

CITY OF PORT ANGELES ASSISTANT CITY MANAGER/DIRECTOR OF COMMUNITY SERVICES

THE COMMUNITY

With a population just over 20,000, Port Angeles is a modern community with a rich and diverse history. Abundant in cultural events, including festivals, art, music, outdoor recreation, and sporting events, Port Angeles is also fortunate to be enhanced by a thriving and active Native American culture. Education options in the area are fantastic, with public schools consistently ranking very high. Port Angeles is the home of Peninsula College, which offers both two and four-year degrees.

Port Angeles and the surrounding region offer incomparable recreation opportunities for year-round activities. Close by are hot springs, numerous rivers, beaches, and parks, the Olympic National Park, and the Olympic Discovery Trail, which is one of the longest trail systems in the U.S.

Port Angeles is a tourist destination and international gateway via ferry to Victoria, British Columbia, Canada. Port Angeles enjoys a mild, coastal climate with daytime temperatures ranging from 40°F in the winter to 70° in the summer. Average rainfall is less than 25 inches per year.

The community is a dynamic urban center surrounded by exceptional rural and environmental amenities. Downtown Port Angeles is undergoing a renaissance with numerous new developments and investments, including a brand new, state-of-the-art performing arts hall and conference center. A large-scale Downtown planning effort is currently underway known as Elevate Port Angeles.



THE POSITION

Under direction of the City Manager, oversees the operations and management of assigned departments and divisions in the City of Port Angeles.

Areas of responsibility include:

Serve as Director of the City's Department of Community Services – comprising of the City's permitting customer service center, long range planning, and climate resiliency

Supervise and manage the City's programs for;

- Policy Development
- Economic Development
- Information Technology
- Housing

As a member of the City Leadership Team, the Assistant City Manager/Director of Community Services participates in advising on citywide operational and administrative decisions. The work will be accomplished through relationships with various public agencies such as local housing organizations, local tribes, chamber of commerce, the Economic Development Council, Clallam County, Port of Port Angeles, Clallam PUD, civic and public interest groups, private businesses, and local, state, and federal economic development agencies.

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The Assistant City Manager/Director of Community Services will be responsible for carrying out the duties and functions of the City Manager during times when he is away or unavailable.

- Manages and directs assigned departments. For this, the individual must be capable of effective planning, staff management, resource allocation, and sound fiscal practices; and the individual must provide leadership to ensure Department services meet the City's strategic goals and the level of service keeps pace with customer needs.
- Evaluates Department and program operations for effectiveness and efficiency. For this, the individual must be capable of measuring progress toward achieving City goals, evaluating staffing levels, resource availability, and service demands, allocating resources to optimize budgeted funds, and ensuring performance standards are met.
- Optimize the City's customer service standards through the creation of predictable timing and expectations in all land use review and permitting related services.
- Plans, Directs, and Administers a comprehensive department program for all community development matters, including preparation and monitoring of the City's Comprehensive Plan document and periodic updates.
- Facilitates the successful path of additional housing units within Port Angeles; including planning, creating partnerships; seeking funding opportunities and managing programs related to the collection of Affordable Housing tax.
- Implement measures as needed to achieve and maintain a high standard of coordination with and among all City Departments
- Serves as advisor to the City Manager, City Council, Planning Commission, and as directed, other related boards and commissions.
- Manages or participates in special projects or assignments and prepares special reports and materials as assigned.
- Represents the City Manager at a variety of meetings and official functions as designated and serves on a variety of committees and boards.
- Works with various agencies on the retention, expansion and recruitment of business in the community.
- Reviews and makes recommendations regarding City regulations, zoning codes and development ordinances to encourage economic and business development that will result in a stronger financial base for the City.
- Collects, analyzes, and advises City officials on marketing research, data and survey information related to demographic information and economic activities. In performing these tasks, works closely with the economic development agencies noted above.
- Prepares periodic reports to the City Manager and City Council on activity concerning community and economic development matters in relation to the established City plans, goals, and objectives.
- Promotes quality urban design for projects and outcomes throughout the City
- Contributes to the development of vibrant commercial corridors
- Administers customer service with innovation and technological efficiency
- Prepares and monitors the department-operating budget, including coordination of grant writing to obtain funds related to planning and economic development.
- Acts as the City's Community Development Block Grants (CDBG) Administrator by monitoring, administering, and tracking grant funds and working closely with Department of Commerce and sub-recipients.
- Serves as a liaison between the city various civic groups.
- Attends meetings of the City Council, Planning Commission, and meetings of other public agencies as necessary.

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- Serves as the focal point for coordination and contact with new and expanded business opportunities and appropriate governmental and regulatory agencies.
- Serves as a project manager to retain and attract desired economic development through interaction with private development and financial interests.
- Directly oversees the Community Services programs and personnel.
- Acts as an integral part of the City's Leadership team and coordinates with Department Directors to achieve Citywide goals and plans.
- Provides oversight to the IT department operations, personnel, and capital projects to ensure services are provided securely, adequately and in accordance with Citywide plans to meet all departmental needs.

THE IDEAL CANDIDATE

- Knowledge of City organization, operations, policies, and procedures.
- Knowledge of principles and practices of leadership, administrative management, supervision, including personnel rules, cost accounting, budgeting, purchasing, grant management, and employee supervision.
- Knowledge of modern principles, practices, methods, and techniques of local government customer service practices including permitting, urban planning, community development, economic development, information technology and housing development.
- Knowledge of developing programs and services to meet strategic goals and development strategies.
- Knowledge of City, County, State, and Federal laws, rules, regulations, and codes related to community development, economic development, and code enforcement activities.
- Specific knowledge to analyze and interpret Washington State and Local Zoning Codes, Environmental and land use laws and codes, enforcement codes and regulations. These include but not limited to State Growth Management Act, State Environmental Policy Act, and Shoreline Management Act.
- Know of City of Port Angeles ordinances, codes, policies, and procedures related to economic and community development, and general supervision of employees.
- Knowledge of modern supervisory and management practices and principles.
- Effective negotiating and human relation skills that result in development of positive relationships with the various public and private agencies, the public, developers, builders and others that the Director comes in contact with in the course of employment.
- Knowledge of economic market analysis and research techniques.
- Knowledge of IT processes, system support, security protocols and general functionality of software, hardware and cybersecurity best practices.
- Knowledge of Enterprise Resource system functionality and processes.
- Ability to effectively direct, administer, and monitor City operations with a focus on exceptional customer service and quality.
- Ability to establish and maintain effective working relationships with those contacted in the course of work, including difficult and disgruntled citizens, contractors, developers, community and agency representatives, and others.
- Ability to provide leadership and vision with respect to community and economic development tasks through effective delegation, communication, and analytical and coordination skills.
- Ability to exercise independent and sound judgment in decision making within general policy guidelines of the City Manager and City Council.
- Ability to represent the City effectively and professionally in meetings and all aspects of work.
- Ability to prepare clear, concise, and competent reports correspondence, and other written materials.
- Ability to make effective and competent verbal public presentations on behalf of the City.
- Ability to operate a personal computer and learn job related software, including spreadsheet applications and specialized software for building and permitting.

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- Ability to read, write, and speak the English language fluently for effective job performance.
- Ability to effectively supervise subordinate employees, prepare timely performance evaluations, and monitor employees work products on an on-going basis.

QUALIFICATIONS

Education:

- A Bachelor's degree from an accredited college or university in Regional or Urban Planning, Economic Development, Public Administration, Economics, or a closely related field.
- A Master's degree in a related area is preferred.

Experience:

- A minimum of five years of successful director level management experience designing and implementing an effective community services and public sector program management for a local government agency or private industry.
- Experience should include City operations, administration, and policy implementation. community housing, planning, real estate finance or development, business administration, or economic development, senior management level supervision of professional staff, and working knowledge of building inspection and permitting.

Other necessary requirements:

- Possession of a valid Washington State driver's license within 30 days of employment and a good driving record.

PHYSICAL LIMITATIONS

Requires sitting at a desk for extended periods of time, using a personal computer workstation, lifting up to 25 pounds on occasion, and periodic inspections in the field to review development activity. compensation & benefits

COMPENSATION & BENEFITS

Annual Salary Range: \$131,046.24 - \$156,607.36

Benefits include:

- Deferred Compensation – employees are eligible to receive a 3.0% matching contribution
- 13 paid holidays, accrued general leave and floating holidays
- Medical insurance with employer contribution to Health Savings Account
- Dental and Vision insurance
- Health Care Offset – \$50 per month
- Employee Assistance Program
- Life insurance – employer-paid premiums for \$50,000 plan
- Long term disability
- Wellness Program
- Washington State Retirement System

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TO APPLY

Please visit www.cityofpa.us to complete the online job application and submit a letter of interest and resume. First review of applications is August 22, 2022. COPA is an E.O.E.

For more information, please contact Human Resources at 360-417-4510 or afountai@cityofpa.us.

