



COMMUNITY DEVELOPMENT DIRECTOR

\$119,430 - \$155,133

(Salary Survey in Progress.)

Plus Excellent Benefits and a \$10,000 bonus incentive.

Apply by

August 27, 2023

(First Review, Open Until Filled)

***P*ROTHMAN**



THE COMMUNITY



Located in the north-west corner of Washington State surrounded by the vast waters of the Salish Sea sits San Juan County; home to roughly

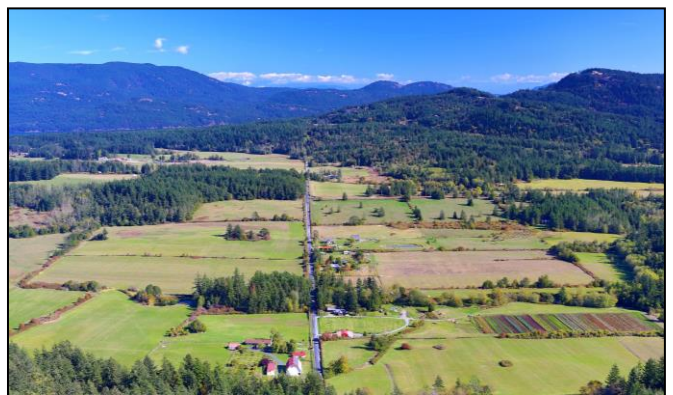
18,557 people and the famous San Juan Islands. The County and its waterfront wonders are just a scenic ferry ride away from the Washington State mainland to the west side of Skagit and Whatcom counties and just east of lower Vancouver Island, Canada. The area enjoys roughly 300 days of sunshine throughout the year and half the rainfall of Seattle, thanks to the rain shadow effect of the Olympic Mountains. The area is one of the best places in the world to see orca whales and is an outdoor enthusiast's dream. Many citizens seeking a slower, rural pace of life make the San Juan Islands their home.



San Juan County covers 174 square miles of land and 447 square miles of water, and most of the population lives on the four largest islands; Orcas Island, San Juan Island, Lopez Island, and Shaw Island. San Juan Island is the most diverse island in the County for its natural beauty, history, arts and culture. Home to 2,550 residents, the Town of Friday Harbor is the county seat and the only incorporated town within the County and covers just 1.23 square miles and is over 50% developed. Getting to the Town of Friday Harbor requires transportation by ferry, airplane/seaplane or private boat, though there are multiple ferry departures per day and several daily commercial flights available to reach the San Juan Islands.



Friday Harbor has been the commercial, social, and cultural hub of San Juan Island since the 1890s. The Town's sheltered bay known for deep water and good anchorage, along with the island's ample supply of fresh water set the stage for Friday Harbor's emergence as a center for commerce and seasonal tourism which can bring as many as 25,000 daily visitors to the region. In fact, nearly all of the commercial activity in San Juan County takes place in Friday Harbor, which provides its' residents and many visitors a charming, historic, walkable seaport just steps from the ferry landing, and a refreshing absence of chain stores and restaurants. The Town boasts a variety of specialty retail shops and boutiques, many unique and delightful restaurants, and year-round farmers markets. The community also has an airport, full-service hospital, library, a state-of-the-art theater that features diverse performing arts, a historical museum, outdoor and marine centers, art galleries and studios, and plenty of public shoreline. Residents and visitors enjoy hiking, camping, biking, paddle boarding, kayaking, scuba diving, whale watching, crabbing, boating, tennis, golf, and more depending on the season. The Island is served by the San Juan Island school district, which provides an elementary school, middle school, high school, and alternative programs.



THE COUNTY

San Juan County operates under the Council-Manager form of government with the three-member County Council each serving staggered four-year terms. The County Manager is appointed by the County Council and is responsible for the day-to-day operation of the County, provides direct supervision of administrative departments, provides strategic and policy support to the Council, and works in cooperation with the elected officials.

Formed in 1873, San Juan County functions with approximately 255 FTEs on a 2023-2024 budget of \$109,352,411 including a general fund of \$34,968,406. County Departments include Administrative and Community Services, City Manager's Office, Community and Economic Development, Finance, Fire, IT, Municipal Court, Police, and Public Works.



THE DEPARTMENT

The Department of Community Development (DCD) mission is to support healthy, diverse, sustainable island communities and a high quality of life through effective planning, administration, and enforcement of building and land use regulations that balance and accommodate appropriate development of the community while protecting the natural environment.

To complete its' mission, DCD functions with 18 FTEs out of five divisions which include Building Permitting and Inspection, Current Planning, Long Range Planning, Code Enforcement, Office of the Fire Marshal, and Departmental Support on a 2023 adopted budget of \$2,460,179.



THE POSITION

Under the direction of the County Manager, the Community Development Director (CDD) administers all aspects of the land use and building planning and permitting processes for San Juan County, including Administrator of the Comprehensive Plan and Shoreline Master Program, and SEPA Responsible Official. The CDD plans, organizes, and directs the long-range planning activities of the county, provides staff support and staff reports to the Planning Commission, County Council, and various standing and ad hoc committees, and performs special projects as assigned. This position provides direction in the day-to-day operation of the department and makes decisions regarding the policies, projects and regulations when presented with information and recommendations from staff. The CDD is also responsible for administering an annual department budget.

To view the position's full job description, please view the attachment found [here](#).



CHALLENGES & OPPORTUNITIES

Comprehensive Plan Update: This update is due to the Washington State Department of Commerce in June of 2025. A scope of work and budget will need to be established in 2023 for work to begin in 2024. A land, housing, and population capacity analysis should begin as soon as possible along with the selection of a consultant.

Critical Areas Ordinance Update: The County currently finds itself non-compliant with the requirements of the Growth Management Act, and thus ineligible for certain state grants. A consultant will need to be chosen as soon as possible to help get the County into compliance.

Development Code Update: The Development Code needs a major overhaul to bring it up to present-day land use standards and to make it internally consistent. The Code is one of the biggest obstacles to processing permits in a timely manner.

Staff Development and Customer Service: The Department's staff is in need of mentoring and training in the basics of land use planning and its application in the permitting process. Consistent and informative customer service is needed for the success of the Department.

Technology: The Department has and uses permit processing and review software. The website is being updated to provide timely and relevant information.

Sub-area Planning Groups: The Department interfaces with several standing sub-area planning groups that assist it in long-range planning activities.



Planning for the Future: The Islands are a very unique place, and there is an interest in both preserving the natural environment while at the same time allowing for needed growth, which includes affordable housing. This situation provides an opportunity for a planning professional to make their mark and be a part of an important part of the community.

IDEAL CANDIDATE

Education and Experience:

- A bachelor's degree in urban and regional planning is required. A master's degree and AICP certification is highly desirable.
- Ten (10) years of progressively responsible experience in land use/building planning and code administration, or demonstrated management experience in the same or a closely related field.
- Demonstrated competency with relevant computer systems and software, including a management knowledge of Geographic Information Systems (GIS).
- Experience with environmental regulations, preferably within the State of Washington, and experience with drafting regulations including Critical Areas Ordinance's.
- Proven experience working well with other departments, strong supervisory experience, and a strong desire to train and mentor staff to be able to provide high-quality customer service.

Any equivalent combination of knowledge, skills, and abilities that demonstrates the ability to perform the essential functions of this position may be considered.

COMPENSATION & BENEFITS

- **\$119,430 - \$155,133 DOQ**
- Medical, dental and vision insurance.
- \$35,000 life insurance/AD&D.
- Air Ambulance.
- WA State Employee Assistance Program.
- Public Service Loan Forgiveness Program.
- Wellness Program.
- Supplemental life insurance/AD&D coverage.
- Accrued vacation leave.
- 8 hours sick leave.
- 12 paid holidays per year.
- WA PERS.
- Possible hybrid work schedule.
- \$10,000 Relocation Reimbursement or Recruiting incentive available. Possible temporary housing may be available.



To view detailed benefit information, please visit the County's Benefits page found [here](#).

**For more information on
San Juan County, please visit:
www.sanjuanco.com**

The San Juan County is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **August 27, 2023** (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 "**San Juan County, WA – Director of Community Development**", and click "**Apply Online**", or click [here](#). Resumes, cover letters and supplemental questions can be uploaded once you have logged in.



www.prothman.com

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