



WASHINGTON

PLANNING & ECONOMIC DEVELOPMENT DIRECTOR

\$110,520 - \$119,748 DOQ

Plus Excellent Benefits.

Apply by
June 12, 2022

PROTHMAN



THE COMMUNITY



Douglas County is located near the geographic center of Washington. The Columbia River binds the County on the north, the west and the south. Grant County, formerly a part of Douglas County, is on the east. Douglas County is geographically diverse with elevations ranging from 600 feet above sea level near the Columbia River to more than 4,000 feet on Badger Mountain. Basalt rock outcrops and glacial erratic's can be found in close proximity to fertile farmland. Irrigated orchard lands are located primarily in the lower elevations, while dryland farming dominates the upland areas. Forested areas and areas with shrub steppe vegetation provide diverse wildlife habitat in the County. With an area of 1,820 square miles, Douglas County ranks 17 in size of Washington's 39 counties. The County is comprised of the cities and towns of East Wenatchee, Rock Island, Orondo, Waterville, Mansfield and Bridgeport, and home to an estimated 43,696 residents.

The primary industry in Douglas County is agriculture, including the raising of crops and associated industries such as packaging, warehousing, shipping and processing. Apples, wheat and cattle are the primary crops, although there are significant other crop varieties in the County. Approximately 33% of the workforce in Douglas County is employed in agriculture—twice that of retail trade, which is the second highest employment sector.

Douglas County is bordered by the Columbia River and several lakes which offer boating, fishing, and other water sports. Mission Ridge Ski & Board Resort is located conveniently within 30 minutes from the County's largest city, East Wenatchee.



The Badger Mountain Ski Area, located near the Town of Waterville, offers great beginning level family skiing opportunities. For outdoor enthusiasts, there are several recreational sports available such as hiking, biking, hunting, skiing, fishing, and more all within a short distance. For those who want to escape to the big cities for entertainment, Seattle and Spokane are within a 2 ½ hour drive.

THE COUNTY

Douglas County was created in 1883 and named after U.S. Senator Steven Douglas of Illinois who was the chairman of the U.S. Commission on Territories when the Territory of Washington was created. Waterville was designated the County Seat in 1886 and the current Courthouse was initially constructed in 1905.

Douglas County is governed by a three-member Board of Commissioners. Commissioner terms are four years, with staggered elections. The County employs 214 FTEs and operates on a total budget of \$45,000,000. Elected Departments include the Assessor, Auditor, Clerk, District Court Judge, Sheriff, Superior Court Judge, and Treasurer. The Douglas County Commissioners oversee the following departments: Land Services (Planning), Transportation, MIS (IT), Countywide Solid Waste, Developmental Disabilities, Facilities, Douglas County Fair, and Office of Public Defense.

THE DEPARTMENT & POSITION

The Planning & Economic Development Director directly reports to the County Administrator and serves at the will of the Douglas County Board of Commissioners. The Planning & Economic Development Director oversees the planning and building departments' budget of \$2,200,000 and supervises 9 FTEs. The Department divided into three divisions, which include Building Services, Current Planning & Zoning, and Long Range Planning.

The Director assesses community and development needs, plans and implements economic development initiatives, and develops, directs, and coordinates the Land Services Department, encompassing planning, building, code enforcement, and economic development. The Director provides leadership and vision for long-range planning, current planning, permitting services, comprehensive and special plans, regulation development and building construction inspection for the Land Services department. The position assures that plans and regulations associated with planning and building and life safety are in compliance with Federal, State and local laws.

For a full job description and to view all responsibilities, please view the attachment found [here](#).



OPPORTUNITIES & CHALLENGES

Douglas County, like several areas in the state, is being affected by a shortage of affordable housing. On the plus side, the county has some of the lowest cost of power and most of the land is privately owned, which provides the right Planning & Economic Development Director the opportunity to develop code that encourages industry growth, with the goal to bring more jobs into the community to help with the affordability of housing.

IDEAL CANDIDATE

Education and Experience:

It is preferred that the ideal candidate will have a bachelor's degree in planning, or other closely related degrees coupled with years of upper-level planning experience. Related degree fields would include, but are not limited to, public administration or business management, or economic development. The ideal candidate has four (4) to six (6) years of work experience in a managerial capacity in building, planning, code compliance, or related field, which must include at least three (3) years in a supervisory capacity or a combination of education, training, and experience. American Institute of Certified Planners (AICP) Certificate or Building Official certification from the International Congress of Building Officials (ICBO) is preferred but not required. Other certifications may be considered.

This position may service as the building official for Douglas County. Therefore, knowledge of current building construction methods, materials, tools and equipment is preferred.

The Douglas County Board of Commissioners is looking for a Director who is experienced in rural settings with a strong background in innovative development planning which encourages industry expansion in areas that have high-growth opportunity. Douglas County has some of the least expensive power and land available for industry growth that supports local community initiatives. The Board of Commissioners is looking for an energetic individual experienced in collaborating with the public, developers, and other agencies to develop and plan for growth and opportunities that may be unique, innovative and might not have been thought of in the past.



Necessary Knowledge, Skills and Abilities:

- Thorough knowledge of local, State, and Federal laws related specifically to county and municipal government.
- Ability to provide, recommend, and implement County codes and policies relating to Planning and Building.
- Skill to oversee financial management of the department.
- Experience with application processes to secure funding sources such as grants, loans, and entitlements.
- Knowledge of the principles and practices of leadership, personnel administration, and management.
- Ability to maintain composure under stressful situations and provide problem-solving techniques.
- Advanced communication skills, both verbally and in writing, and negotiation techniques.
- Proven ability to establish and maintain effective working relationships and good public relations with other employees, agencies, business owners, development community and the general public.
- Ability to direct, motivate, develop, and evaluate subordinates.
- Skill to operate a personal computer and software necessary to perform the requirements of the job.
- Ability to give effective group presentations ranging from small groups to large public meetings.
- Skill in effectively dealing with people who may be emotionally charged by issues and information.
- Ability to interpret local, state and federal laws, regulations, and codes affecting work activities.

COMPENSATION & BENEFITS

- **\$110,520 - \$119,748 DOQ**
- 3.5% COLA for 2023 and 2024.
- Medical, Medical and Dental 100% premiums paid for employee.
- Minimum \$125 up to \$305.57 in VEBA (Health Savings Plan) contribution by employer.
- Washington State Department of Retirement – PERS eligible/required.
- 2.5% employer contribution to Deferred Compensation Plan.
- Employee Assistance Plan
- \$12,000 Accidental and Life Insurance coverage
- 11 Paid Holidays, 1 Personal Holiday, 8 hours of leave accrual for Sick and Vacation to start. Vacation increases with years of service.
- Longevity incentives.

**To learn more about
Douglas County, Washington
please visit:**

www.douglascountywa.net



Douglas County is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **June 12, 2022** (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 "**Douglas County, WA – Planning & Economic Development Director**", and click "**Apply Online**", or click [here](#). Resumes, cover letters and supplemental questions can be uploaded once you have logged in.

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