



City government values the opportunity to serve the White Salmon community through: Exceptional Customer Service, **Commitment to Public Service**, Professionalism, and Teamwork.

## **CITY OF WHITE SALMON**

## **POSITION DESCRIPTION**

<b>Position:</b>	Community Development Director
<b>Department:</b>	Department of Community Development & Planning
<b>Reports To:</b>	City Administrator
<b>Closing Date:</b>	Wednesday, May 31, 2023
<b>FLSA Status:</b>	Exempt
<b>Salary Range:</b>	Step 45, Range 1-10 (\$73,396.32 - \$95,765.52)

This is an exempt full-time salaried position and may work in excess of eight hours per day or 40 hours per week.

### **PURPOSE OF POSITION:**

The Community Development Director performs professional and managerial work that builds and nurtures a complete community.

Plans, directs, and oversees community development and planning operations for the city.

This includes applicant / customer services within current planning. In addition, master plan development associated long-range planning, environmental analysis, geographic information, and management of land use consultants and one internal staff position.

Responsibilities include:

- judicious and efficient processing of development applications
- timely and comprehensive follow up with applicant(s)
- grant research, writing, and submittal of grant application(s)
- preparation of studies and reports
- review and implementation of zoning regulations, work force housing, land use, environmental, natural resources, transportation, and public facility elements

The position is responsible for providing accurate and complete information to the public, City employees, and elected officials on city processes, City code, official land use maps, and other relevant information.

The position is responsible for accomplishment of tasks as assigned, strong communication skills with the public and employees and sound organization practices to assure optimum services to the community.

The position, as assigned by the City Administrator, may have final authority on certain land use decisions, including housing subdivisions, shoreline permits or exemptions and SEPA. Responsible for applying thorough and full-scope knowledge of modern techniques and concepts of planning, requiring initiative, creativity, analysis and interpretation to create a motivating atmosphere.

See complete job description on city website at: <https://www.white-salmon.net/jobs>

### **REQUIRED QUALIFICATIONS:**

#### ***Education and Experience***

- Bachelor's degree in Land Use Planning, Public Administration, Public Policy, Community and Economic Development, or Geography.
- Four (4) years of experience in local land use planning including land use permitting and zoning application.
- Master's degree in Land Use Planning may be substituted for up to two years of required experience.

### **APPLICATION PROCESS:**

Cover letter, resume, and one page reference sheet listing five references **due by Monday, June 5**. References shall be a combination of current and former co-workers and supervisors and their current phone number and email address.

Direct application information to City Administrator Troy Rayburn at [administrator@ci.white-salmon.wa.us](mailto:administrator@ci.white-salmon.wa.us) by June 31.