



PROSSER *Washington*  
INCORPORATED 1899

## PLANNING & COMMUNITY DEVELOPMENT DIRECTOR

**\$93,319 - \$119,046**

*Plus Excellent Benefits*

*Apply by*

**June 15, 2025**

*(Open Until Filled, Applicants Reviewed as Submitted)*

***PROTHMAN***



## WHY APPLY?



Are you an innovative leader passionate about shaping the future of vibrant and sustainable communities? The City of Prosser is seeking a visionary Planning and Community Development Director to spearhead initiatives that enhance the community's quality of life and drive meaningful growth. The city is looking for a dynamic and experienced professional with a strong background in urban planning, community development, or a related field. The ideal candidate will have a proven ability to balance big-picture vision with attention to detail and possess exceptional leadership, communication, and problem-solving skills.

This role offers a unique opportunity to lead transformative projects in a close-knit community that values collaboration, inclusivity, and innovation. Join the City in creating a stronger, more connected, and sustainable future for Prosser.

## THE COMMUNITY

The City of Prosser, Washington, located in Benton County, serves as the county seat. The city is home to a population of 6,610 and is situated 35 miles west of the Tri-Cities of Richland, Kennewick, and Pasco, and 50 miles southeast of Yakima. Prosser is also just a three-hour drive from Seattle, Portland, or Spokane. Prosser's economy thrives on innovative agriculture and a growing tourism industry. Known as the birthplace of the Washington Wine Industry, the city is home to more than 30 wineries and hosts 25 annual community events, making it a popular destination for tourists from the Northwest and beyond.

Prosser is a scenic and historic community, offering stunning views of the Yakima Valley, Mount Adams, and Mount Rainier. The Yakima River runs through the heart of the city, while the Horse Heaven Hills rise dramatically 1,000 feet above. With its desert climate and over 300 days of sunshine annually, Prosser provides abundant opportunities for outdoor activities, including boating, cycling, hiking, fishing, and hunting. Prosser was recognized as a Washington State Main Street community with an active and vibrant historic downtown.



Prosser is well known for having an exceptional quality of life. The community enjoys low crime rates, clean air, no traffic congestion, and a relaxed atmosphere. With a strong focus on youth services and a welcoming environment, Prosser is a place where residents and visitors alike can enjoy a high standard of living.

## THE CITY

The City of Prosser utilizes the Mayor/Council form of government and provides a wide range of government services. The Mayor and seven Council Members are elected to four-year terms representing the community at large. The Mayor provides leadership to the city, makes appointments to boards and commissions, implements the policies and ordinances of the City Council, through the Deputy City Administrator/City Clerk. Mayor Gary Vegar currently serves Prosser in his first term. The City of Prosser currently has a staff of 49 FTE, a General Fund Budget of \$11 million, and an overall budget of \$46 million.

The City's Leadership Team is led by the Mayor and Deputy City Administrator/City Clerk and includes the Police Chief, Public Works Director, Finance Director/HR, Building Official and the Planning & Community Development Director. The team functions in a supportive, upbeat, and collaborative manner with a constant focus on delivering high quality outcomes for the community.





## THE DEPARTMENT

The Community Development Department serves as a cornerstone of growth and opportunity in the community, working to enhance the social, economic, and physical environment for all residents. By fostering collaboration, inclusivity, and innovation, the department ensures the sustainable growth and vibrancy of our community. The department focuses on initiatives that strengthen the community's fabric through:

**Community Planning and Growth:** Developing and implementing strategic initiatives that promote sustainable development and balance community needs with environmental stewardship.

**Economic Development:** Supporting local businesses, attracting new investments, and encouraging entrepreneurship to enhance economic vitality.

**Housing and Revitalization:** Addressing housing challenges by promoting affordable housing solutions and revitalizing neighborhoods to enhance livability.

**Public Engagement:** Facilitating inclusive dialogue to ensure all voices are heard in shaping the community's future.



In addition, the department collaborates with other municipal and regional entities to align goals, secure funding, and maximize impact. Through its commitment to innovation, inclusivity, and shared progress, the Community Development Department strives to create a welcoming and prosperous environment for everyone.

**To learn more about the City of Prosser's Planning Department, please visit:**

[www.cityofprosser.com/200/Planning-Department](http://www.cityofprosser.com/200/Planning-Department)



## THE POSITION

Working under the general direction of the Mayor, the Planning and Community Development Director will:

**Lead Strategic Planning Efforts:** Guide the development and implementation of policies and programs that promote thoughtful growth, economic vitality, and environmental sustainability.

**Foster Collaboration:** Work closely with residents, businesses, and local organizations to ensure community needs and aspirations are at the forefront of planning and development efforts. This position also serves as the city's grant coordinator and works cooperatively with departments and the city's grant writer to prepare complete and competitive funding applications to strategically address community needs.

**Champion Housing and Revitalization:** Address housing challenges by promoting affordable housing solutions and revitalizing neighborhoods to create vibrant and livable spaces.

**Enhance Public Engagement:** Facilitate inclusive and transparent communication, ensuring all community voices are represented in shaping the future.

**Drive Economic Development:** Develop initiatives that support local businesses, attract new investments, and foster entrepreneurship to strengthen the local economy.

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

## UPCOMING CITY GOALS AND PRIORITIES

**Livability & Quality of Life:** Sustain and improve the City's livability and quality of life for Prosser residents and our visitors by increasing safety and health, and by creating a more vibrant community.

**Financial Sustainability:** Sustain and improve the City's financial position through review and updates to City-wide policies and cost of service delivery.

**Promote Economic Development & Jobs:** Create a strategy and implement actions that promote collaborative efforts and partnerships to sustain and expand the City's economy and promote job growth.

**Infrastructure & Transportation:** Invest in the expansion of infrastructure to meet diverse demands, establish preventative maintenance schedules, and establish a Citizen's Advisory Committee for streets.

**Operational Excellence & Communication:** Provide exceptional service that exceeds the public's expectations, invest in staff training, promote diversity, and establish heightened transparency and communication with the public and media.

## EDUCATION & EXPERIENCE

### Required Education & Experience:

- A bachelor's degree in urban, regional, or city planning or related field, and five (5) years of full-time experience in planning or a related field.
- Any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis.
- Certification by the American Institute of Certified Planners (AICP).
- Valid Washington Driver's License.

### Preferred Education & Experience:

- A master's degree in urban, regional, or city planning.
- Knowledge of municipal planning and development permitting.
- The ability to read, write, and/or speak Spanish.

### Necessary Knowledge, Skills, and Abilities:

- Working knowledge of State Environmental Laws and Regulations.
- Working Knowledge of Federal Environmental requirements including JARPA and NEPA documents.
- The ability to apply complex state and local planning laws.
- Proficiency in writing, customer service, interpersonal communication, presentations, process management, computer software (particularly mapping software), analytical thinking, budgeting, contract management, and leadership.

## COMPENSATION & BENEFITS

- **\$93,319 - \$119,046 DOQ**
- Medical, Dental, and Vision Insurance.
- 12 Paid Holidays, including 1 Floating Holiday.
- 13 Vacation Days Annually. Increases with Years of Service.
- 12 Sick Days Annually.
- Membership in Professional Organization
- Membership in Community and Civic Groups
- Optional short-term disability, cancer policies, life insurance, and various others through established vendor contacts.
- Optional participation in the City's deferred compensation plans.

**For more information on the City of Prosser, please visit:**

**[www.cityofprosser.com](http://www.cityofprosser.com)**

The City of Prosser is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **June 15, 2025**. (Open Until Filled, Applications Reviewed as Submitted). Application materials will only be accepted electronically. To **apply online**, go to **[www.prothman.com](http://www.prothman.com)** and click on "Open Recruitment", select "City of Prosser, WA – Planning & Community 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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