



City of
Leavenworth
Washington

Leavenworth is seeking qualified applicants for a
Development Services Manager

THE COMMUNITY

Often referred to as the “Jewel of the Northwest”; the “Bavarian Village” is located on the eastern slopes of the Cascade Mountain Range in the upper reaches of the Wenatchee River Valley in Chelan County, Washington. Leavenworth is 118 miles east of Seattle and 22 miles northwest of Wenatchee on U.S. Highway 2. Located very near the geographical center of Washington State, Leavenworth is most famous for its festival line up which brings visitors from across the globe. Leavenworth offers an array of its own year-round fun, such as river rafting, skiing, rock climbing, biking, fishing, hunting, and snowmobiling. The City is home to the award winning Cascade School District and has an abundance of local parks which makes the City an excellent location to raise a family and call home.



The City boasts a booming tourist based economy with over 400 local businesses that generate over \$7.5 million in state sales tax annually. The City’s municipal area is 1.4 square miles, although the Leavenworth Community area encompasses the Icicle River, Wenatchee River, Plain and Chumstick areas, and services over 3,800 community members.

THE CITY



The City of Leavenworth utilizes the Mayor/Council form of government and provides a wide range of governmental services. The Executive Department is led by Mayor Cheryl K. Farivar, who works closely and effectively with the City Administrator. The management team is comprised of the City’s Department Directors who enjoy cooperative and effective working relationships. The City of Leavenworth is a full service city with 4 departments, 30 full-time employees and a \$9.1 million operating budget. Leavenworth residents receive fire services from Chelan County Fire District #3, police services

are contracted through the Chelan County Sheriff’s Office and electricity is provided by the Chelan County Public Utility District. Water, sewer, and sanitation are provided through the City of Leavenworth.

INITIAL PRIORITIES AND OPPORTUNITIES

The initial priorities and opportunities in the task management of the successful candidate include the following:

- Maintain and foster positive relationships within the Development Services Department, City Council, Planning Commission, Community at large, and City staff.
- Work to understand the current organization, operations, culture, and structure. Look for improvements in the department’s delivery of service.

- Foster trust and encourage collaboration within the Development Services Department, with other City departments and with the Community.

Oversee Development Services resource support for an upcoming series of projects including:

- ✓ Finalize the 2018 Comprehensive Plan Adoption with a review and update of the development regulations and critical areas regulations.
- ✓ Assist the Planning Commission with addressing Development Code Revisions to implement the recommendations of the Mayor's appointed task force, which identified and determined strategies to create additional low income and work force housing opportunities.
- ✓ Assist various City Departments with the implementation of the Leavenworth Parking Strategies.
- ✓ Provide support to community and interagency committees and provide ongoing support to the Planning Commission and six Council Standing Committees when requested.

THE POSITION

The Development Services Manager leads, directs, and coordinates the activities of the Development Services Department. The tasks outlined below are illustrative only and may include other related duties.

- Assumes full leadership and management responsibility for the Development Services Department services and activities, including current and long-range planning, coordination of building inspection, code compliance, social services allocations, plan review, permit processing, engineering, Old World Bavarian Alpine Design Review, affordable housing, and community livability.
- Administers and interprets the Comprehensive Plan and Land Development and other codes; ensures compliance with Federal, State, and local laws, ordinances, rules, and regulations; drafts code provisions or amendments to correct deficiencies or affect compliance with new laws or regulations; develops plans or programs to satisfy future needs for department services.
- Budget responsibilities: Prepares annual and long range budget projections. Monitors and manages an annual budget of about \$375,000 to assure the department operates within budget appropriations.
- Serves as a member of the City's Senior Management Team to address overall policy issues under guidelines established by the City Council and Mayor.
- Manages and directs department personnel. Performs personnel duties, such as selection, motivation, development, training, evaluation, discipline, and discharge of employees. Establishes performance standards; counsels employees as appropriate. Facilitates goal and objective development with division management personnel.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Contributes to the overall quality of the department's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and City needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Represents the department to various committees, commissions, community groups, City Council, and the public. Responds to complaints, concerns, and issues. Coordinates and supports a wide variety of advisory commissions and groups.

- Represents the department on City-wide task teams. Represents the City on regional and state-wide committees and in legislative matters.
- Oversees and leads City efforts in the areas of Old World Bavarian Alpine Theme implementation, community livability, and code enforcement activities.

THE IDEAL CANDIDATE



The ideal candidate will be a self-motivated and skilled leader who has proven experience working with an engaged and supportive community. The successful candidate will be energetic, positive, and customer-focused, can build and maintain relationships and work in a variety of team situations with peers, staff, elected officials, and community stakeholders. The candidate is expected to have broad experience; a track record of positive and productive outcomes, developed from creative problem solving and

deliberate execution of innovative and creative solutions to the mix of competing interests. The City is seeking a leader who can evaluate the department's organizational structure and look for efficiencies and improvements in the delivery of departmental services. The candidate selected for this position:

- Is someone who thrives in a dynamic and demanding environment in a community that has diverse expectations regarding the appropriate balance between community growth and livability.
- Is well versed in planning and land use practices, but also has knowledge and experience with housing programs, code compliance, and development permitting.
- Has excellent oral and written communication skills; is someone who establishes trust and respect quickly with a variety of audiences.
- Is a team player in creating and implementing policy that involves several stakeholder departments in the planning and development review process.
- Has recent experience in a Comprehensive Plan Update and Community Visioning Process.
- Knows how to be flexible but firm when appropriate.
- Has a strong service outlook with a dynamic and results-driven approach to problem solving.
- Is someone who leads by example to achieve greater levels of customer service.
- A positive and enthusiastic mentor who fosters a spirit of teamwork and engages staff to maintain a professional yet fun work atmosphere.
- Always exercises good judgment in working with the public, community groups, City Council, and Planning Commission in a constructive, straightforward manner; must be politically sensitive and will be calm and composed under pressure.
- Has experience in managing a budget based on a set expenditure limit, which includes a variety of revenue sources including federal grants, property taxes, and fees for services.
- Will be technologically progressive and experienced with automated building permitting and planning entitlement software.

- The successful candidate will be one who shows a willingness to develop a department that reflects the uniqueness of the Bavarian Village.

JOB REQUIREMENTS

The new Development Services Manager should have a bachelor's degree in urban, regional, or city planning or a closely related field from an accredited college or university, and 5 years progressively more responsible experience working in the planning field. A master's degree may be substituted for one year of experience. In addition, the new manager experience should demonstrate:

- ✓ Thorough, practical knowledge of planning and regulatory principles and the socio-economic implications of planning and zoning.
- ✓ Knowledge and skill in graphic and statistical presentation. Capabilities in use of personal computers, including word processing, spreadsheets, GIS and CAD are highly desirable.
- ✓ Ability to obtain, organize, and analyze data from a variety of sources, including federal, state, county, and other quasi-governmental sources.
- ✓ Working knowledge of local government ordinances and state statutes related to planning, public hearing, and environmental decision-making processes.
- ✓ Ability to establish and maintain effective working relationships with public agencies, decision-makers, developers, citizen groups, and special interest groups.
- ✓ Ability to deal fairly, courteously, and tactfully with the public and with the administration and public officials of the City.
- ✓ Ability to supervise the activities of subordinates with skill and concern, so as to bring out the best in an employee.



COMPENSATION & BENEFITS

- \$6,200-\$8,100 / month following successful completion of a one year probationary period.
- Medical – Includes Separate VEBA Account
- Dental
- Vision
- Life Insurance & Long-term disability insurance
- State of Washington Public Employee Retirement System
- Ten and 1/2 holidays and two personal days
- Paid Vacation
- Paid Sick leave

For more information about the City of Leavenworth please visit www.cityofleavenworth.com

RECRUITMENT SCHEDULE

- **Position Open:** July 19, 2018
- **Application Deadline:** August 24, 2018
- **Interviews:** September, 2018
- **Selection of Final Candidate** TBD

HOW TO APPLY

For immediate consideration, please apply to the City of Leavenworth.

Applications must be submitted by 5:00 PM on August 24, 2018. Included with your resume should be a cover letter expressing how your interests and professional accomplishments align with the needs of the City of Leavenworth. For additional information or questions, please contact Joel Walinski, City Administrator at jwalinski@cityofleavenworth.com.

Mailing address: City of Leavenworth
P.O. Box 287
Leavenworth, WA 98826
Attention: Leavenworth City Administrator

Email: jwalinski@cityofleavenworth.com

Questions: Contact Joel Walinski, City Administrator Phone (509) 548-5275

The City of Leavenworth is committed to the principles of equality of opportunity for all citizens of the community. The City is an equal opportunity employer. It is the policy of the City to provide equal opportunity to all persons seeking or having access to its employment, services and activities, which is free from restriction based on race, color, religion, national origin, age, sex, marital status, veteran status, sexual orientation or disability.