

## **Community Economic Development (CED) Manager**

### **Summary**

The Community Economic Development (CED) Manager plays a key role in facilitating development projects and economic growth within the City of Carnation. As part of the City's management structure, this position oversees land use, permit processing, building and fire code reviews, code enforcement, business licensing, and passport processing.

Responsibilities include managing development projects, fostering economic development initiatives, and providing leadership to meet the community's growth needs. This role requires strong decision-making skills, access to confidential information, and the exercise of considerable discretion and professional judgment. The ability to adhere to strict timelines and provide timely, professional customer service is essential to the success of this position.

**Reports to:** City Manager

**FLSA Status:** Exempt

**Bargaining Unit:** Non- represented

**Supervises:** CED Permit Technician

This position is part of the City's Management Team and is a confidential at-will employee. This position is considered exempt under the federal and state wage and hour laws and is not eligible for overtime pay. The work schedule is flexible according to the needs of the organization. This position comes with a competitive salary and benefits package, including health insurance, retirement plan, and paid time off.

### **Essential Duties and Responsibilities:**

#### **Permitting:**

- Manage land use applications, permit reviews, and pre-application conferences.
- Oversee permit issuance, verifying documentation, and calculating fees.
- Evaluate and improve the permit process for efficiency and customer service.
- Implement new procedures in response to updated regulations.
- Manage floodplain documentation and CRS compliance.

- Collaborate with the City Planner on land use applications and timelines.

**Business Management:**

- Process business licenses in compliance with Carnation Municipal Code.
- Manage the passport processing program.
- Process code updates and assists with comprehensive plan updates.
- Update design guidelines and City standards.
- Manage development projects, including coordinating consultants and vendors.
- Ensure cost recovery of consultant fees through timely billing.
- Manage grants, including application, reporting, and billing for community economic development funding.

**Code Enforcement:**

- Review, interpret, and explain City code related to code enforcement.
- Perform site visits and address compliance issues with residents and business owners.

**Customer Service:**

- Assist residents, contractors, and developers with land use, permitting, building codes, and application processes.
- Provide status updates on permit applications to stakeholders.
- Adhere to land use and project review timelines.
- Perform other related duties as assigned by the City Manager.

**Knowledge, Skills, and Abilities**

- Knowledge of City ordinances and codes related to building, land use planning, zoning, and community development standards.
- Advanced knowledge of planning, engineering, fire, and building department operations.
- Ability to analyze problems, research codes, and interpret regulations, plans, and legal descriptions.

- Ability to manage multiple projects concurrently under deadlines.
- Knowledge of zoning, municipal codes, and public information processes.
- Advanced computer skills, including proficiency in Office Suite and permit tracking software.
- Excellent oral and written communication skills with diverse audiences.
- Ability to establish effective working relationships with staff, vendors, contractors, and the public.

## **Qualifications**

- Bachelor's degree and 3 years of experience in land use, building, planning, or equivalent combination of education and experience.
- Permit Technician Certification through ICC (or ability to obtain within one year).
- Mastery of BlueBeam project management software.
- Experience with Springbrook permitting software is a plus.
- Experience and familiarity with zoning, land use, engineering, and building codes.
- Management experience.
- Valid State Driver's License (or ability to obtain one).

## **Skills**

- Strong leadership and team management skills.
- Excellent communication, interpersonal, and leadership skills.
- Proven ability in employee training, supervision, and disciplinary practices.
- Knowledge of hiring practices and employee relations.
- Familiarity with government regulations related to public works and development projects.
- Excellent communication and organizational skills.
- Microsoft Office proficiency, grant writing, budgeting, records management and customer service.