

# CITY OF CHEHALIS COMMUNITY DEVELOPMENT DIRECTOR POSITION INFORMATION

## Be Part of Our Community

This is an excellent opportunity to become part of a community that cares greatly for its citizens and recognizes the key role the city plays in helping to promote prosperity and a quality of life. The City of Chehalis is looking for an involved and hands-on professional who will support the existing commitment to quality and service while bringing new ideas and direction to the Community Development Department.

## The Region

Located along Western Washington's I-5 corridor, Chehalis is midway between Seattle and Portland. The area offers unparalleled scenic locations and outdoor opportunities including nearby Mt. St. Helens, Mt. Rainier and the beautiful Pacific Ocean. With just a short drive you can ski and snowmobile at White Pass, water ski on 23-mile long Riffe Lake, fish for record-size salmon and steelhead on the Cowlitz River or play a round of golf on one of several area courses.



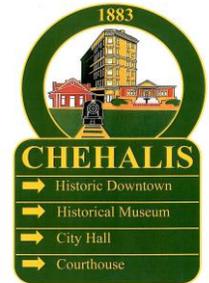
## Chehalis – Where Heart and History Shape Our Future

Chehalis is a close-knit community where historic charm, character, and a rich heritage are preserved and cherished. Brimming with interesting and unique businesses and attractions, it boasts three districts listed on the National Register of Historic Places. Residents have quick and easy access to many cultural activities, fairs, concerts and a wide assortment of annual events.

From its start as a pioneer logging, milling and agricultural community to today's mix of residential, retail, light industrial and manufacturing, Chehalis is a community where neighbors know they can rely on one another for help and support and where local government and citizen groups work

cooperatively for the betterment of the entire community.

In 2007, the city, citizens and business leaders joined in the "Chehalis Renaissance Project," a new vision and implementation plan to enhance the economic, professional and cultural viability of the city. Now led by a team of community volunteers and coordinated closely with the city, projects include the installment of numerous "way-finding" signs and informational kiosks throughout the city as well as parking and beautification efforts in the downtown and Chehalis Avenue business areas.



The citizens of Chehalis are dedicated to providing outstanding opportunities for area youth as demonstrated by the strong community support of educational and recreational activities. Funding and organizational efforts provided by groups including the non-profit Chehalis Foundation, support cutting edge education programs for the Chehalis School District as well as improvements to area recreational facilities benefitting the entire community, including the 2014 construction of the Gail and Carolyn Shaw Aquatic Center and the current Recreation Park Improvement Project.

Housing in the Chehalis area is very affordable with options ranging from new construction to renovated historic homes. Acreage is readily available in the area with scenic timber and farm lands giving way to spectacular views of snowcapped mountains. In addition to the new Aquatic Center, the city has over 325 acres of parks, an acclaimed Veterans Memorial Museum, the Chehalis-Centralia Railroad with historic steam train rides and a



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community gem - the Vernetta Smith Chehalis Timberland Regional Library.

The Chehalis School District offers top notch schools providing 2,800 students with comprehensive and challenging academic and extra-curricular programs. The district was recently awarded over \$5.5 million for a new STEM wing to be built onto W.F. West High School and later this year will break ground on a new elementary school. Centralia College is nearby, offering over 50 academic and transfer programs, including newly accredited Bachelor of Applied Science programs.

### The Department and Divisions

The **Community Development Department** provides programs and activities to improve the quality of life and economic vitality of the community. With an annual budget of approximately \$1.7 million, the eleven employees of the department, along with numerous seasonal/temporary workers, are responsible for implementing plans and programs for the social, historic and economic welfare of our community, including the city's comprehensive plan, and the development regulations that implement those plans.

The **Building and Planning Division** acts as a single point of contact to assist and facilitate land use planning and development



within the city limits. Permit applications are reviewed and approved, and inspections are made of all work to ensure safety and compliance with applicable city and state regulations. Issuing 113 permits in 2015, the division processes all development permit applications including land use and property, building and construction, utility connections, earth moving and environmental permits.

Key to the efficient and effective permitting process is the city's Development Review Committee, bringing together representatives from the city's Community Development, Fire, Police and Public Works departments.

The division is also responsible for implementation of the State Building Code Act, including application of various construction, fire prevention, energy usage and historic preservation codes. Updating of the city's Shoreline Master Program as well as the Community Rating System (for flood insurance) is currently underway.

The **Recreation Division** plays an exceptionally prominent role in the community, offering a wide variety of leisure, cultural and recreational activities for all ages and collaborating with local schools and recreational sports groups for tournament and league play.



Baseball, softball and soccer fields are in high demand and frequent tournaments draw large numbers of players and fans from throughout the county and region. A huge success in its first full season of operation last summer, the new Aquatic Center helped bring relief from the heat to more than 33,000 visitors from throughout the area.

Our community loves its parks and ballfields and our **Parks and Facilities Division** deserves all the credit for keeping these and other important city spaces and facilities in top shape and ready for use. This work includes extensive grounds keeping and maintenance of the city's parks and open spaces as well as performing routine maintenance of city buildings to keep them operating efficiently.

The division also supports and maintains the city's seasonal 29-space RV Park, historic Scout Lodge and several rental facilities available to the public.

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### **The Position**

Appointed and supervised by the City Manager, the Community Development Director is a key member of the administration's management group. Responsibilities include:

- Management and administration of the Community Development Department including oversight of department operations through effective supervision and delegation of work.
- Development of programs and budgets based on analysis of city needs, workload and staffing, as well as other economic and regulatory issues.
- Ensuring fiscal responsibility and compliance with funding guidelines and deadlines.
- Addressing a wide variety of requests and concerns from the public and other agencies and providing reports and presentations to the City Manager and City Council.
- Development and implementation of policies for comprehensive and strategic planning, permitting, land use and development.
- Representing the department in the community and media, communicating programs and policies to community groups and the general public; attending or delegating representatives to local committees and task forces including the Historical Preservation Commission and the Chehalis Planning Commission.

### **Opportunities and Challenges Facing the New Director**

A key focus for the new Community Development Director will be to work with the City Manager, City Attorney and other city departments to lead ongoing efforts to annex property in the south industrial area of the city's UGA. This follows the successful annexation earlier this year of another portion of the industrial area as well as the area encompassing existing and planned Chehalis schools.

The Director, along with the Recreation Manager, will play a major role in developing a \$2.0 million funding package and overseeing the Recreation Park Improvement Project, set to begin construction in July 2017. The project provides exciting upgrades including significant drainage improvements throughout the park and ball fields and the complete replacement of the beloved Penny Playground.

It will be very important for the new director to become familiar with the history and to stay abreast of local and regional flood management and mitigation issues, which also requires establishing professional working relationships with other governmental and tribal agencies to ensure that community needs for flood damage prevention are addressed.

The new director will need to work cooperatively with the Airport Manager to update the Airport Commercial Property binding site plan for the continued development of commercial properties and the Chehalis-Centralia Municipal Airport.

Taking the lead in updating the city's Comprehensive Land Use Plan and shepherding it through the Planning Commission and final approval by the City Council will also be a priority.

### **The Ideal Candidate**

The Community Development Director must demonstrate a commitment to the operational and administrative duties of the position and provide leadership that will instill trust and confidence within the department, other city staff, city leaders and the community at large. This individual will have been a planning and community development professional in a comparably sized agency with a focus on maintaining quality operations and providing excellent customer service.

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The successful candidate must have outstanding verbal and written communication skills and be experienced in presenting information to citizens and elected officials. He/she will have an active role in the community, participating in local meetings and being involved in a wide variety of issues. The Community Development Director must maintain open and professional communication when working with business leaders and citizens to cooperatively assist with permitting and project needs in compliance with city code and state and federal regulations.

The director must have excellent interpersonal skills and encourage open communication throughout all levels of the organization. The successful candidate will create an environment where department employees work cooperatively with citizens, other jurisdictions and city staff, and are accountable for their areas of responsibility. The new director must establish and maintain effective working relationships with the City Manager, other management group members, representatives from other agencies, the news media, and the general public.

### Education and Experience

Candidates should have a bachelor's degree in public administration, urban planning, environmental studies or a closely related field, and a minimum of five (5) years of increasingly responsible experience in municipal planning and land use development, at least three (3) of which involve experience in mid-level management or above. Experience in the development and supervision of recreation, park and facility programs is a plus but is not required.

Any combination of education and experience may be substituted as long as it provides the desired skills, knowledge, and abilities to perform the essential functions of the job.

### Compensation and Benefits

- Annual salary range \$75,324 - \$91,560.
- Washington State PERS retirement system
- Employee, spouse and dependent medical, dental and vision coverage (some employee cost sharing of medical premiums)
- Employer paid employee, spouse and dependent life insurance
- 10 annual paid holidays, 1 annual floating holiday, vacation & sick leave
- Voluntary deferred compensation plan



### Applying for the Position

Applicants should submit a cover letter, resume, City of Chehalis application form and response to supplemental questions. Application materials and a detailed job description can be found at:

[www.ci.chehalis.wa.us](http://www.ci.chehalis.wa.us)

or by contacting Peggy Hammer, Human Resources Administrator at (360) 345-3222 or [phammer@ci.chehalis.wa.us](mailto:phammer@ci.chehalis.wa.us)

All qualified candidates are strongly encouraged to **apply by June 30th, 2016**

(First review. Applications will be accepted until the position is filled).