



**CITY OF TACOMA**  
invites applications for the position of:  
**Community & Economic  
Development Director,  
Assistant**

An Equal Opportunity Employer

**SALARY**

Annually  
\$109,782.40 - \$140,753.60

**OPENING DATE:** 04/21/17**CLOSING DATE:** 05/19/17 05:00 PM**POSITION**

**The City of Tacoma Seeks A Results-Oriented and Driven  
Community & Economic Development (CED) Assistant Director:**

**DESCRIPTION:****Community Profile:**

Tacoma, the *City of Destiny*, is the 3rd largest city in the state of Washington (Pop. 206,000) and the 2nd largest in the Puget Sound region. The city is currently witnessing unprecedented growth with more than 1,700 multi-family units scheduled to break ground this year, the addition of more than 3 million square feet of industrial development, growth of the tech sector, and addition of new restaurants and shops. It is an exciting time to be living and working in Tacoma!

Tacoma has a workforce of dedicated, talented employees with unique skills and perspectives. We embrace innovation and strive for excellence and community engagement. Those who call Tacoma home have access to a diverse population, affordable housing, and a gateway to Puget Sound, Mount Rainier National Park, and the Olympic Peninsula.

The City of Tacoma offers a unique opportunity to join CED as an Assistant Director. This management position oversees the day-to-day administration of internal systems such as budget, personnel and department functions related to the effective management of programs and fulfillment of City policies. The position also reports directly to the CED Director and is often relied upon to execute key assignments on behalf of the Director including presentations, preparation of technical reports and documents. As well as attendance at meetings with private investors and developers and governmental officials.

The CED Department is playing a strategic role in the planning & implementation of revitalization efforts across the City but focused on Downtown, Neighborhood Business Districts (NBDs), and the Industrial District. Key projects include and will involve the Assistant Director in execution:

- Foss Waterway. In collaboration with the Foss Waterway Development Authority (FWDA), select private developers to acquire and redevelop undeveloped parcels;
- Town Center Development. Facilitate the negotiations of land transaction, redevelopment of the properties, public infrastructure improvements, and the entitlement process;

- Prairie Line Trial Expansion. Facilitate the acquisition of right-of-way properties, design of improvements, funding support, etc.;
- Renegotiation of complex loan agreements working with National Development Council (NDC) and Housing staff;
- Urban Development Action Grants (UDAG). Administration of UDAG grants;
- Facilitation of affordable housing projects in cooperation with the Housing Division Manager;
- Administration of the Office of Arts & Cultural Vitality Programs;
- Administration of the Small Business Enterprise/Local Employment Apprenticeship Program (SBE/LEAP) and Minority Business Development Agency (MBDA) and staff;
- Assist the Director and Economic Development staff in the recruitment of office developers and tenants in Downtown Tacoma

**The City of Tacoma offers a generous program of employee benefits:**

- Outstanding working conditions and an exceptional quality-of-life environment
- Medical coverage for eligible employees, spouses/domestic partners and dependents, including children up to age 26
- Vision care with VSP for employees and eligible dependents enrolled in the Regence PPO medical plan with vision benefits
- Dental coverage for eligible employees and their elected dependents, including dependent children up to the age of 26
- Deferred compensation allowing tax-deferred savings as authorized under Section 457 of the IRS Code
- Personal time off
- Paid holidays
- A great pension plan

**City of Tacoma Recruitment:**

One of the primary goals of the Equity and Empowerment Initiative is for the City of Tacoma workforce to reflect the community it serves. We actively work to eliminate racial and other disparities and welcome candidates with diverse backgrounds and/or multicultural skill sets and experiences. Our goal is for Tacoma to be an inclusive and equitable place to live, work, and play.

**QUALIFICATIONS:** The Ideal Candidate will have the following:

1. Graduation from a four year college or university with specialization in planning, business or public administration, or related field **and:**
2. Minimum of 10 years of experience in the administration of community and/or economic development departments either directly or as an Assistant Director for similar programs;
3. 10 plus years' experience in the supervision of professional and administrative staff including recruiting, training and disciplining;
4. Minimum of 10 years developing and managing municipal budgets;
5. Minimum of 10 years negotiating complex real estate transactions involving public & private developers and properties;
6. Extensive experience preparing and analyzing real estate and financial documents related to development;
7. Proven track record in the recruitment, retention and expansion of office and industrial development.

The CED Department is primed to lift Tacoma to a new level, and the Assistant CED Director will play a vital role in these efforts. If you believe

that you have the qualifications to meet this challenge then please consider applying for this position.

**KNOWLEDGE & SKILLS:**

Key attributes sought after for a candidate for Assistant CED Director:

- Visionary "big picture thinker"
- Creative "out of the box thinker"
- Collaborator with internal and external partners
- Problem solver
- Proactively seeks new opportunities for the benefit of the community
- Serves as CED Director's "right hand" and strategic partner to brainstorm on strategies
- Strong management and supervisory experience
- Splitting time between managing day-to-day administration of the department and managing individual economic development projects
- Will supervise staff from select divisions and offices within the department and represent the Director at key internal and external meetings
- Strong communication and community relations skills
- Strong written and oral communication skills including presentations before City Councils and appointed bodies
- Politically astute, but not politically involved

**SELECTION PROCESS & SUPPLEMENTAL INFORMATION:**

Interested individuals **should apply online and attach a detailed resume and cover letter** describing your experience, training, and expertise as it relates to the responsibilities of this position. **(All interested applicants will also fill out the required supplemental questionnaire)**

Applications received without the required materials will not progress in the selection process. Appointment is subject to passing a background check.

**Communication from the City of Tacoma:**

We primarily communicate via e-mail during the application process. E-mails from cityoftacoma.org and/or neogov.com must be placed on your safe domain list to ensure that you receive notifications in a timely manner. As a precaution, you may also want to check your junk e-mail folders.

The online application system requires you to enter a substantial amount of information. Be prepared to spend at least an hour entering information. In order for your application materials to be considered, all information must be submitted by the closing date and time listed on this job announcement.

For assistance with the NEOGOV application process, questions regarding this job announcement, or if you are experiencing complications while applying, please contact the Human Resources office at (253) 591.5400 by 4:00 pm of the closing date of the job announcement. This will allow us to assist you before the job announcement closes.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.cityoftacoma.org>

ALTERNATIVE FORMAT MAY BE OBTAINED AT:

Human Resources Department

747 Market Street

Tacoma, WA 98402-3764

253-591-5400

[Teresa.dent@cityoftacoma.org](mailto:Teresa.dent@cityoftacoma.org)

Job #2208-17  
COMMUNITY & ECONOMIC DEVELOPMENT DIRECTOR,  
ASSISTANT  
TD

## Community & Economic Development Director, Assistant Supplemental Questionnaire

- \* 1. INSTRUCTIONS: This supplemental questionnaire will be used to determine whether you meet the minimum qualifications for this position and as a tool to screen applications prior to an in depth look at your application materials. These questions should be completed thoroughly and honestly. Your responses to these questions may be assessed through the interview and reference check process. Any sign of deliberate misinformation or intentional exaggeration will result in disqualification from the hiring process and possible bar from future employment opportunities with the City of Tacoma. Responses to the supplemental questions should not exceed two (2) type written pages, using an 11 pitch, century gothic font.

I certify that the information provided is accurate and complete to the best of my knowledge. I understand that any falsification may cancel any terms, conditions, or privileges of employment. Please indicate "Yes" to show that you have read and understand these instructions.

- Yes  
 No

2. Please answer the following questions on a separate document and save as an attachment onto this application.
- Please describe your experience in managing community development, planning, and housing departments with a staff of 10 or more.
  - Please describe your experience in preparing and administering budgets exceeding \$5 million
  - Please describe your experience in the recruitment, training, mentoring and disciplining of staff
  - Please describe your experience in working with elected and appointed city officials
  - Please describe your experience in facilitating meetings both internally and externally

**Do you understand that you must provide a separate document and save it as an attachment to this application. Also do you understand that the answers to the these questions must not exceed two pages and have an 11 pitch, century gothic font.**

- Yes  
 No

- \* 3. Please tell us how you learned about this job opening.

- Job Interest Card notification  
 Internet search  
 Professional organization  
 Community organization  
 Military organization  
 Union job posting  
 City of Tacoma employee  
 Online job board posting  
 Word of mouth  
 Other

- \* 4. Please provide specific information regarding how you learned about this job opening. Thank you, your feedback will be used to evaluate our success reaching the public and refine our methods for future job postings.

\* Required Question