



City of Leavenworth

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cityofleavenworth.com

POSITION VACANCY Community Development Director

The City of Leavenworth, an equal opportunity employer, is seeking an individual dedicated to continuing and managing the success of the Community Development Department, which is responsible for current and long-range planning, zoning, development permitting, code compliance, and environmental review for the city.

The 2026 salary range for this full-time, exempt position is between \$10,622 and \$13,057 per month; the starting salary is based on qualifications and experience. The City of Leavenworth offers excellent benefits including a 100% employer-paid, family medical/dental/vision plan premium; \$255 employer HRA contribution per month; 1 day each of vacation and sick leave per month; 11.5 holidays plus 2 floating holidays per year; and a DRS retirement plan.

An ideal candidate will have a bachelor's degree in urban, regional, or city planning, preferably supplemented by training and certification in related fields; and five or more years of progressively responsible experience in development services management or similar fields is expected.

A pre-employment Background Check screening is required for this position. New employees holding regular positions must complete a probationary trial period of six (6) months.

The full job description, job application, and instructions on how to apply are available at City Hall, 700 US Hwy 2, Monday through Friday from 9:00 a.m. to 4:00 p.m., and online at cityofleavenworth.com/employment, or by contacting Human Resources at (509) 548-5275 or jobs@cityofleavenworth.com.

The first review date for applications received is scheduled for Monday, September 21, 2026. This position is open until filled. The City reserves the right to close this posting at any time without notice once a sufficient candidate pool is identified. **Early submission is highly encouraged.**

TITLE: COMMUNITY DEVELOPMENT DIRECTOR

RANGE: \$10,622 to \$13,057 per month

FLSA STATUS: EXEMPT

UNIT: UNREPRESENTED

This description is intended to describe the general nature and level of work being performed by individuals assigned to positions in this classification. Sufficiently similar duties not specifically mentioned herein are not expressly excluded.

Summary:

The Community Development Director plans, organizes, oversees, coordinates, and manages the staff and operations of the Community Development Department including current and long-range planning, zoning, development permitting, code compliance, and environmental review. Responsibilities include making recommendations to the City Council and Planning Commission on planning issues; managing the effective use of department resources to improve organizational productivity and customer service; and providing complex and responsible support to the Mayor and City Administrator in areas of expertise. This position is the City's designated State Environmental Policy Act (SEPA) Official and Federal Emergency Management Agency (FEMA) Official.

Scope of Responsibility:

This is a management classification responsible for planning, organizing, and managing the staff, operations, and activities of the Community Development Department. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities, which include department budget administration, program evaluation, and recommendation and implementation of policies, procedures, goals, objectives, priorities, and standards related to planning, code compliance, and building functions. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

Supervision Received/Given:

Receives general direction from assigned supervisory or management personnel.
Exercises direct or general supervision over professional, technical, and/or administrative staff.

Essential Functions:

- Plans, manages, and oversees the daily functions, operations, and activities of the Community Development Department, including current and long-range planning, zoning,

development permitting, code compliance, and environmental review.

- Develops and implements goals, objectives, policies, and priorities for the Community Development Department; recommends within department policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Develops, oversees, and administers the department budget; determines funding needed for staffing, equipment, materials, and supplies; ensures compliance with budgeted funding.
- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative, and support systems, and internal reporting relationships; identifies opportunities and makes recommendations for improvement.
- Serves as project manager for complex planning projects, including analyzing and evaluating site and architectural plans, performing technical reviews for project plans and applications, and making recommendations.
- Creates and updates long-range planning documents such as the City's Comprehensive Plan, Shoreline Master Plan, and other assigned plans; prepares modifications to the Municipal Code and other applicable ordinances and policies.
- Selects, trains, motivates, and evaluates assigned personnel; works with employees to correct deficiencies; recommends and implements discipline and termination procedures.
- Develops and manages requests for proposals for professional and/or contracted services; prepares scope of work and any technical specifications; evaluates proposals and recommends award; negotiates contracts; administers contracts to ensure compliance with City specifications and service quality.
- Prepares grant applications for related projects; manages grants awarded, including reporting requirements.
- Reviews the work of staff to ensure compliance with applicable federal, state, and local laws, codes, and regulations.
- Prepares and presents staff and agenda reports and other necessary correspondence related to assigned activities and services; presents reports to the City Council and various commissions, committees, and boards.
- Responds to the most complex and difficult inquiries and requests for information; provides information and resolves service issues and complaints; represents the department with other City departments, other agencies, civic groups, and the public.
- Directs and oversees the administration and coordination of a variety of services, including current and long-range planning, zoning, development permitting, and environmental review.
- Accepts responsibility for the activities, operations, and services of the Community Development Department; directs and coordinates activities with other departments, City departments, outside agencies, and organizations.
- Serves as a technical advisor to the Planning Commission, Design Review Board, Housing

Advisory Committee, City Council, and City staff; prepares and coordinates reports and presentations; ensures timely action on City Council, Planning Commission, and Design Review Board items.

- Conducts a variety of organizational and operational studies and investigations; recommends modifications to assigned programs, policies, and procedures as appropriate.
- Serves as liaison for assigned functions with other City departments, and outside agencies; provides staff support to commissions, committees, and task forces as necessary.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in urban planning and community development; researches emerging products and enhancements and their applicability to City needs.
- Directs and participates in community engagement and outreach efforts related to department projects.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Directs the establishment and maintenance of working and official department files.
- Performs other duties as assigned.

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, evaluation, and project management.
- Principles and practices of budget development and administration.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Land use, physical design, demographic, zoning, environmental, and social concepts as applied to municipal planning.
- Principles and practices of contract administration and management.
- Modern principles, practices, and techniques of governmental current and advanced planning, city and regional planning, and development functions.
- Geographic, socio-economic, transportation, political, and other elements related to city planning.

- Comprehensive plans and current planning processes and the development process.
- Site planning and architectural design principles.
- Methods, materials, and techniques used in the planning of projects, including land use, zoning, transportation, and environmental compliance.
- Building regulations and process steps.
- Principles of advanced mathematics and their application to planning work.
- Techniques for effectively representing the city in contact with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Recent and ongoing developments, current literature, and sources of information related to the operations of the Community Development Department.
- Methods and techniques of preparing technical and administrative reports, and general business correspondence.
- City and mandated safety rules, regulations, and protocols.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to:

- Plan, organize, oversee, and manage the staff and operations of the Community Development Department.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Provide administrative, management, and professional leadership for the Community Development Department.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to the work performed.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Supervise and participate in the collection, analysis and interpretation of data pertaining to planning, advanced planning, economic development, and housing functions.
- Make clear public presentations.

- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Perform mathematical calculations quickly and accurately.
- Evaluate proposals and recommend denial, approval, or conditional approval, or make changes as necessary.
- Administer complex, technical, and sensitive planning, development, and related programs in an independent and cooperative manner.
- Conduct effective negotiations and effectively represent the department and the City in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Direct the establishment and maintenance of a variety of filing, record-keeping, and tracking systems.
- Independently organize work, set priorities, meet critical deadlines, and follow up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

ADDITIONAL REQUIREMENTS:

- Possession of a valid Washington State Driver's License (or ability to obtain) and a driving record free of significant moving violations.
- Successful completion of a pre-employment background check is required.

EDUCATION AND/OR EXPERIENCE:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Bachelor's degree in urban, regional, or city planning or a related field and five (5) years of increasingly responsible professional experience in planning or a related field. Master's degree preferred.

Working Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Work is

performed in an office, which is busy, oriented to public service, and subject to constant work interruptions. Employees may work under the stress of continual public and/or inter-departmental contact and pressure to meet timelines. The noise level in the work environment is usually moderate. Frequent attendance at meetings before or after regular work hours is required. The employee may work in high-stress situations to respond to challenging emergency situations.

Physical Requirements:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds

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