

CITY OF MUKILTEO

COMMUNITY DEVELOPMENT DIRECTOR

RECRUITMENT

\$114,239.40 - \$138,858.60

APPLICATION PERIOD: JULY 6, 2018 - JULY 27, 2018





CITY OF
MUKILTEO

IDEAL CANDIDATE

The ideal candidate will be an experienced, respected professional leader with a strong sense of integrity and a proven record of team building and mentoring. The Director will be an innovative problem solver and visionary to help guide a community that is mostly built out but still facing growth opportunities. The Director must have strong verbal and written communication skills with the ability to address multiple types of public audiences. Areas of particular focus will include public outreach to encourage community involvement in long-range planning efforts, support of permitting and development services through the Planning Manager, and interfacing with the City Council on development and planning issues. The Director should also demonstrate strong fiscal and management skills to handle the department's budget.

EXPERIENCE AND EDUCATION

Any equivalent combination of education which provides the applicant with knowledge, skills, and abilities required to perform the job. A typical way to obtain the knowledge and ability would be:

- Experience: Five years progressively responsible experience in urban planning including management or supervisory responsibilities.
- Training: Bachelor's degree in Urban Planning, Environmental Studies, or related field. Graduate degree in related field desirable.
- License or Certificate: Valid Washington State driver's license. Membership in good standing with the American Institute of Certified Planners (AICP) is strongly preferred

SPECIAL REQUIREMENTS

The finalist will need to successfully complete a criminal and driver's background check.

COMPENSATION AND BENEFITS

Benefits include a comprehensive medical, dental, orthodontia, vision, life insurance, and long-term disability insurance; enrollment in the Public Employees' Retirement System (PERS); Voluntary 457 Deferred Compensation Plans; professional development opportunities; and a generous paid leave package including 12 holidays, 13 vacation days, 12 sick days, and 54 hours of compensatory time. The position is FLSA exempt. The City of Mukilteo is an equal employment opportunity employer.

RECRUITMENT SCHEDULE

First interviews: Wednesday, August 8th

Second interviews: Thursday, August 9th

APPLICATION INSTRUCTIONS

All applicants must submit an application through the NEOGOV applicant system including a resume (three pages maximum), responses to supplemental questions and a detailed cover letter (two page maximum) that describes your experience, leadership style and why you are interested in the position.



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OUR COMMUNITY

Mukilteo is a waterfront community situated on Puget Sound, approximately 25 miles north of Seattle. This scenic area has views of the Olympic Mountains to the west and the Northern Cascade Mountains to the north and east. Mukilteo retains its friendly hospitality and welcomes visitors with its scenic setting by the Sound.

Today the city's population is 21,070 and its diverse, multi-cultural residents continue to share a great sense of pride, history and tradition of community involvement. Mukilteo amenities include an award winning public golf course, quaint shopping areas, restaurants, financial institutions, and several parks and open spaces for recreational opportunities. The city is also a neighbor to the Boeing Company, Paine Field Regional Airport and other major employers along a technology corridor that reaches from northern King County through Mukilteo.

The city provides police and fire services, street improvements and maintenance, community development services, general administrative services, parks and recreation management, and owns and operates a storm drainage utility. The City is facilitating a waterfront redevelopment process, implementing a pedestrian and bike plan, and other park master plans. Though most areas are developed and built out, Mukilteo continues to grow.

THE DEPARTMENT

- Divisions – Planning, GIS, Permit Services, and Building Inspection
- Oversees a department of 11 full-time staff members

DEPARTMENT MISSION AND CORE VALUES

The goal of the Mukilteo Planning & Community Development Department is to create a safe and sustainable city by ensuring new development enhances the quality of life of Mukilteo Residents. All customers will be treated equally and with fairness and respect. The service we deliver will be responsive, consistent and expedited to provide for efficient permitting processes and a fully-informed community.

THE POSITION

Serves as a key member of the City administration's Leadership Team. Under the direction of the Mayor, the Planning and Community Director will plan, organize, provide leadership, vision and direct the activities, services and operations of the Planning and Community Development Department (Planning, Building, GIS and Permit Services divisions). Implement City Council policies related to those activities, services and operations; ensure compliance with federal, state and local laws, regulations, codes, policies and standards; prepare and control department budget; perform various administrative functions; select, train, supervise, motivate and evaluate the performance of assigned personnel.



SUPPLEMENTAL QUESTIONS

Answers to each question are restricted to one page, using 12 font and one inch (1") margins.

- (1) Describe, in priority order, what you believe are the top three community development related issues facing the City of Mukilteo. What makes you uniquely qualified to address these three issues?
- (2) How do you instill confidence and respect from your department and from the community?

