



## ---COMMUNITY ECONOMIC DEVELOPMENT PRINCIPAL---

### CITY OF CARNATION, WA.

#### **Position**

This position is at-will. This position is the highest economic development member of the City Manager's leadership team. This position is responsible for implementing strategies to strengthen the economic base of the City . This position is the ultimate community builder and will be responsible for consolidating the former Planning and Public Works Departments into a new Community Economic Development Department CED. This position oversees planning, code enforcement and building inspection activities, personnel, professional development, development, parks and recreation.

The CED Principal supervises a CED Planner, a CED Business Manager and reports directly to the City Manager. The CED Principal will be responsible for cost recovery for this team including recovering 75% of the position's salary in billable hours. Economic Development is the City Manager's most important priority and will guide all activities of the CED team.

**Impact:** To increase diversity in tax base of the City of Carnation and to increase revenue from this tax base.

#### **Required Experience**

A minimum of five (5) years serving in a mid-level to advanced position as a city planner, economic development facilitator, fund developer, marketing, public relations, lobbyist and or any other field where revenues have been increased through the promotion of current assets. Specific experience sought include:

- ◆ Planning. Prior experience in a planning department interpreting Zoning Ordinances, Comprehensive Plans, subdivisions, variances, etc. Ability to interpret and explain in layperson terms technical planning materials and review and processing of plans;
- ◆ Neighborhood Preservation/Code Enforcement. Ability to review, interpret and explain to the general public and elected and appointed officials the City's codes as it relates to code enforcement;
- ◆ Oral and Written Communications. Excellent writing and oral communication skills is required. Ability to staff the City's Planning Commission and present technical reports, etc. to the Commission. Ability to present before elected and appointed bodies as well as the general public;
- ◆ Computer Skills. Excellent grasp for Microsoft software such as Word, Excel, Power Point, Share Point, Planner and other MS Office apps.
- ◆ Fund Development. Experience increasing revenue of an organization and or municipality.
- ◆ Marketing. Ability to promote assets and increase the presence and brand of an entity.

The position will administer the day-to-day activities of the following areas:

- ◆ **City Planning.** As the CED Principal, the individual will handle both current and advanced planning activities including: interpretation of the Zoning Ordinance as it relates to proposed development activities, administration and processing of all plans including residential and commercial additions as well as new construction, staffing of the City's

Planning Commission, annexations, subdivisions, variances and updating the City's Comprehensive Plan. Some of these activities may require the assistance of an outside Planning Consulting firm and of the CED Specialist and CED Technicians- Both direct reports to the Principal;

- ◆ **Neighborhood Preservation/Code Enforcement.** Knowledge of the City's codes and pro-actively conducts drive around tours of the city on a weekly basis or more if necessary, to ensure residential and commercial properties are adhering to the local ordinance; the Principal will coordinate all code enforcement tasks through the Business Manager who is a direct report.
- ◆ **Economic Development.** Pro-actively seeks to expand the City's economic status with the recruitment of appropriate retailers, medical office and restaurants, meets and collaborates with the local chamber and utilizes the expertise of the City's Economic Development Consultant to strategically advance economic development opportunities across the city. The Principal will have access to subject matter experts to enhance capacity of his/her/their team.

This position is considered exempt under the federal and state wage and hour laws, which means you are not eligible for overtime pay beyond your salary.

COVID 19 VACCINATION IS REQUIRED

Full time; fully benefited; at-Will; FSLA Exempt.