



DIRECTOR OF COMMUNITY DEVELOPMENT

\$83,669 - \$112,444

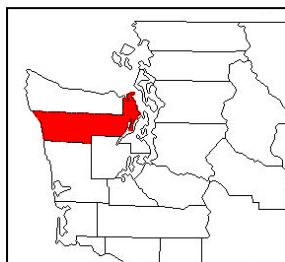
Plus Excellent Benefits

Apply by
May 23, 2021
(open until filled)

***P*ROTHMAN**



WHY APPLY?



This is an excellent opportunity for a senior level public sector professional to lead the Department of Community Development at an exciting time for the department. If you are looking to apply your skills

to make a difference in the department and in also the community, Jefferson County is the place to be. Jefferson County offers the right candidate a chance to join and work with an excellent County management team, Board of Commissioners, and dedicated staff committed to enhancing their community!

Located on the Olympic Peninsula in Western Washington, Jefferson County offers an amazing quality of life: incredible outdoor recreational opportunities both on sea and in the mountains, stunningly beautiful landscapes, and a uniquely vibrant cultural scene. Accessible by ferry or car from Seattle on the east side of Puget Sound, Jefferson County has maintained a historic character while embracing a progressive and creative way of life.



THE COMMUNITY

Jefferson County is located on the Olympic Peninsula in Western Washington. With a population of over 32,000 residents, Jefferson County offers everything from a remarkable natural environment to the vibrant arts and cultural center of Port Townsend. The City of Port Townsend is a spectacular seaport designated as a National Historic Landmark and famous for its Wooden Boat, Film, Steampunk and Rhododendron Festivals.



The community of Port Townsend is as varied as the geography that surrounds it. Historically, Port Townsend was a major seaport in the 1800's, and most of that era's unique architecture remains. Port Townsend is the only incorporated city in Jefferson County and is the county seat. Founded in 1851, Port Townsend is located just 41 miles northwest of Seattle. The city has a population of approximately 9,500, though the city's spectacular festivals, vibrant cultural scene, and other unique attractions bring over a million visitors each year.

From hiking, camping, rafting, or biking in the Olympic Mountains, to drama at the downtown theatre in Port Townsend, life here is connected to both the land and to the people. Discovery Bay, the Strait of Juan de Fuca and Port Townsend Bay surround the Quimper Peninsula, and make the area a center for boating and sailing. Jefferson County is also home to the beautiful Olympic National Park, including the Pacific coastline, the Olympic Mountains, and a temperate rainforest.

The region is home to a diverse community of farmers, artists, long-time residents, boat folks and those looking to live in an active community offering a choice of urban and rural lifestyles. Many hidden gems in the area have generated a thriving writing, music, and theatre scene in Port Townsend. The city hosts well over 50 major events each year, including the opening of the award-winning Port Townsend's Farmers Market in April, the Rhododendron Festival in May that brings pet parades, bed races, a downtown carnival, the "Rhody Run", and the Steampunk Festival in June. Centrum, located in Fort Worden State Park, hosts nationally renowned week-long workshops and festivals throughout the summer, including Blues, Fiddle Tunes, Jazz, Voice, Chamber Music, Choro, Ukulele, Dance This, and Writers' Conference. Other events include the Wooden Boat Festival, Port Townsend Film Festival, the Jefferson County Fair, Concerts on the Dock, and many more.

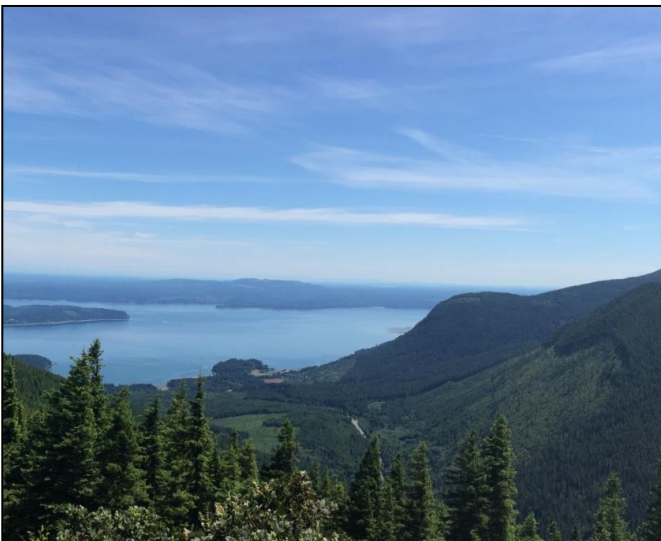
THE COUNTY

Jefferson County covers 2,183 square miles, stretching from Puget Sound to the Pacific Coast, and is home to just over 31,000 residents. Elected to four-year terms by the Citizens of Jefferson County, the Board of County Commissioners is the legislative authority of Jefferson County, and is comprised of three Commissioners. In addition, Jefferson County citizens elect their Assessor, Auditor, Clerk, District Court Judge, Prosecuting Attorney, Sheriff, Superior Court Judge, and Treasurer to serve 4-year terms. The County's General Fund budget for 2021 is \$22 million and the total budget is \$60.5 million.

Jefferson County conducts planning under the Washington State's Growth Management Act. The County has one incorporated urban growth management area - the City of Port Townsend - an unincorporated urban growth area in Port Hadlock, the Master Planned Resorts in Port Ludlow and Brinnon, several limited areas of intense rural development, and designated resource lands for agriculture, forestry and mining. Unincorporated, but well-established communities include Chimacum, Quilcene, Brinnon, Cape George, and Gardiner.

THE POSITION

Jefferson County seeks a talented candidate to build upon the good work of the prior Director, who took another opportunity after leading the department for nearly five years. The Department of Community Development (DCD) is comprised of three divisions: Building/Inspections, Development Review, and Long-Range Planning.



The mission of the department is to preserve and enhance the quality of life in Jefferson County by promoting a vibrant economy, sound communities and a healthy environment. The department engages in long-range planning for rural and urban lands, drafts land use policy and regulations, shepherds proposals through the public process, and implements policies and regulations adopted by the Board of County Commissioners. DCD helps individuals, businesses and communities fulfill their dreams by administering building and land use permit applications, while ensuring a high quality of life and environment. DCD also coordinates with other County departments and State and Federal agencies during permit review. DCD, together with the Planning Commission, forms the Planning Agency.

Reporting to the County Administrator, the Director will lead a highly energized staff of 14.9 FTEs with an annual budget of \$1.8 million. The Director organizes and directs Jefferson County's Department of Community Development, mentors staff, and sets the culture and tone for the entire department. The Director is responsible for initiating and sustaining technology and management solutions for effective planning, permitting and enforcement to maintain and enhance the quality of life in the County.

As well, the Director will continue Lean-inspired improvement processes to assure efficiency and excellent customer service. The Director also participates as a member of the County's senior management team. To view the full responsibilities of the position, please view the attachment found [here](#).

OPPORTUNITIES & CHALLENGES

1. Jefferson County is on the cusp of constructing a wastewater treatment facility in Port Hadlock. Once the sewer is built, it will trigger urban zoning, changing land uses and development patterns into the foreseeable future. Port Hadlock is the County's only designated Urban Growth Area outside of incorporated Port Townsend. While Public Works is the lead in the sewer project, the Department of Community Development will be a critical partner for shepherding subsequent permit applications for affordable housing, commercial development and employment opportunities, to enable the region to reach its full potential and provide opportunities for the people who live there.

2. Development Regulatory Reform is a priority for the Jefferson County Commissioners and community. The objective is that regulations be streamlined, and permit processes and timelines be predictable and optimized to provide permit decisions in a straightforward way for applicants. Regulatory Reform work by the Department of Community Development in coordination with the Department of Public Health's Environmental Health Division has already accomplished significant improvements, and the work is continuing. Currently, work is underway to simplify procedures under the Shoreline Master Program, including improving septic system permitting and also subdivision and property segregation. Working with staff, the new Director will have the opportunity to complete these improvements and set the table for the next set of improvements.

3. Jefferson County has forged close working relations with the City of Port Townsend, the Port of Port Townsend, and the local PUD through an Intergovernmental Collaborative Group. The ICG is working with our local Economic Development Council to prepare a shared Economic Development Framework to align our respective efforts in economic development. The same organizations are also working on strengthening funding and oversight of the EDC as a key partner. With those in place, it sets the stage for the DCD Director and the department to play an active role in community developments.

4. This year the County is on track to complete installation of a powerful new software permitting system, Tyler EnerGov. This offers an exciting opportunity to further tune and streamline permit work flows, and strengthen coordination with septic and water permitting administered in the neighboring Department of Public Health's Environmental Health Division. Another important end product of this change is to facilitate online permit applications and processing.

5. The Director will have an opportunity to continue and further shape organization development within the department to support staff and enhance the Department's customer service culture. Harnessing the ability of staff, while implementing regulatory reforms and the new EnerGov permit system, provides the Director and the department a unique opportunity to increase service levels to customers and decrease permit timelines.

IDEAL CANDIDATE PROFILE

Education & Experience:

This position requires a bachelor's degree from an accredited college or university in urban, regional or environment planning, community development, public administration, or a closely related field. Candidates must have a minimum of five (5) years progressively responsible experience in a senior-level planning or public administration position, with at least one (1) year as a director or manager. A Master's degree in a related field, and AICP certification is preferred and/or a Chief Building Official certificate. Any combination of experience and education which provides the applicant with the level of required knowledge and abilities may be considered. Candidates must possess a valid Washington State Driver License or obtain one within 30 days of employment.



Necessary Knowledge, Skills & Abilities:

The ideal candidate will use a strong "help the customer succeed" approach to shape the culture of the department while implementing the County's progressive development and environmental regulations. Strong leadership, staff development and people skills, coupled with political savvy and a commitment to public engagement, will be attributes for the preferred candidate.

The ideal candidate will be a strategic thinker, and have a track record of success in community development and economic development. The ability to recognize that economic development in rural areas may appear to be small, but that a small development change can have big effects in a rural area seeking economic sustainability is a plus. Candidates should possess a good knowledge of Washington State's legal framework for planning, permitting and enforcement including the Growth Management Act and SEPA, and be familiar with the ICC codes as well as the methodology of fire code review.

Respecting and reflecting the diversity of community opinion in the planning and community development process will come easily for the lead candidate. Candidates should also have skill in mentoring and empowering staff to help them grow professionally. Knowledge and experience in Lean principles and process improvement will be a plus. While presenting calm, confident leadership, the best candidate will not presume to “know all the answers” and will include department staff in appropriate level decision making. Customer service culture will be a “bed rock” value of the selected person and the department they will lead.

The successful candidate will have integrity, be a strong advocate for the department and its mission, and will know when to step up to be “the leader in the room” or step back to encourage others, depending on the situation. The candidate will be a team player on the County’s Senior Management Team and with other County departments, and will be able to work well with other jurisdictions.

COMPENSATION & BENEFITS

- **83,669 - \$112,444 DOQ**
- Full Medical, Dental, Vision, Prescriptions
- 11 Paid Holidays
- Up to 3 Floating Holidays according to tenure
- Personal Time Off (PTO) in place of vacation and sick leave
- Washington State PERS retirement
- Optional Deferred Compensation Plan
- Optional Flexible Spending Account
- Employee Assistance Program



Please visit

www.co.jefferson.wa.us

Jefferson County is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **May 23, 2021** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To **apply online**, go to www.prothman.com and click on "**Open Recruitments**", select "**Jefferson County, WA – Director of Community Development**", and click "**Apply Now**", or click [here](#). Resumes, cover letters and supplemental questions can be uploaded once you have logged in.



www.prothman.com

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