizations as approved in advance by the City Manager. The City agrees to pay the membership fees for Employee in such civic organizations.

5.4 The City shall pay Employee's tuition for continuing education and certification where the education is related to Employee's field and/or where the field of study has been approved by the City Manager. Tuition shall be direct payment or reimbursement at the discretion of Employee. Employee must meet requirements set by program to qualify for reimbursement.

## VI. VACATION, SICK, HOLIDAY, OTHER LEAVE

6.1 **Vacation Leave.** As of the Commencement Date, Employee has sixty (60) hours of accrued but unused vacation leave. Thereafter, Employee shall accrue vacation leave at 17.33 hours per month with a maximum of two hundred forty (240) hours. Any unused accrued vacation hours over 240 hours at the end of the calendar year shall be forfeited by Employee.

6.2 **Sick Leave.** Employee shall accrue eight (8) hours of sick leave per month. Such sick leave shall be cumulative from month to month. The equivalent salary value of any accrued sick leave exceeding nine hundred sixty (960) hours at the end of each calendar year shall be deposited to employee's HRA VEBA account, per provisions in 7.4. Once the Employee has met the maximum contribution to the HRA VEBA account, Employee shall continue to accrue sick leave in excess of nine hundred and sixty (960) hours.

6.3 **Sick Leave Incentive.** Employee shall receive one (1) vacation day for sixteen (16) or fewer sick leave hours used in a full calendar year, and two (2) vacation days for eight (8) or fewer sick leave hours used in a full calendar year.

6.4 Holidays. Employee shall be entitled to two (2) personal, paid, floating holidays and three (3) paid administrative leave days (banked as floating holidays) annually to be used within the calendar year. In addition, Employee shall receive ten (10) holidays based on an eight (8) hour day:

<u>New Year's Day</u>	<u>Labor Day</u>
<u>Martin Luther King Day</u>	<u>Veterans' Day</u>
<u>Presidents Day</u>	<u>Thanksgiving Day</u>
<u>Memorial Day</u>	<u>Day after Thanksgiving</u>
<u>Independence Day</u>	<u>Christmas Day</u>

6.4.1 Juneteenth. Upon adoption by all collective bargaining groups, the holiday Juneteenth will be added to Section 6.4 "Holidays". In return, one (1) of the two (2) personal, paid, floating holidays will be removed from the employment agreement. If the Juneteenth holiday is never ratified by all collective bargaining agreements, the Employee shall be entitled to the existing two (2) personal, paid, floating holidays.

~~6.4 **Holidays.** Employee shall be entitled to two (2) personal paid floating holidays and five (5) paid administrative leave days (banked as floating holidays) annually to be used within the calendar year. In addition, Employee shall receive ten (10) holidays based on the eight (8) hour day:~~

<del>New Year's Day</del>	<del>Labor Day</del>
<del>Martin Luther King Day</del>	<del>Veterans' Day</del>
<del>Presidents Day</del>	<del>Thanksgiving Day</del>
<del>Memorial Day</del>	<del>Day after Thanksgiving Day</del>
<del>Independence Day</del>	<del>Christmas Day</del>

**6.5 Bereavement.** Employee shall be entitled to five (5) days of bereavement leave without loss of pay for a death in the immediate family, defined as wife, husband, significant other, son, daughter, mother, father, brother, sister, grandparents, and grandchildren of either employee or employee 's spouse/significant other, inclusive of step and in-law. Three (3) days of bereavement leave without loss of pay shall be allowed for any other family member not defined as immediate family.

**6.6 Administrative Leave Pending Investigation.** The City Manager may place the Employee on paid administrative leave for up to thirty (30) working days under circumstances which make it reasonably appropriate for Employee to be absent from the workplace during investigation, resolution, or pendency of procedures appropriate to the circumstances involving employee.

## **VII. BENEFITS**

7.1 The City shall provide the Employee and spouse/registered domestic partner/dependent(s) medical, vision, and dental benefits, and pay the premiums for same. Current medical, vision, and dental benefits are provided as follows:

- a. Medical - AWC Benefits Trust, effective first of month following the Commencement Date, paid by City at 90%, employee contribution at 10%
- b. Vision and Dental -Teamsters H&W paid by City at 100%

In addition, the City shall provide Employee with other benefits including life insurance, long-term disability insurance, and Employee Assistance Program (EAP), and pay the premiums for the same.

7.2 The City shall contribute an amount equal to five percent (5%) of Employee's gross salary to either the ICMA Deferred Compensation Plan or the Washington State Department of Retirement system deferred compensation plan, at the Employee's election. In addition, the City will contribute to the Washington State Department of Retirement PERS (1, 2, or 3) System in an amount provided for by State laws.

7.3 Employee shall be provided with the City's Errors and Omissions Insurance for employment practices under wrongful acts liability insurance.

7.4 The City shall participate in a HRA VEBA plan for Employee. Accrued but unused sick leave in excess of nine hundred sixty (960) hours, as outlined in Section 6.2, shall be contributed to the Employee HRA VEBA account at 100% equivalent salary value. Upon retirement through PERS 1, 2, or 3, or upon separation from the City, any accrued sick leave over nine hundred and sixty (960) hours shall be contributed to the HRA VEBA account at 100% equivalent salary value, and any accrued sick leave at nine hundred and sixty (960) hours or under shall be contributed to the HRA VEBA account at 25% equivalent salary value. The total cumulative sick leave contribution by the City of Blaine to the Employee HRA VEBA account shall not exceed \$12,500 per participating employee.

7.5 Effective March 2019, Employee shall contribute Fifty Dollars (\$50) per month to Employee's HRA VEBA account through payroll deductions. The City shall contribute One Hundred Dollars (\$100) per month to Employee's HRA VEBA account.

7.6 Additional Employee contributions to HRA VEBA may be defined by the group contracts.

## **VIII. VEHICLE ALLOWANCE**

8.1 The City shall reimburse the Employee, at the City approved mileage reimbursement rate, for all mileage the Employee accrues using a personal, private vehicle while on City related business, if a City vehicle is not available. Use of assigned City vehicle for other than City related business (i.e., commuting, personal use) shall be subject to tax pursuant to federal guidelines.

## IX. TERMINATION, SEVERANCE PAY, TERMINATION FOR CAUSE

9.1 **Termination.** Employee is an employee at will. Termination by the City shall be pursuant to applicable Federal and State laws. Employee shall be entitled to compensation up through the last day of actual service.

9.2 **Severance Pay.** If Employee is terminated under the provisions of Section 9.1 and such termination is not for cause as provided in Section 9.3, then the City agrees to pay the Employee severance pay equal to six (6) months from the date of Termination, including payment for vacation benefits that had been accrued up to the date of termination. Employee will also be provided with continuation of health insurance benefits at the rate and level provided to other non-bargaining unit administrative personnel during such six (6) month period unless health insurance benefits are provided through spouse, or until Employee obtains other employment within the six (6) month period, whichever occurs earlier. Such severance shall only be paid to Employee if: (i) Employee has been employed by the City pursuant to this Agreement for a minimum of twelve (12) consecutive months immediately prior to termination, and: (ii) Employee executes a release of all claims against the City in a form acceptable to the City. In the event Employee is terminated for cause at any time as defined below in 9.3, then Employee shall not receive severance pay or continuation of health insurance benefits. In the event that Employee does not receive severance pay, Employee shall be entitled to any accrued compensation and any other compensation provided for by this Agreement or applicable laws of the State of Washington.

9.3 **Termination for Cause.** Should the Employee be terminated for cause, the Employee shall not be entitled to such compensation pursuant to Section VI and shall not be entitled to severance pay pursuant to Section 9.2. "Cause" for the purposes of this Agreement shall be determined by the City Manager upon their reasonable determination that one (1) or more of the following facts exist:

- a. Incompetence, inefficiency, or inattention to or dereliction of duty as reasonably determine by the City Manager;
- b. Dishonesty, immoral conduct, insubordination, discourteous treatment to the public or a fellow employee, or any act or failure to act which is prejudicial to the City as reasonably determined by the City Manager;
- c. Mental or physical unfitness for the position, subject to the provisions of the Americans with Disabilities Act and similar state statutes;
- d. Violation of the City's personnel policies, including but not limited to the sexual harassment or drug and alcohol policies, as they now exist or are hereafter amended or adopted;
- e. Conviction of a felony, or conviction of a misdemeanor involving dishonesty or moral turpitude; and/or
- f. Any other act, or failure to act, which in the reasonable judgment of the City Manager, is sufficient to show the employee to be an unsuitable or unfit person to hold the position of Community Development Services Director, including, without limitation, the failure to support and comply with the policies and guidelines established by the City and/or failure to perform the duties required as outlined in "**Attachment A**" of this Agreement.

9.4 **Employee Initiated Resignation.** Nothing herein shall prevent or limit Employee's right to resign at any time from their employment with the City, provided, however, that Employee is requested to provide thirty (30) days' notice prior to resignation, and provided further that if such resignation does not arise out of Employee 's conviction of any felony, illegal action involving personal gain or any other action involving moral turpitude, dishonesty, or deception, then Employee shall be entitled to compensation up through the date of resignation, including a cash out of accrued vacation pay, floating holiday pay, and sick leave as provided for under Section VI, as amended. Employee shall not receive severance pay if Employee voluntarily resigns. Employee shall not be entitled to a cash out of accrued vacation pay, floating holiday pay, and sick leave as provided for under Section VII, as amended if Employee fails to give thirty (30) days' notice prior to resignation.

## X. TERM

10.1 This Agreement shall commence on ~~February~~ March 14, 2022~~2019~~, ("Commencement Date") and shall continue indefinitely, or as amended by agreement of both parties.

## XI. GENERAL PROVISIONS

11.1 **Notice.** Any notices required to be given by the City to Employee, or Employee to the City, shall be delivered to the address of the receiving party last known to the addressing party. Such notices shall be delivered either personally to the addressee or may be deposited in the United States Mail, postage prepaid, to the address of the person receiving the notice. Any notice so posted in the United States Mail shall be deemed received three (3) days after the date of mailing and the effective date of any such notice shall be the date of mailing.

11.2 **Litigation.** In the event either party finds it necessary to bring an action against the other party to enforce any of the terms, covenants, or conditions hereof or any instrument executed pursuant to this Agreement by reason of any breach or default hereunder or there under, the party prevailing in any such action or proceeding shall be paid all costs and attorneys' fees incurred by the other party, and in the event any judgement is secured by such prevailing party, all such costs and attorneys' fees of collection shall be included in any such judgement. This Agreement is governed by the laws of the State of Washington. Venue shall be the Whatcom County Superior Court.

11.3 **Non-Waiver.** No failure by any of the foregoing parties to insist upon the strict performance of any covenant, duty, agreement, or condition of this Agreement or to exercise any right or remedy consequent upon a breach thereof, shall constitute a waiver of any such breach or any other covenant, agreement, term, or condition. Any party hereto, by notice, and only by notice as provided herein may, but shall be under no obligation to, waive any of its rights or any conditions to its obligations hereunder, or any duty, obligation, or covenant of any other party hereto. No waiver shall affect or alter this Agreement, and each and every covenant, agreement, term, and condition of this Agreement shall continue in full force and effect with respect to any other then existing or subsequent breach thereof.

11.4 **Severability.** In case any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision hereof, and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.

11.5 **Neutral Authorship.** Each of the provisions of this Agreement has been reviewed and negotiated, and represents the combined work product of all parties hereto. No presumption or other rules of construction which would interpret the provisions of this Agreement in favor of or

against the party preparing the same shall be applicable in connection with the construction or interpretation of any of the provisions of this Agreement.

11.6 **Time of Performance.** Time is specifically declared to be of the essence of this Agreement and of all acts required to be done and performed by the parties hereto.

11.7 **Entire Agreement.** The entire agreement between the parties hereto is contained in this Agreement and the Appendices, as may be amended; and this Agreement supersedes all of their previous understandings and agreements, written and oral, with respect to this transaction. This Agreement may be amended only by written instrument, duly authorized and executed by the parties subsequent to the date hereof.

**CITY OF BLAINE**

**STACIE J. PRATSCHNER**

\_\_\_\_\_  
Michael Jones, City Manager

\_\_\_\_\_

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

Approved as to Form

\_\_\_\_\_  
Jon Sitkin, City Attorney

**Attachment A**

[Job Description]





## CITY OF BLAINE JOB DESCRIPTION

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**JOB TITLE:** Community Development Services Director  
**REPORTS TO:** City Manager  
**SUPERVISES:** Building Official, Community Planner I/II, Community and Tourism Coordinator and others as assigned by the City Manager  
**STATUS:** Exempt/Salary

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### **POSITION SUMMARY**

The Community Development Services Director holds a ~~high profile~~high-profile position with responsibilities that include planning, directing, and reviewing the activities and operations of the Community Development Services Department including Planning, Building, Inspections, Code Enforcement, Land Development, Tourism ~~and Community Events~~, Economic Development and Parks Planning. ~~as well as coordinating assigned activities with~~Coordinates extensively with other City departments and outside agencies. ~~Provides, and providing~~ responsible and complex administrative support to the City Manager.

### **ESSENTIAL JOB FUNCTIONS**

1. Participates as a member of the City's management team to assist in planning, organizing, and implementing policies that affect the entire City.
2. Supervises assigned personnel which includes selecting, training, scheduling, directing and coaching employees, conducting performance appraisals, effective communication through team meetings and memos/emails, and involvement in and recommendations for disciplinary action, including termination.
3. Develops, plans, and implements department goals and objectives including recommending and administering policies and procedures.
4. Develops and recommends changes to the Municipal Code, and provides procedural, factual, and best planning practice analysis and recommendations to the City Council and Planning Commission on zoning and planning matters.
- ~~3.5.~~ Serves as SEPA Official, NEPA Official, Shoreline Administrator, Critical Areas Administrator, Floodplain Administrator, Enforcement Officer, Plat Administrator and Zoning Administrator, or oversees staff serving in those roles.
- ~~4.6.~~ Directs the department's work plans including assigning work activities, projects and programs, monitoring work flow, and reviewing and evaluating work products, methods and procedures.
- ~~5.7.~~ Supervise and participates in the development and administration of the department's budget including forecasting funds as needed for staffing, equipment, materials and supplies, and monitors and approves expenditures including implementing mid-year adjustments.

- ~~6.8.~~ 6.8. Coordinates department activities with those of other departments and outside agencies and organizations.
- ~~7.9.~~ 7.9. Provides staff assistance to the City Manager and City ~~Council, and~~Council and prepares and presents staff reports and other necessary correspondence.
- ~~8.10.~~ 8.10. Coordinates ~~residential and commercial~~ development review and land use entitlements with other City departments and outside agencies (Ex. County, School District, Port, Fire District).
- ~~9.11.~~ 9.11. Oversees the review and analysis of development plans for compliance with the Comprehensive Plan, Municipal Code and City policies.
- ~~10.~~ 10. ~~Directs the review of use permits, subdivision and rezoning requests, variances, and other land use entitlements, and coordinate same with other departments.~~
- ~~12.~~ 12. Develops a wide range of written communication and presentation material. Develops and maintains constructive communication with the public, City administration, City Council, Planning Commission, and civic groups regarding planning, zoning and permit review.  
~~and reviews staff reports related to planning and zoning and presents reports to the Planning Commission, City Council and other committees, boards and commissions.~~
- ~~13.~~ 13. Performs a variety of public relations and outreach work related to planning and development activities. Provides information to the public regarding department projects, zoning, land use and the comprehensive plan.
- ~~11.14.~~ 11.14. Serves as Secretary for the Planning Commission. Directs the preparation of the Planning Commission agenda, reviews the contents of the minutes, and directs the scheduling of ~~all planning related matters for~~ the Planning Commission.
- ~~12.15.~~ 12.15. Participates on boards and commissions as assigned.
- ~~13.16.~~ 13.16. Attends and participates in professional groups and committees.
- ~~14.~~ 14. ~~Provides information to the public regarding department projects, zoning, land use and the comprehensive plan.~~
- ~~15.17.~~ 15.17. Works with the Park and Cemetery Board ~~in the management for~~ planning and development of parks ~~and the implementation of parks goals and policies.~~
- ~~16.18.~~ 16.18. Collects, compiles, analyzes and presents economic and demographic data about the community including providing information and support to other agencies.
- ~~17.19.~~ 17.19. Prepares requests for proposals for consulting services ~~on planning related issues and~~ interviews and selects consultants.
- ~~18.20.~~ 18.20. Negotiates contract agreements ~~including for~~ professional services and ~~developer agreements and easements, and~~ recommends approval to the appropriate authority.
- ~~19.21.~~ 19.21. Attends meetings, workshops, conferences and seminars ~~as required to~~ stay current on best practices and emerging information in fields of expertise.
- ~~20.22.~~ 20.22. Prepares land use regulatory amendments, ~~as necessary,~~ to ensure that the City has an efficient and integrated land use code that substantially implements the Blaine Comprehensive Plan and is consistent with the City's Strategic Planning efforts.

- ~~21. Develops and maintains constructive communication with the public, City administration, Council, Planning Commission, and civic groups regarding planning, zoning and permit review.~~
- ~~22. Coordinates with County, School District, Port, Fire District and other outside agencies on a variety of land use and planning issues.~~
23. Develops realistic and quantitative goals and objectives consistent with City goals, while soliciting input from other staff to the degree appropriate.
- ~~24. Develops and implements approved detailed operational plans of action and strategies for achieving objectives.~~
- ~~25. Schedules and assigns staff members according to project or program requirements.~~

### **OTHER JOB FUNCTIONS**

~~26-24.~~ Performs other duties as may be assigned.

### **QUALIFICATIONS**

#### **Education and/or Experience:**

- Bachelor's Degree from an accredited college or university with a degree in Planning, Urban Design, Land Use, Environmental Studies, Human Geography, Public Administration, or a related field.
- Minimum of six (6) years of progressively responsible experience in municipal planning and land use regulation. At least two (2) years of administrative and managerial experience.
- Certification by the American Institute of Certified Planners and a Master's Degree in Planning are preferred.
- Equivalent combinations of education and experience that provide the incumbent with the necessary qualifications may be considered.

#### **Knowledge, Skills and Abilities:**

- Possession of strong organizational skills, including facilitating, problem solving, and decision making.
- Ability to meet deadlines while working on multiple projects at any given time.
- Working knowledge of local land use planning, economic development, and pertinent federal and state laws and regulations.
- Knowledge of organizational and management practices as applied to the analysis and evaluation of programs, policies, operations needs, administration, and personnel management. Ability to plan, organize and direct work activities.
- Ability to establish and maintain effective working relationships with professionals, public officials, other employees, and the general public. Requires the ability to interact with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.
- Knowledge of modern principles and practices of urban planning and economic development, including municipal program development and administration.
- Ability to research methods and sources of information related to planning and zoning matters and to collect, compile and analyze complex statistical data.

- Ability to communicate effectively, including orally, in writing, and with visual media, in clear, concise language appropriate for the purpose and parties addressed. Use tact, discretion and courtesy to gain the cooperation of, and establish and maintain effective working relationships with public officials, consultants, vendors, co-workers, other departments, and diverse members of the public. Work independently or cooperatively as a team member.
- Ability to analyze site design, terrain constraints, circulation, land use compatibility, utilities and other urban services.
- Ability to analyze problems, identify alternative solutions, project consequences or proposed actions and implement recommendations in support of goals.
- Ability to collect, compile and analyze complex statistical data.
- Proficiency in computing including word processing, spreadsheet calculations, and data base development.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, commissioners, public officials, and the general public.

**Licenses/Certificates/Registrations:**

Must have a valid driver’s license and appropriate insurance at the time of hire for work related travel. Driving record free of any significant moving violations.

Must pass appropriate background check.

**WORKING CONDITIONS & PHYSICAL REQUIREMENTS**

Work is primarily performed in office setting with limited travel to other City facilities, meetings and training. May conduct construction site visits. Position requires ability to move throughout the office and outside on various terrain. Position requires hand manipulative skills for word processing and writing. Must be able to hear verbal conversations over the phone and in-person with background noise. Must be able to consistently identify objects and persons at a distance and read fine print on various forms. Must be able to occasionally lift and/or move up to 25 pounds (office equipment and supplies).

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*The statements contained herein reflect general details to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. This should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.*

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\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved by: Michael Jones, City Manager