



# ECONOMIC DEVELOPMENT DIRECTOR

## \$130,164 - \$164,844

*Plus Excellent Benefits Including:*

**Up to \$10,000 Relocation Reimbursement and 2022 and 2023 Retention Incentive Bonuses at year-end, up to \$5,000 per year.**

*Apply by*

**August 21, 2022**

*(First Review, Open Until Filled)*



## THE COMMUNITY



Nestled along the shores of Puget Sound and ideally located between Seattle and Tacoma, Federal Way is a town known for its saltwater beaches, world-class sports venues, arts and cultural events and much more!

Since its incorporation in 1990, the City has focused on important community projects such as downtown revitalization, transportation system improvements, new parks, and new community facilities for the performing arts.

The City of Federal Way is highly regarded in the community for the quality of services it provides. This is an excellent career opportunity for a talented economic development director to make a difference in a well-managed community that is one of the most vibrant, beautiful areas in the Pacific Northwest! With a population of over 101,000, Federal Way is located within a 30-minute drive from both Seattle and Tacoma. Bordered on its west side by the magnificent Puget Sound, with the Olympic and Cascade Mountain Ranges in close proximity, Federal Way offers spectacular views and year-round recreational opportunities.

Federal Way began in the late 1800's as a logging settlement. By the 1920's, Federal Highway 99 was complete, linking Federal Way to the economic centers of Seattle and Tacoma. Rapid retail and residential growth created significant changes in the community during the 1970's and 1980's. Desiring controlled, quality growth and community identity, Federal Way citizens organized to form what was then Washington's sixth largest city, incorporating in February of 1990.

In the years since incorporation, Federal Way has fostered quality commercial and residential growth, while enhancing the quality of life for its residents with infrastructure improvements, a growing job base, diverse recreational opportunities, and new neighborhood parks. The City's Comprehensive Plan looks to Federal Way's future and includes plans for a more defined City Center, with enhanced mass transportation and mixed-use commercial and residential development in the City's downtown business area.

Today, Federal Way's commitment to active and passive recreation is evident in the many parks and trails. Celebration Park is recognized as one of the premier facilities for soccer and softball on the West Coast. The Weyerhaeuser/King County Aquatic Center is home to many national and international swimming and diving competitions. In addition, the City has a trail system that extends throughout the community that provides outdoor activity and education of the natural habitats.

Federal Way's rich cultural and recreational offerings include an award-winning theatre group, a professional symphony orchestra, two dance troupes, male and female choruses and quartets. Wild Waves and Enchanted Village, the premier amusement and water park of the region, has over 60 acres of water slides and roller coasters. Dash Point State Park is a popular destination for recreation. This 398-acre camping park features 3,301 feet of saltwater shoreline. The beach provides unobstructed views of the Puget Sound and opportunities to swim, fish, sail, kayak, picnic, and enjoy marine life.

## THE CITY

### Vision

*Federal Way is a community known for its cultural diversity, attractive parks, safe neighborhoods, and vibrant business centers.*



The City of Federal Way operates as a Mayor-Council government with seven Council Members elected at large to serve four-year terms. Mayor Jim Ferrell is in his third term as Mayor. He has also served on the City Council since 2003 and previously served as Deputy Mayor. Jim graduated from the University of Washington and earned his law degree from Gonzaga University. He played Husky football under Coach Don James from 1985-1988. The City has 386 FTEs, another 160 - 170 temporary and/or seasonal employees, and operates with an annual budget of \$132 million. City departments include the Mayor's Office (includes City Clerk's Office, Emergency Management & Human Resources), Community Development, Information Technology, Finance, Law, Public Works, Parks, Police, & Municipal Court.



## THE POSITION

Under the direction of the Mayor and City Administrator, the Economic Development Director directs, plans, leads, coordinates, supervises and manages economic development activities and operations and the downtown revitalization functions for the City. This includes preparing and managing the economic development budget and recommending policy, infrastructure, marketing, recruitment, and negotiations for new development. This position will work to enhance the economic health and vitality of the city; develop, recommend and implement short and long-range economic revitalization strategies or the City and its business districts; and develop and manage programs to recruit and retain businesses and aid businesses seeking expansion in accordance with state and federal laws and City code. To view a full job description and the full scope of responsibilities, please view the attachment found [here](#).

## OPPORTUNITIES AND CHALLENGES

1. The Federal Way Light Rail Station is scheduled to open in 2024. This is a catalyst for change in the area around the station with a clear economic development impact. The new director will quickly assess the situation and put this special opportunity to its best advantage through a targeted development program.
2. The former Weyerhaeuser company headquarters building is an awarding winning structure that is available for corporate headquarters and other general office use in Federal Way. Portions of the former Weyerhaeuser campus are also going through development. The Economic Development Director has a significant role to play in how these assets are positioned to enhance Federal Way's future.
3. Downtown redevelopment has been a consistent community goal for numerous years. To help focus the energy and commitment of redevelopment, the Economic Development Director will be overseeing a feasibility study to determine what works best to achieve the goals of the Mayor and City Council.
4. Representing the city at various area and regional economic development-oriented organizations is a key task for the next Director. For example, the Director will be the point person for the city to the Federal Way Chamber of Commerce.

## IDEAL CANDIDATE

### Education and Experience:

Bachelor's degree in Urban Planning, Economics, Business/Public Administration, or closely related field and five (5) years of increasingly responsible management experience related to economic development, commercial real estate development, community development, or closely related field is desired. The ideal candidate will have grant writing and grant management experience, and knowledge of real estate transition processes.



### Knowledge, Skills, and Abilities:

- Experience working with a City Council or Board of Directors to build achievable goals that will take the city to the next level of service.
- Political acumen and sensitivity to be effective within a broad range of interests.
- The ability to ensure future focused strategic planning is in place through the utilization of data driven decisions and industry best practices.
- Exceptional written and oral communication skills which will be used to clearly communicate the policies and strategic vision to staff and citizens in a clear and concise manner.
- The ideal candidate will lead by example setting the standard for all members and must have a strong and confident presence, be a good listener, be accessible, and understand the importance of maintaining close and consistent communication with staff.
- A track record for delivering results and creating a positive working environment characterized by teamwork and innovation.
- The ability to communicate with community members on a timely basis regarding the mission, needs and goals of the organization.
- Modern and complex principles and practices of program development and administration.

- The ability to craft strategies to improve the diversity of the organization, creating a welcoming and accepting environment.
- Organizational and management practices as applied to the analysis and evaluation of economic development programs, policies and operational needs.
- Economic analysis techniques related to market, feasibility, and impact studies.
- Methods and techniques of effective technical report preparation and presentation.
- Research methods and sources of information related to economic development.
- Negotiation, mediation and facilitation skills, techniques and procedures.
- Applicable laws relating to growth management, SEPA, real estate and land use.



## COMPENSATION & BENEFITS

- **\$130,164 - \$164,844 DOQ**
- Medical/Dental/Vision/Rx.
- Wellness Incentive Program.
- Employee Assistance Program.
- Group Life/AD&D Insurance.
- Flexible Spending Accounts.
- Supplemental Life/AD&D Insurance.
- Long Term Disability Insurance.
- 401a Social Security Replacement Plan.
- DRS PERS.
- Deferred Compensation.
- Discounted Community Center Membership.
- 11 Paid Holidays + 2 Floating Holidays.
- Vacation and Sick Leave (both start accruing at 8 hours per month)
- Sabbatical Leave after 10 years employment.

To learn more about the  
City of Federal Way, please visit:

[www.cityoffederalway.com](http://www.cityoffederalway.com)

The City of Federal Way is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **August 21, 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](http://www.prothman.com) and click on "**Open Recruitments**", select "**City of Federal Way, WA – Economic Development Director**", and click "**Apply Online**", or click [here](#). Resumes, cover letters and supplemental questions can be uploaded once you have logged in.



[www.prothman.com](http://www.prothman.com)

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