

## **JOB ANNOUNCEMENT**

### **Director of Community Planning**

The City of Langley, located on the southern portion of Whidbey Island, is actively seeking a City Planner to fill a key community leadership position within a small, progressive city that places great value on creative planning. This position is tailor-made for a mid-career planning professional with an interest in translating his or her excellent technical and customer service skills into an opportunity to assume an influential role in shaping a sustainable future for one of the most beautiful locations in the State. For the right individual, this is a splendid chance to work with great people on some of the most interesting planning initiatives going today.

#### **More about Langley**

Originally platted in 1891, Langley is a waterfront village on Whidbey Island, the second-largest saltwater island in the continental United States. The town faces north and east and is nestled into a watershed that drains into a small harbor. Whidbey Island rests in Puget Sound between the Olympic and the Cascade Mountain ranges carved out of volcanic deposits left behind by massive glaciers that extended to Seattle and beyond.

Offering a small-town (est. population 1195) atmosphere within an hour's journey (including the car ferry trip) from urban Seattle, Langley's signature characteristics include: popular center of local commerce, strong seasonal economic impact from visitors, several quality restaurants, deep pool of resident artists and performers, active agricultural lands, community involvement in local government, seasonal events and festivals, home of the county fair, accessible beaches, surrounded by forests, a 250-seat performing arts center that presents local as well as world-class entertainment, and a small marina with boat ramp.

#### **Position Details**

The Director of Community Planning reports to and works closely with the Mayor as a member of the City management team and supervises the building official and support staff. This position involves a full range of planning responsibilities including long range and current planning, code administration and enforcement and community building.

The Director of Community Planning process and evaluates all land use and development applications for compliance with city codes and regulations, administers zoning, subdivision, shoreline management and environmental regulations, develops plan and code amendments, serves as staff advisor to Mayor, City Council, Planning Advisory Board, Arts Commission and

Design Advisory Board and provides planning assistance and information to the public. The Director of Community Planning also has the opportunity to lead community design projects.

### **Essential Duties:**

- Receives, evaluates, and processes land use applications including design review.
- Reviews issues for compliance with applicable Federal, State, County and City laws and codes.
- Analyzes and recommends disposition of development proposals.
- Serves as staff liaison to other government agencies.
- Assists the public with applications and inquiries.
- Serves SEPA Responsible Official and Shoreline Administrator.
- Coordinates planning issues with other city departments and agencies
- Maintains office records, and develops procedures for receiving and processing applications, requests, appeals and other matters.
- Directs code enforcement activities.
- Drafts policies and regulations
- Designs and manages capital improvement projects as requested.
- Performs other duties as assigned

### **Minimum Qualifications**

Bachelor's degree with master's degree preferred in urban planning, geography or a related field and minimum of 5 years increasingly responsible planning experience, preferable within smaller communities. Must have above average verbal and written communication skills, a strong desire to serve the public in a responsive and creative manner and a commitment to innovative planning.

## **Working Conditions**

This employee must have the ability to work in a fast-paced environment and be able to handle multiple tasks at one time. Must have the ability to establish and maintain effective working relationships with Mayor, City Council, City staff members, citizens and other organizations and agencies. Attendance at night meetings is required.

## **Compensation**

Depending on qualifications with generous benefits

## **To Apply**

Please submit a letter of interest and resume to:

Monica M. Felici, City Clerk  
PO Box 366  
Langley, WA 98260

(360)221-4246

Or email [clerk@langleywa.org](mailto:clerk@langleywa.org)

The position is open until filled with the first review of applications occurring on June 30, 2021.