



Kittitas County, Washington  
Employment Opportunity

*Situated in central Washington between the foothills of the stunning Cascade Mountains and the mighty Columbia River, Kittitas County residents enjoy limitless activities and recreation opportunities year-round. With over 200 days of sunshine each year, residents and visitors can enjoy activities including numerous golf courses, fishing and boating, horseback riding, cross country skiing, snowboarding, snow shoeing, snowmobiling, hiking, climbing, backpacking, and camping.*

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## CDS DIRECTOR

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The Kittitas County Community Development Services (CDS) Director is responsible for the overall administrative oversight, visioning, leadership, planning, and management of the CDS Department. This is an excellent opportunity for experienced candidates who are motivated to provide great service to the community and tackle complex long-range issues and challenges. Anyone who meets the qualifications stated below may apply. Relocation assistance may be available for the ideal candidate.

**DEPARTMENT:** Community Development Services

**JOB-TYPE:** Full-Time

**PRIMARY WORK LOCATION:** Ellensburg, Washington

**SALARY RANGE:** \$9,000 - \$10,822 per month.

**APPLICATION DEADLINE:** Open until filled with a first review after 6/02. Applicants should apply as soon as possible for optimal consideration.

### PRIMARY DUTIES

#### **Staff Management**

- Manage the Community Development Services Department through direct handling or delegation.
- Oversee leadership and development of staff; work closely with HR Department to develop proactive personnel management, recruitment, and retention strategies.
- Plan, assign, and supervise daily workload of employees; administer performance evaluations and disciplinary action in accordance with County policy and procedures.
- In coordination with Human Resources, manage the recruitment process of new and vacant positions.
- Train and coach employees in the development of goals, objectives, and performance measures.
- Manage employee work schedules; approve timecards and leave requests.

#### **Program Management**

- Identify and analyze County-wide planning, building, and code enforcement issues related to the department and determine the appropriate course of action through the use of departmental policies, statutory requirements, citizen involvement and advocacy, and public relations efforts.

- Participate with the Prosecutor’s Office in appeals and legal actions on issues involving CDS, including assisting in the preparation of briefs, arguments, and motions.
- Oversee the administration and enforcement of zoning, subdivision, and shoreline management codes, State Environment Policy Act, and International Building Codes.
- Represent Kittitas County in the community to facilitate discussions regarding community development and land use.
- Work with internal and external stakeholders resolving complex land use issues; resolve difficult and sensitive citizen issues and complaints.
- Identify opportunities to streamline and improve County codes and code issues.
- Evaluate complex zoning, subdivision, and shoreline proposals for code compliance, conformance to the County’s comprehensive plan and development regulations.
- Review and oversee the analysis and implementation of building codes.
- Evaluate complex environmental assessments/determinations for all non-exempt projects.
- Prepare staff summaries and recommendations on complex, County-wide development proposals, and organize public hearings.
- Manage the development of long-range programs and implementation measures for Kittitas County.
- Collect and evaluate land use, housing, population, employment, and natural resources data.
- Identify and define long-range planning issues, develop appropriate policies and alternatives for presentation to the Board of County Commissioners.
- Oversee the preparation of information/reports for the Planning Commission, Hearing Examiner, Board of County Commissioners, and any citizen boards charged with accomplishing other County land use objectives.

#### **Administrative Functions**

- Complete special projects as assigned by the Board of County Commissioners.
- Provide research for, and develop “County Policy” for presentation to the Board of County Commissioners as directed.
- Prepare and deliver verbal and written presentations at public hearings and meetings.
- Create accurate and realistic budgets; track and adjust budgets and contribute to long-range budget planning and department staffing needs.
- Ensure proper implementation of policies, procedures, and distribution of work responsibilities.
- Oversee financial management of the department consistent with the policy direction of the Board of County Commissioners, regulations of the County Road Administration Board, the mandate of the State Auditor and state laws and regulations.

#### **OTHER DUTIES**

- Develop, at minimum, a basic working knowledge of all positions in the department; provide hands-on assistance when needed; manage supervisor workload in the event they are absent.
- Oversee records management practices, including records retention, preservation, and destruction, as well as public disclosure.

*This job description is a summary of the primary functions and expectations for this position. Additional department-related duties may be assigned as required.*

#### **BENEFITS**

##### **Healthcare**

The employee in this position and their eligible family members have access to medical, dental, vision, basic life insurance, and other voluntary benefits. Base benefits are paid 100% by the County regardless of the number of family members enrolled. Employees may also enroll in a buy-up medical and/or dental plan which requires paying a small portion of the premium via payroll deduction.

## Retirement

This position is eligible to participate in the Public Employees' Retirement System (PERS), administered by the Department of Retirement Systems (DRS). Participation in PERS is mandatory. Both the employee and the County contribute to the plan at a rate set by the State Legislature.

## Leave

This position is eligible for a variety of leave programs including 11 paid legal holidays, vacation leave, sick leave, bereavement leave, and military leave. This position may also be eligible for federal and state programs such as Family & Medical Leave (FMLA) and Washington Paid Family & Medical Leave (PFML). To learn more about the County's benefits, visit <https://www.co.kittitas.wa.us/hr/benefits.aspx>.

## MINIMUM QUALIFICATIONS

- Bachelor's degree from an accredited college or university in Planning, Geography, Construction Administration, Business Management or closely related field, or a demonstrated, practical equivalent in formal education and experience.
- At least three (3) years of executive level management experience in a project-driven environment.
- Five (5) or more years of progressively responsible experience in a multi-function atmosphere of critical decision-making, precise communications and interpersonal skills.
- Knowledge of and/or experience working with the Growth Management Act of Washington State and other laws governing planning, development and environmental regulation. This knowledge can come from experience in either the private or public sector. Knowledge of similar planning regulations from outside WA may be considered; however, must have the ability to progress toward proficiency in WA State GMA knowledge and other state-specific regulations within 12 months of hire.
- A valid Washington State Driver's License.
- A criminal history and background check will be performed on qualified applicants. Convictions may preclude candidates from employment in certain circumstances. Factors such as relativity to the position, age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.

## REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- High-level ability to interpret GIS/database maps.
- Proficient computer skills, including Microsoft Office programs, and ability to quickly learn other programs specific to the position/department.
- Working knowledge of public services, methodologies, and technologies as well as knowledge of relevant laws and regulatory agency requirements including federal, state, and local laws, rules and regulations.
- Ability to plan, organize, and monitor activities according to priorities, established schedules, and deadlines.
- Thorough working knowledge of County Codes and regulations, including the Growth Management Act of Washington State and other laws governing planning, development, and environmental regulation.
- Ability to create and/or maintain a compliant safety program, develop safety awareness, and ensure employees adhere to requirements.
- Ability to communicate effectively in verbal and written form, with tact and diplomacy, to promote understanding and cooperation with a diverse population.
- Must possess the ability to provide consistent leadership, counsel, motivation, professional development, constructive performance reviews, and discipline to staff.
- Ability to make critical decisions of any magnitude, involving technical, financial, managerial or organizational issues, problems and transactions, sometimes under emergency or stressful situations.
- Ability to interpret and apply rules and regulations.

- Must be engaged and self-motivated.

## PREFERRED QUALIFICATIONS

- Knowledge of governmental organization, rules, regulations and process strongly preferred.
- Five (5) years' experience in managing a combined land use services department representing a wide array of duties and responsibilities.
- Advanced degrees or additional experience in the areas noted above.

## WORKING CONDITIONS

Work is typically performed in an office environment but may include other indoor and outdoor locations/job sites. Sustained posture in a seated position and prolonged periods of computer operation; use of standard office equipment; strength to lift, pull, push and/or carry up to 25 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate clearly in person or over the telephone. Outdoor environments may include exposure to inclement weather such as temperature extremes and windy/dusty conditions and rugged terrain; must have the ability to traverse a variety of walking surfaces as needed, including stairs and/or ladders. Safety rules/regulations must be adhered to at all times, including appropriate attire and PPE when necessary.

It is expected that this position will require some local and out-of-town travel. Employee must have the ability to safely operate a motor vehicle in varied weather conditions and all levels of daylight.

Reliable attendance and punctuality are required and expected Monday – Friday from 8:00 AM to 5:00 PM; however, exempt/management positions are expected to work the number of hours required to complete the duties of the position, which may include evenings and weekends.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

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## APPLICATION PROCESS

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Applicants must apply online using the electronic recruitment portal. As part of the online application process, the following items must be uploaded in PDF format:

1. Resume
2. Letter of interest for this position
3. Three (3) professional references and three (3) personal references