



COMMUNITY DEVELOPMENT DIRECTOR

\$113,928 - \$136,036 DOQ

Plus Excellent Benefits

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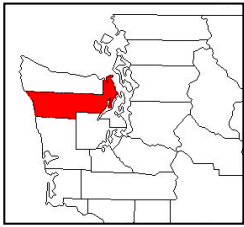
July 6, 2025

(First Review, Open Until Filled)

PROTHMAN



WHY APPLY?



This is an excellent opportunity for a senior-level public sector professional to lead the Jefferson County Department of Community Development (DCD) at an exciting time. If you are looking to apply your

skills to make a lasting impact in a vibrant community, this is the place to be. Jefferson County offers the right candidate a chance to join and work with an excellent 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 around Puget Sound, Jefferson County has maintained a historic character while embracing a progressive and creative way of life.



THE COMMUNITY

With a population of over 33,000 residents, Jefferson County offers everything from a remarkable natural environment to the vibrant arts and cultural center of Port Townsend, the county seat. The City of Port Townsend is a spectacular seaport designated as a National Historic Landmark.

The communities of Port Hadlock, Chimacum, Quilcene, Brinnon, and Port Townsend are as varied as the geography that surrounds them. Historically, these communities formed a major seaport in the 1800s, and most of that era's unique architecture remains.



Port Townsend is located just 41 miles northwest of Seattle and is the only incorporated city in Jefferson County. The city has a population of approximately 10,500 residents, though the 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 theater 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 theater scene. The area hosts well over 50 major events each year, including the opening of the award-winning Farmers Market in April; the Rhododendron Festival in May that brings pet parades, bed races, and 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, 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. A thriving organic agriculture community exists in the county, as well as several award-winning cideries.

THE COUNTY

Jefferson County covers 2,183 square miles, stretching from Hood Canal to the Pacific Coast. Elected to four-year terms by the voters of Jefferson County, three County Commissioners comprise the Board of County Commissioners, which serves as the county's legislative authority. In addition, Jefferson County voters elect their Assessor, Auditor, Clerk, District Court Judge, Prosecuting Attorney, Sheriff, Superior Court Judge, and Treasurer to serve 4-year terms. Jefferson County's General Fund budget for 2025 is \$30 million, and the total budget is \$84 million. Jefferson County conducts community planning under Washington State's Growth Management Act. The County has one incorporated urban growth area—Port Townsend, an unincorporated urban growth area in Port Hadlock, Master Planned Resorts in Port Ludlow and Brinnon, several limited areas of more intensive rural development, and designated resource lands for agriculture, forestry, and mining. Unincorporated, yet well-established communities include Port Hadlock, Irondale, Chimacum, Quilcene, Brinnon, Cape George, Gardiner, and the West End.



THE DEPARTMENT & POSITION

Jefferson County seeks a talented candidate to build upon the good work of the prior Community Development Director, who was selected to become the next County Administrator. DCD comprises four main teams: Permit Center (Front Staff), Building (with Office of the Fire Marshal), Development Review (with Code Compliance), 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 realize their dreams by administering building and land use permit applications, while ensuring a high quality of life and natural environment. DCD also coordinates with other county departments, state and federal agencies, and tribal nations during permit review. DCD, together with the Planning Commission, forms the county's Planning Agency.

Reporting to the County Administrator, the Community Development Director will lead a highly energized staff of over 20 FTE with an annual budget of nearly \$4 million. The Director organizes and directs the functions of the department, mentors staff, and sets the culture and tone for the workplace. 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. In doing so, the Director will continue Lean-inspired improvement processes to assure efficiency and excellent customer service.

To view the full responsibilities of the position, please view the attachment found [here](#).

OPPORTUNITIES & CHALLENGES

Housing: The Board of County Commissioners has declared a housing emergency in Jefferson County due to the lack of housing available for purchase or lease at rates that are affordable for working families. DCD is involved in a broad effort across the community to address housing needs for median to lower-income bands. The Director will serve a critical role in collaborations with community partners and in policy implementation within DCD to ensure that local regulatory pathways are aligned with our communities' goals for addressing our housing crisis.

UGA Planning: Jefferson County is constructing a wastewater treatment facility in Port Hadlock. Once sewer service is available, it will trigger underlying urban zoning, changing land uses and development patterns into the foreseeable future. Port Hadlock is the County's only designated Urban Growth Area (UGA) outside of Port Townsend. While Public Works is the lead for sewer construction, DCD is a critical partner for urban development policy and managing subsequent permit applications for housing and commercial uses. Growth in development and employment will enable the region to reach its full potential and provide opportunities for the people who live there.

Permitting: Regulatory Reform is a priority for the Jefferson County Commissioners and the community. The objective is that development 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 DCD in coordination with Environmental Public Health has already accomplished significant improvements, and the work is continuing. Working with staff, the new Director will have the opportunity to continue these regulation and process improvements, including tracking progress on Senate Bill 5290 permit review timelines that took effect on January 1, 2025.

Customer Service Culture: The Director will have an opportunity to continue and further shape organizational development within the department to support staff and enhance DCD's customer service culture. Harnessing the ability of staff, while implementing regulatory reforms and the new EPL permit system, provides the Director and the department a unique opportunity to increase service levels to customers and decrease permit timelines.

Technology: Jefferson County recently transitioned to a new software permitting system, Tyler Enterprise Permitting & Licensing (EPL or "EnerGov"). EPL offers an exciting opportunity to further tune and streamline permit work flows, and strengthen coordination with septic and water resource permitting administered through Environmental Public Health. An important end product of this change is facilitation of online permit application processing. The Director will oversee implementation of the many "bells and whistles" that EPL offers, including performance tracking. There is also an opportunity to integrate Artificial Intelligence into how DCD answers questions from the public and processes land use permits.



GMA Periodic Update: Jefferson County and the City of Port Townsend are both engaged in periodic updates of our Comprehensive Plans. Jefferson County's update is being led by DCD and will need to reach completion by the end of 2025 – during this leadership transition. The process requires significant local partnership and community engagement to meet state requirements and to fully represent local planning goals and vision.

Intergovernmental Collaboration: Jefferson County has forged close working relations with the City of Port Townsend, the Port of Port Townsend, and the Public Utility District through an Intergovernmental Collaborative Group (ICG). The ICG is working with our local Economic Development Council to prepare a shared economic development framework to align our respective efforts. 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 Director and DCD to play an active role in economic development initiatives.

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 and/or a Chief Building Official certificate are preferred. 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 and 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 with a track record of success in community and economic development. The ability to recognize that economic development in rural areas may appear to be small in scale, 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 code enforcement, including familiarity with GMA, SEPA, ICC (building codes, etc.), and 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 bedrock value of the selected person and the department they 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

- **\$113,928 - \$136,036 DOQ**
- Full Medical, Dental, Vision, Prescriptions
- 11 Paid Holidays
- 3 Floating Holidays
- 21 to 33 Days of Personal Time Off (PTO) depending on length of service
- Washington State PERS retirement
- Optional Flexible Spending Account
- Employee Assistance Program

For more information on Jefferson County and the region, please visit

www.co.jefferson.wa.us

Jefferson County is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **July 6, 2025** (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 – Community 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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