

The City of Port Angeles is Hiring a
**DEPUTY DIRECTOR OF COMMUNITY SERVICES /
COMMUNITY & ECONOMIC DEVELOPMENT MANAGER**



Annual Salary: \$112,472.43 - \$134,413.83
First Review of Applications: March 22, 2023

The Deputy Director of Community Services / Community & Economic Development Manager administers all phases of a comprehensive Community & Economic Development program for the City of Port Angeles.

CITY OF PORT ANGELES DEPUTY DIRECTOR OF COMMUNITY SERVICES & COMMUNITY AND ECONOMIC DEVELOPMENT MANAGER

THE COMMUNITY

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. Our city 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.

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



THE CITY

As a full-service City, Port Angeles provides a wide array of municipal services such as police, fire, public works, parks, utilities, and planning to its 20,000 residents. Additionally, Port Angeles provides regional services such as water, sewer, emergency dispatch and solid waste to surrounding communities.

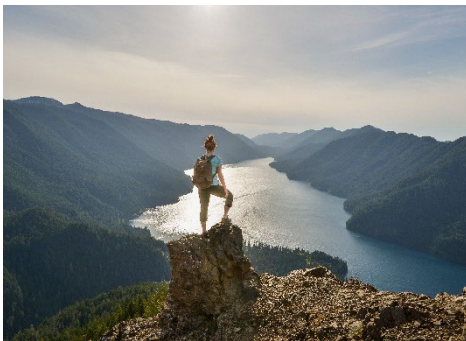
THE POSITION

Under administrative direction of the Assistant City Manager, administers all phases of a comprehensive community and economic development program for the City of Port Angeles. The position is responsible for implementation of policy as directed by the Assistant City Manager, City Manager and City Council. The work will be accomplished through relationships with various public agencies, civic and public interest groups. The position may act as Director of Community Services in the absence of the Assistant City Manager, and may also be appointed by the City Manager to serve as the "Building Official" for the City, although compliance and inspection activities are delegated to departmental staff.

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Position responsibilities include:

- Prioritizes customer service through the creation of predictable timing and expectations in all land use review and permitting-related services.
- Supervises CED staff including conducting assignments, monitoring work, reviewing reports, conducting performance evaluations, and related supervisory duties.
- Plans, directs, and administers a holistic department-wide program for all community and economic development matters, including preparation and monitoring of the City's comprehensive planning documents and periodic updates.
- Coordinates long range and current planning, involving special land use studies, environmental protection, climate resiliency, zoning, and land development matters.
- Leads the day-to-day activities of the Permitting and Building Inspections Division, including the processing of development review applications, building permits, inspections, and improving efficiencies of the overall City development review process.
- Maintains a high standard of coordination with and among all City Departments responsible for land use and permit related development review.
- Serves as advisor to the Assistant City Manager, City Manager, City Council, Planning Commission, Hearings Examiner and other related boards and commissions.
- Prepares periodic reports to the Assistant City Manager, City Manager and City Council on activity concerning community and economic development matters in relation to the established City plans, goals, and objectives.
- Provides an excellent customer service experience with innovation and technological efficiency.
- Prepares and monitors the department-operating budget and capital facilities plan, including coordination of grant writing to obtain funds related to community 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 to the North Peninsula Builders Association, Realtors Association and other civic groups as assigned.
- Attends various meetings of the City Council, Planning Commission, and meetings of other public agencies as necessary.
- Leads other high priority projects and initiatives as assigned by the Assistant City Manager.

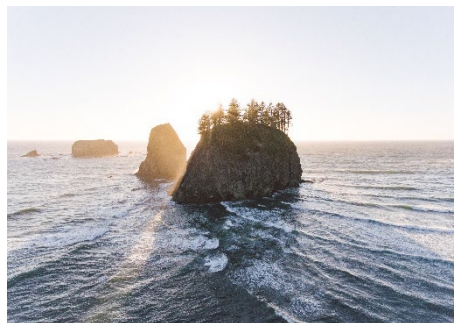
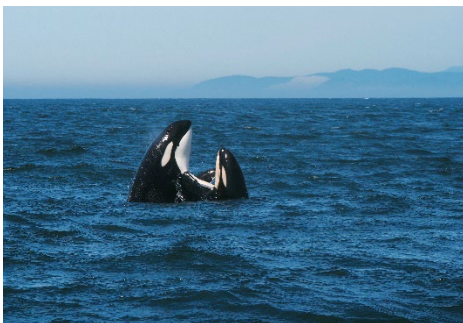


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THE IDEAL CANDIDATE

The ideal candidate should possess the following:

- Knowledge of modern principles, practices, methods, and techniques of current and long-range urban planning, community development, economic development, and housing development.
- Knowledge of City, County, State, and Federal laws, rules, regulations, and codes related to community development, economic development, and code enforcement activities.
- Knowledge of 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.
- Knowledge of modern supervisory and management practices and principles.
- Knowledge of 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 Manager comes in contact within the course of employment.
- Ability to effectively direct, administer and monitor activities of the department, including establishing up to date community and economic development plans as required by the City or other governmental agencies.
- 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 Assistant City Manager, 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, specialized software for building and permitting.
- Ability to read, write, and speak the English language at a level for effective job performance.
- Ability to prepare and monitor the departmental budget within established levels.
- Ability to effectively supervise subordinate employees, prepare timely performance evaluations, and monitor employees work products on an on-going basis.



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PREFERRED 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.
- Professional certification by the American Institute of Certified Planners (AICP) is desirable.

Experience:

- A minimum of four years of successful management experience designing and implementing an effective community and economic development program for a government agency or private industry.
- Experience should include affordable housing programs, community housing, planning, public policy, real estate finance or development, business administration, economic development, 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.

COMPENSATION & BENEFITS

Deputy Director of Community Services & Community and Economic Development Manager Annual Salary Range: \$112,472.43 - \$134,413.83 (\$54.0733 - \$64.6220 per hour).

Benefits include:

- Deferred Compensation – employees are eligible to receive a 3.0% matching contribution
- 12 paid holidays and accrued vacation, sick leave and floating holidays
- Medical insurance with employer contribution to Health Savings Account
- Dental & 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 (PERS)

TO APPLY

Apply online at www.cityofpa.us to complete the online job application and submit a letter of interest and resume. COPA is an E.O.E. First review of applications will take place March 22, 2023.

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