



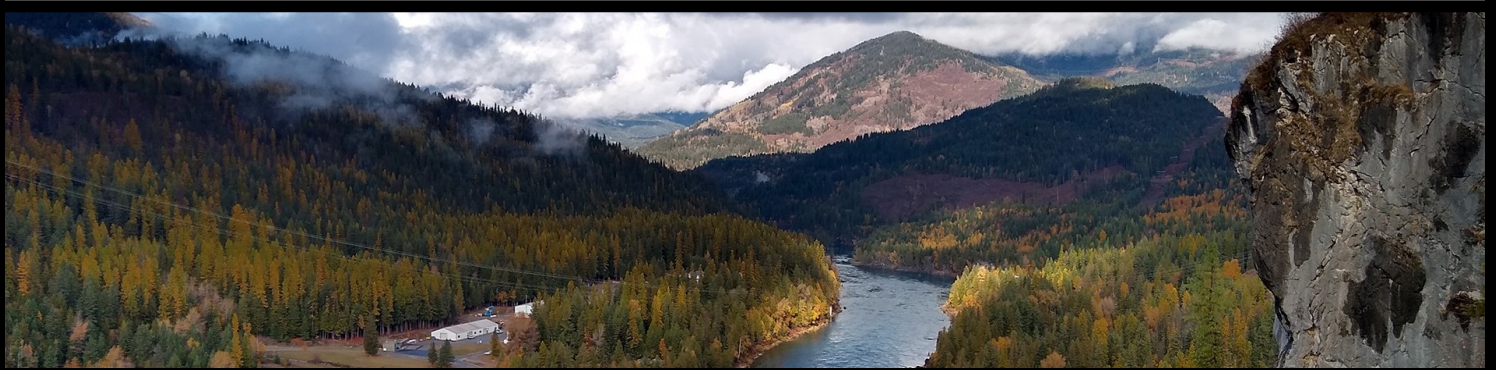
COMMUNITY DEVELOPMENT DIRECTOR

\$101,000 - \$135,000 DOQ

Plus Excellent Benefits

Apply by
November 15, 2026
(First Review, Open Until Filled)

PROTHMAN



THE COMMUNITY



Pend Oreille County, located in the northeastern corner of Washington State, shares its borders with Idaho and Canada.

With a population of approximately 13,600 residents, the county is renowned for its old-growth trees and abundant wildlife, including elk, white-tailed deer, moose, bobcats, bears, and numerous bird species. Outdoor enthusiasts can enjoy activities such as hiking, camping, fishing, and wildlife viewing in areas like the 440-acre Pend Oreille County Park. In addition, the Pend Oreille River, one of the few northward-flowing rivers in North America, offers opportunities for boating, fishing, and paddling along the 70-mile Pend Oreille River Water Trail. This trail provides access to environmental and historical points of interest, picnic spots, and campsites, making it ideal for family and fresh air activities.

The county's name originates from French trappers' description of the ear pendants worn by local Indigenous tribes. Today, the Kalispel Tribe maintains a 4,557-acre reservation within the county, preserving its rich Native American heritage. History enthusiasts can explore old mines, logging camps, pioneer homes, and historical buildings throughout the area. Pend Oreille County's economy has traditionally been based on natural resource extraction, particularly zinc and lead mining. In recent years, the County has attracted manufacturing industries, drawn by its abundant, inexpensive hydroelectric power and the appeal of rural living.

THE COUNTY

Created in 1911, Pend Oreille was the last county formed in the state. The County has a population of nearly 13,600. Newport, with a population of 2,276, is the largest town in the County and is the county seat. The Board of County Commissioners serve as the County's legislative authority and as the chief administrators for county operations. The three Commissioners are elected to four-year terms. The Board adopts and oversees the budget and departments not under another elected official such as Public Works, Community Development, Counseling Services, Human Resources, and Information Technology Services. In total, the County employs approximately 200 individuals.

THE DEPARTMENT & POSITION

The Community Development Department assists people with the development of their property and provides long-term planning to help accomplish Pend Oreille County's goals for the future. The department's work includes property subdivisions, boundary line adjustments, building permits, shoreline activities, and other related development services. The department operates with a 2026 budget of \$506,223. In addition to the Director, positions within the department include an Assistant Director/Senior Planner, Building Inspector, remote Assistant Planner, and Permit Technician.

Reporting directly to the Board of County Commissioners, the Community Development Director leads the department's current and long-range planning, code enforcement, and permitting functions. The Director oversees staff and consulting professionals, administers the department budget, and establishes work plans, policies, and procedures to carry out County priorities and improve service delivery. The Director is also responsible for implementing and updating the Comprehensive Plan and Shoreline Master Program and serves as the County's State Environmental Policy Act (SEPA) Responsible Official. The position interprets County ordinances and development regulations, advises the Board on emerging planning issues and compliance with state and federal laws, and provides staff support to the Planning Commission and Natural Resources Committee.

The Director is expected to maintain effective working relationships with the Kalispel Tribe, other County departments, local governments, and state and federal agencies, and represents the County in regional and statewide planning activities. Additional responsibilities include pursuing and administering grants and working with economic development organizations to balance land use, public policy, and business growth in support of a sustainable community.

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



THE IDEAL CANDIDATE

Pend Oreille County seeks a knowledgeable, approachable leader who combines strong planning expertise with the initiative to work through difficult issues and help people achieve their goals. The ideal candidate understands the hurdles property owners face in developing their land and takes a practical, solution-oriented approach to helping them navigate applicable requirements. The ideal candidate will listen carefully, explain options clearly, and identify workable paths forward within the County's regulatory responsibilities.

The successful candidate will bring a strong understanding of Washington land use laws, zoning, and environmental review requirements, including the Growth Management Act, SEPA, and shoreline regulations. The ability to be confident in interpreting codes, evaluating complex development issues, and advising the Board of County Commissioners on land use requirements and opportunities will be essential. Sound judgment and an understanding of how local, state, and federal requirements interact will be important, along with knowing when to involve other agencies or technical specialists. An economic development background would be an asset, but is not required.

As the leader of a small department, the next Director will value staff expertise, provide clear direction, and support employees through mentoring, professional development, and effective coordination of responsibilities. This person will lead by example with a transparent, communicative approach, encourage collaboration and cross-coverage, and maintain accountability for timely, dependable service.



The ideal candidate will communicate effectively with elected officials, staff, property owners, and the broader community, including when explaining complex requirements or addressing sensitive issues. This will require the Director to build productive relationships with the Kalispel Tribe and partner agencies, keep stakeholder needs in mind, and bring the drive and follow-through needed to move planning efforts and development decisions forward.

EDUCATION & EXPERIENCE

A bachelor's degree from an accredited four-year college or university in urban or regional planning, architecture, engineering, economics, public administration, or a closely related field is required. Candidates must have at least seven (7) years of progressively responsible professional experience in long-range planning, current planning, economic development, housing, Growth Management Act implementation, grant writing, GIS mapping, project management, or real estate development, along with three (3) years of top-level management or director-level experience.

Candidates must have knowledge of and experience in grant writing and administration, including compliance with federal and state reporting requirements for funded projects; experience in community-oriented leadership roles involving intergovernmental programs and cooperative operations; and demonstrated experience working with citizens regarding public works issues.

Management experience in a local government agency is preferred. A master's degree in planning or a related field and American Institute of Certified Planners (AICP) certification are also preferred.

COMPENSATION & BENEFITS

- **\$101,000 - \$135,000 DOQ**
- Full medical and vision insurance for the employee.
- Optional dental, vision, and medical coverage for dependents.
- Washington State retirement pension is applicable, plan choices vary.
- County-paid benefits which include life insurance, long-term disability, and Employee Assistance Program.
- 12 days of sick leave per year.
- 24 days of paid vacation per year. Increases after 5 years of service.
- 12 paid holidays.
- Pend Oreille County offers a wide range of optional benefits.



**For more information on
Pend Oreille County, please visit:**

www.pendoreille.gov

Pend Oreille County is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **November 15, 2026** (first review, open until filled.) Application materials will only be accepted electronically. To **apply online**, go to **www.prothman.com** and click on "**Open Recruitments**", select "**Pend Oreille 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.



www.prothman.com

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