CITY OF BLACK DIAMOND

24301 Roberts Drive ~ PO Box 599
Black Diamond, WA 98010

Phone: (360) 886-5700
Fax: (360) 886-2592

Dear Applicant,

July 29, 2016

Thank you for your interest in the position of **Community Development Director** with the City of Black Diamond. This is a full time position with the City and is a Teamsters Local 117 represented position. Included with this letter you will find information of the hiring process, position description, and an application form.

The City of Black Diamond is an Equal Employment Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, sexual orientation, marital or veteran status, or any other legally protected status. Applicants requiring reasonable accommodation to the application and/or interview process should notify us immediately.

In an effort to obtain the best overall fit for the position of Community Development Director the City will evaluate the information you submit along with the information gathered throughout the hiring process. It is our goal to have this position filled as soon as possible.

The following general information is designed to familiarize you with the hiring process for this position; **however, this process may be adjusted without further notice.**

- To be considered for the position the City must receive a completed original City of Black Diamond Application packet consisting of a completed City of Black Diamond application, letter of interest, current resume that demonstrates your ability to perform the functions of this position and displays the previous experience required and any supplemental education or training information that you wish us to consider that relates to this position. **This position will remain open until filled; however, first review will be on September 12, 2016.**

- Application packets will be reviewed, those applicants chosen for an interview will be contacted by telephone, and those not selected will be notified by mail.

- The interview process may consist of, but not limited to any or all of the following: oral interview, written testing, situational exercise, and ability demonstration.

- All applicants interviewed will be notified in writing of their status. The top applicant(s) will be notified prior to their references being contacted. A second interview may be held.

- If a suitable candidate is selected, a letter of offer for employment with the City of Black Diamond will be issued.

Should you have any questions, I encourage you to contact me at (360) 886-5700 or by email at bmartinez@ci.blackdiamond.wa.us.

Sincerely,
CITY OF BLACK DIAMOND

Brenda L. Martinez
City Clerk/HR Manager

CITY OF BLACK DIAMOND

JOB DESCRIPTION

Job Title:	**COMMUNITY DEVELOPMENT DIRECTOR**
Department:	Community Development
Reports to:	City Administrator
Compensation:	$7,498 - $9,104 per month
FLSA:	Exempt

Summary:
Plan, organize, direct and control community development functions, which include the current planning, long-range planning, and building inspection. Supervise and evaluate the performance of assigned personnel in the department.

SCOPE:

Reports to: City Administrator
Direct and manage the operations of the Planning and Community Development Department, manage all fiscal and material operations of the department, organize and direct short- and long-range planning programs and projects, oversee building inspection, plan review and the processing of permits, communicate with citizens and civic groups on planning issue and activities, and participate as a member of the City's management team.

WORK ENVIRONMENT:
Work is primarily performed in an indoor office setting with extended periods at a computer, sitting or standing, but also may include visits to development sites. Physical effort is needed to move, lift and carry office equipment, supplies, and materials. Basic communication skills such as talking, seeing, and hearing are needed for frequent person-to-person contact, visits to development sites, and telephone usage. The nature of the work has frequent interruptions and contact with the public and staff, and requires strong communication skills.

ESSENTIAL FUNCTIONS:

- Oversee building inspection and plan review and the processing of permits. Supervise permit counter staff, and other staff within the Community Development department; and contractors employed by the City.

- Manage the operations of the community development staff, conduct annual performance evaluations, and participate as a member of the City's management team.

- Manage the financial operations of the department, including developing a departmental budget, maintaining appropriate accounting records and participating in the hiring and evaluation of subordinate staff.

- Provide staff development in areas of functional specialization and offer technical assistance to staff on complex problems.

- Organize and direct short- and long-range planning programs and projects, including the development, update and implementation of the City's Comprehensive Plan and development regulations and standards.

- Prepare and present policy and code changes to the City Council.

- Perform and/or manage the collection, interpretation and preparation of data for studies, reports and recommendations regarding annexations, transportation, land-use management, land economics, capital improvements, and all other related policies. Represent the City on various committees and participate in King County Planning efforts on behalf of the City.

- Coordinate contractor, interdepartmental and inter-jurisdictional participation in development and administration of various community plans and policies.

- Assure proper application and enforcement of City zoning, subdivision and development ordinances and other code approvals. If appointed, work as a member of the City's Master Development Review Team, responsible for regulating the master plan communities The Villages and Lawson Hills.

- Coordinate the activities of the City's seven member Planning Commission.

- Perform and/or manage SEPA environmental review for project and non-project proposals submitted to the City. This work also involves assuming the responsibilities of the City's State Environmental Policy Act (SEPA) Responsible Official by distributing SEPA environmental documents to interested resource agencies, preparing threshold and final SEPA decisions, and crafting defensible mitigation as necessary.

- Assure compliance with statutory requirements related to the Growth Management Act, zoning, subdivisions, and critical areas.

- Assure compliance with the Shoreline Management Act through implementation of the City's Shoreline Master Program.

- Communicate with citizens and civic groups on planning issues and activities.

- Prepare and/or manage the preparation of GIS maps and other data sets for use by the City, King County, the Puget Sound Regional Council, and the State as needed to satisfy the City's reporting obligations under the Growth Management Act, the County-wide Planning Policies, and Vision 2040.

- Perform and/or supervise the intake, tracking and maintenance of all records relative to special permit licenses, land use and development permits, maps, overlays and sketches pertinent to City planning and development programs and projects. Ensure compliance with City Municipal Code and State law requirements relating to timely processing of permit applications.

- Represent the City of Black Diamond on planning and development issues with neighboring cities, regional groups, the state and other organizations.

- Other duties as assigned.

QUALIFICATIONS:

Education and Training:

Any combination equivalent to: Bachelor's Degree in urban planning or related field and six (6) years of progressively responsible experience in a public planning position, including three (3) years of supervisory experience. A Master's Degree in urban planning or related field desirable.

Licensing and Certification:

Valid Washington State driver's license free of serious or frequent violations required. AICP certification desirable.

Knowledge, Skills, and Abilities:

Knowledge of:

- Modern urban planning principles and practices.
- Municipal development review practices and functions.
- Federal, state and municipal law governing development permit review and processing, including the Shoreline Management Act and the State Environmental Policy Act.
- Fiscal and budget management principles, practices and procedures.
- City organization, operations, policies and objectives.
- Principles and practices of supervision and training.
- Interpersonal skills using tact, patience and courtesy.
- Geographic Information Systems.
- Operation of a computer terminal and general office equipment.

Ability to:

- Direct, organize and coordinate the operations and activities of the Planning & Community Development Department.
- Prepare and administer plans, work programs, budget and progress reviews.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective business relationships with co-workers and the general public.

- Supervise, train and evaluate personnel.
- Plan and organize work.
- Meet schedules and time lines.
- Work independently.

The statements contained herein reflect general details as necessary to describe the principle functions of this classification, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.

ORIGINATION DATE:	January 2008
UPDATED SALARY	March 2014
UPDATED:	May 14, 2015

CITY OF BLACK DIAMOND

Physical Address: 24301 Roberts Drive
Mailing Address: PO Box 599, Black Diamond, WA 98010
(360) 886-5700
www.ci.blackdiamond.wa.us

APPLICATION FOR EMPLOYMENT

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Position desired:_____ **Date of Application:**_____

How did you learn of this Vacancy?:_____ **Date available for employment:**_____

General Information			
Last Name	First Name		Middle Initial
Street Address	P.O Box	City	State Zip
Home Phone ( )	Work Phone ( )	Message Phone ( )	E-mail Address

(Please Circle One)

If you are under 18 years of age, can you provide proof of your eligibility to work? Yes No

Have you previously applied for a position with the City of Black Diamond? Yes No
If yes, Position and Date:_____

Have you previously been employed by the City of Black Diamond? Yes No
If yes, Position and Dates:_____

Do you know anyone who is employed by the City of Black Diamond? Yes No
If yes, Name and Relationship:_____

Are you legally authorized to become employed in the United States? Yes No

Are you currently employed? Yes No
If yes, may we contact you current employer? Yes No

If required for this position what is your Driver's License # and State?_____

Have you been convicted of a crime within the past 7 years? Yes No
If yes, please explain:_____

_____

_____

The City, in making hiring decisions, will consider criminal convictions and how a conviction relates to the position you are applying for. A criminal conviction will not automatically bar you from employment.

Does the salary for this position meet your requirements? Yes No

Can you travel overnight if required? Yes No

Are you available to work occasional evenings and/or weekends if required? Yes No

Education and Training

Did you graduate from high school or receive a GED certificate? ☐ No ☐ Yes

Name/Location of institution that issued you diploma or GED Certificate:_____

Name of college, university or vocational school	Major	Dates Attended		Full Years Completed	Degrees Conferred		Credit Hours
		From	To		Title	Date	

Indicate any professional certificates or licenses you possess that are related to this position:

_____

_____

_____

Employment History

Start with present or last job and work back. Be sure to include the experience which you feel qualifies you for this position. Include military service, volunteer service or other unpaid experience. Failure to complete this section may affect your being considered for an interview or employment. A RESUME CAN SUPPLEMENT **BUT NOT SUPPLANT** COMPLETION OF THE FOLLOWING INFORMATION. Please use a separate sheet if needed.

Employed by:	Your Job Title:
Address	Your Duties:
Employed From (Mo. / Yr.) To (Mo. / Yr.)	
Supervisor's Name Phone No.	
Supervisor's Title	
Starting Salary $ Final $	
Number of Hours Worked Per Week	
Number of Employees Supervised	
Reason for Leaving	
May We Contact This Employer ☐ No ☐ Yes	

Employed by:	Your Job Title:
Address	Your Duties:
City & State	
Employed From (Mo. / Yr.) To (Mo. / Yr.)	
Supervisor's Name Phone No.	
Supervisor's Title	
Starting Salary $ Final $	
Number of Hours Worked Per Week	
Number of Employees Supervised	
Reason for Leaving	
May We Contact This Employer ☐ No ☐ Yes	

Employment History - Continued

Employed by:	Your Job Title:
Address	Your Duties:
Employed From (Mo. / Yr.) To (Mo. / Yr.)	
Supervisor's Name Phone No.	
Supervisor's Title	
Starting Salary $ Final $	
Number of Hours Worked Per Week	
Number of Employees Supervised	
Reason for Leaving	
May We Contact This Employer ☐ No ☐ Yes	

Employed by:	Your Job Title:
Address:	Your Duties:
City & State	
Employed From (Mo. / Yr.) To (Mo. / Yr.)	
Supervisor's Name Phone No.	
Supervisor's Title	
Starting Salary $ Final $	
Number of Hours Worked Per Week	
Number of Employees Supervised	
Reason for Leaving	
May We Contact This Employer ☐ No ☐ Yes	

Additional Qualifications

Please summarize your additional skills or qualifications related to this position, including computer and equipment operation:

Additional Information

Anything else you would like us to consider relating to you ability to perform the job for which you have applied?

Professional References

Please list three professional references that are not past supervisors who can speak to your professional qualifications and character.

Name	Position and Employer	Phone Number

CITY OF BLACK DIAMOND – AFFIDAVIT/CERTIFICATION OF INFORMATION AND RELEASE

By my signature below:

I certify that to the best of my knowledge the information contained in this application and all supplemental information I have submitted is true and complete. I understand that my employment may be denied or terminated if I provide false, misleading, or incomplete information during the hiring process or during my employment, regardless of when or how discovered.

I certify that I have read the job description for the position for which I am applying and that I can perform the essential and auxiliary functions listed for this position with or without reasonable accommodation, and I understand that the job description is illustrative only and does not list all functions or responsibilities of the position.

I understand that this application is valid only for this position and I must re-apply for any future positions with the City of Black Diamond.

I understand that if I am hired I must produce applicable documents showing that I am lawfully authorized to work in the United States, in accordance with the Immigration Reform and Control Act of 1986, as amended.

I understand and agree that the City may contact my current and prior employers, educational institutions, and other references, whether listed or not listed in my application material. These references are authorized to give the City any and all pertinent information they may have related to my previous job performance and my ability to perform the job I am applying for, this includes information relating to my moral character. I release all persons or entities involved, including the City of Black Diamond, previous employers and their agents, and any other person or entity, from all liability arising from this contact and release of information. (You will be informed prior to the City contacting references and present or past employers.)

I agree to submit to any post-offer, pre-employment, medical or physical testing, as required by the City of Black Diamond.

I authorize the City to conduct a criminal history and credit check and understand that the City in making hiring decisions will consider criminal convictions and how a conviction relates to the position I am applying for. I understand that a criminal conviction does not automatically bar me from employment with the City. (You will be notified prior to the background check and if a credit check is required you will be notified of you rights under the Fair Credit Reporting Act.)

I understand and agree that nothing contained in this employment application packet creates a contract for employment between the City and me. If an employment relationship is established, I understand that unless specifically limited in an expressed, formal executed contract, I have the right to terminate my employment at any time and that the City has the same right.

_____ _____

Applicant Signature Date

_____

Applicant Name - Printed