



SNOHOMISH COUNTY RECRUITMENT ANNOUNCEMENT

Planning and Development Services Director

About the Department

Planning and Development Services (PDS) contributes to Snohomish County communities by balancing the need to accommodate new growth, yet preserve cultural and natural resources and the quality of life for Snohomish County citizens. PDS is organized into six divisions: Code Development and Long Range Planning, Customer Support, Development Review and Construction, Fire Marshall, Director's Office and Inspection Services and Enforcement. The department has over 120 FTEs and the budget for 2010 is \$18.7 million.

Nature and Scope of Position

The Director is responsible for organizing, coordinating and providing senior leadership and day to day management for the work of professional staff engaged in planning and development services. The position is appointed by and serves at the pleasure of the County Executive and requires County Council confirmation.



Strategic Direction

- Make decisions on matters delegated by the Executive and County Council, including project permit approvals, contracts and environmental determinations.
- Coordinate department operations with other County departments, outside agencies, and professional organizations; confer with and advise County elected officials and managers on various issues and problems concerning the department, serve as the County Responsible Official under the state's Environmental Policy Act, serve as the Chief Fire Official for purposes of the Fire Marshal's Office.

- Provide leadership in long-range strategic planning, construction and land use development and environmental policies and practices; represent the County before the public and stakeholders regarding land use and development issues.
- Establish and carry out the department's mission, values and goals; supervise the preparation of the County's planning and development services policies, rules and regulations for the County Executive.
- Promote the County and department with business, community groups, municipalities and other interested parties.
- Prepare, submit and defend the department's annual budget and ensure compliance with the County budget. Supervise the preparation of department program plans, comprehensive master plans, departmental metrics, and funding requests.

Desirable Qualifications and Candidate Profile

A bachelor's degree in planning, public or business administration, or another field directly related to planning and development services management, and five or more years of progressively responsible work experience directly related to the duties of the position, including at least three years in a supervisory capacity. A master's degree is preferred. AICP certification is a plus. Additional experience may substitute for education.



Core Competencies

- Considerable knowledge of and experience with principles and practices of planning and development services management and operations.
- Thorough knowledge of guidelines, rules, and laws governing comprehensive planning, development and environmental regulation.
- Ability to create accurate and realistic budgets, track and adjust budgets and contribute to budget planning.
- Proven track record in planning for and using resources effectively, always looking for ways to improve performance.



Leadership

- Knowledge of the principles and practices of public administration, including management principles and techniques.
- Lead through change and adversity, make the tough call when needed, build consensus when appropriate, motivate and encourage others.
- Proven ability to provide leadership and a supportive environment to a committed professional staff.
- Direct, organize, mentor and coach the PDS Department staff to obtain and manage resources, and foster a productive work environment and effective performance management.
- Establish a workplace culture that attracts and retains quality employees, provides feedback, rewards hard work and risk taking, challenges and develops employees, and provides visibility and opportunity for staff.

- Develop and implement standards that encourage operational consistency and reduced costs.
- Demonstrated commitment to customer service.

Stakeholder Relations

- Establish and communicate a compelling mission and purpose for the department that is consistent with the County's mission and goals.
- Establish and maintain effective working relationships with the County Council and other elected officials.
- Ability to listen to and work with local communities and community organizations.
- Promote and maintain relationships and governance processes to identify and prioritize strategic investments that promote enterprise-wide cooperation and support for process improvements, data sharing, and service delivery to the public.

Communication Skills

- Oral and written communication effectiveness, as well as public speaking skills.
- Good listening skills. Builds strong relationships, is flexible, negotiates effectively and solicits performance feedback.
- Ability to interact successfully with diverse individuals and groups.



Compensation

The annual salary range midpoint for this position is \$122,556 with \$149,324 being the top of the range. The benefit package includes a full retirement plan, deferred compensation, paid holidays, paid vacation and sick leave, and a full array of insurance coverage. Information on the retirement program can be found at Dept. of Retirement Systems (www.drs.wa.gov).



About Snohomish County

Snohomish County is located in northwest Washington State, between Puget Sound and the Cascade Mountains. It is 15 miles north of Seattle, 100 miles south of Vancouver, British Columbia, and a short ferry ride away from the San Juan Islands or Olympic Peninsula. Snohomish County is ideally situated for exploring the entire Pacific Northwest. Covering 2,090 square miles, it is the 13th largest county in total land area in Washington. Snohomish County's varied topography ranges from saltwater beaches, rolling hills and farmlands in the west to dense forest and alpine wilderness in the mountainous east. The options for outdoor recreation are limitless and include skiing, backpacking, and camping.

Application Process



Persons interested in this position should submit the following information:

- 1) A detailed letter of interest specifically addressing the qualifications mentioned in this announcement.
- 2) A current resume.
- 3) Salary history.

If you have questions regarding this announcement, please call Marissa Karras at 360-956-1336. This position will remain open until filled. Previous applicants need not re-apply.

Please send your application materials to marissa@karrasconsulting.net or by fax to 360-956-1348.

Snohomish County is committed to promoting equal employment opportunity and diversity in the workplace.

Karras Consulting will provide reasonable accommodation for persons with disabilities during the selection process, if requested. Please notify us at 360-956-1336 of the accommodation needed, preferably at the time of application, but at least two days prior to the date needed.