



The City of
MAPLE VALLEY



PUBLIC WORKS DIRECTOR/ COMMUNITY DEVELOPMENT DIRECTOR

\$120,940 - \$153,028

Plus Excellent Benefits

Apply by

June 2, 2019

(First Review, Open Until Filled)

***P*ROTHMAN**



WHY APPLY



Located just 30 minutes east of Seattle and Tacoma, Maple Valley is centrally located between the Puget Sound and the Cascade Mountains. Maple Valley has received numerous awards including "The Safest Cities in Washington" in 2018, "Top 10 Hottest Suburbs in the US" in 2013, and "The Best Places to Raise Kids" in 2013. The City is one of the fastest growing market areas in Washington State, with the city growing 63% between 2000 and 2010.

Maple Valley is a thriving city that enjoys a vibrant sense of community. The City takes pride in its partnerships with citizens and businesses in developing innovative solutions to challenges as it grows. If you are a public sector professional who enjoys working with a dedicated staff in a growing community with a dynamic future, this is the position for you!

THE COMMUNITY

Encompassing 5.8 square miles, the City of Maple Valley lies along the eastern edge of King County's urban growth boundary, which discourages growth outside those boundaries leaving Maple Valley on the edge of nature's beauty. Residents are surrounded by a rural environment which also offers convenient highway access to both Seattle and Tacoma, making the City an excellent location for moderate and higher-end residential development. Maple Valley is a thriving and growing community that embraces education and community. Approximately 75% of adults in Maple Valley have post-secondary education. Maple Valley's permanent residential community encompasses a diverse population of roughly 25,000 which is expected to reach 29,500 by 2020. Many people also visit Maple Valley every day for employment, shopping, dining and entertainment opportunities.

The City of Maple Valley has two developed parks, including Lake Wilderness Park which was acquired from King County in 2003, and Take-A-Break Park. At 108 acres, Lake Wilderness Park is a large regional park filled with prime shoreline, preserved forestland, and meandering pathways.

Located within the park is Lake Wilderness Lodge and an executive conference center. Adjacent to the park is the 40-acre Lake Wilderness Arboretum. Lake Wilderness Park hosts a variety of annual events, including a Fishing Derby & Fishermen's Breakfast, Maple Valley Days, Music in the Park, 4th of July Celebration with Fireworks, Kid's Festival and Family Concert, and Outdoor Movie Under the Stars. The City of Maple Valley also has three lakes, a golf course, and several miles of trails, including the Green to Cedar Rivers Trail that connects to the Cedar River Trail.



THE CITY

Maple Valley operates under the council-manager form of government with seven council members elected to four year overlapping terms. The City operated on a 2019 budget of approximately \$30.7 million with roughly 71 FTE's. City Departments include: Administration, Attorney, City Clerk, Community Development, Economic Development, Finance, Human Resources, Notary Services, Parks & Recreation, Police, Public Works,

THE DEPARTMENT & POSITION

Public Works:

The Public Works Department consists of ten employees responsible for the maintenance and operations of city streets, sidewalks, storm drainage, right of way landscaping, and the planning, funding, design, construction of street and stormwater related infrastructure, management of contracted garbage and recycling programs, management of water quality and aquatic vegetation and management of the City's lakes.

Community Development:

The Community Development Department consists of eight employees responsible for providing information to the general public on planning, zoning, civil plan review, review and issuance of building permits. The Department also provides inspections for new construction and ensures compliance with the applicable planning, zoning, engineering and building related requirements, and code enforcement. The Department is responsible for coordinating with other City, local and state departments, monitoring regional and state activities that impact the City, ensuring the City’s development related documents are in compliance with State and Federal requirements, and providing staff support to the City Manager, City Attorney, Planning Commission, City Council and the general public.

Under the direction of the City Manager, the Public Works Director/Community Development Director (PWD/CDD) is responsible for overseeing all functions of the City’s Public Works Department and Community Development Department, including supervision of all Department employees to ensure that necessary public improvements are scheduled, designed and constructed, and that all planning, permitting, plan review, inspection, and code enforcement functions are accomplished in a timely and orderly manner. The Director is responsible for approximately \$10 million in Capital Budget projects, and \$4 million for the budget of both the Public Works Department and Community Development Department.

This position supervises a Community Development Manager that reports to the PWD/CDD and assists with the day-to-day management of the Community Development Department.



Other Responsibilities Include:

- Manages and coordinates the activities of both Departments in a manner that provides excellent customer service, adheres to City Council policy direction, and is consistent with the expectations of the City Manager.
- Prepares the City’s capital improvement plan.
- Oversees the maintenance of the road network, manages the Neighborhood Traffic Control program, and designs and implements motorized and non-motorized transportation capital improvements.
- Is responsible for amendments to the Transportation element of the City’s Comprehensive Plan; for developing the annual Transportation Improvement Program according to state law requirements, and for implementing the City’s concurrency regulations.
- Establishes maintenance programs, administers contracts, designs and implements surface water management capital improvements, and ensures compliance with environmental regulations and the NPDES permit.
- Oversees the review all development applications and construction plans for compliance with City roads standards, for transportation concurrency management, design of surface water facilities and other utility issues; and assures coordination with the Community Development Department on preparing written recommendations for applications that require Hearing Examiner review.
- Ensures coordination with utility and other service providers as necessary to meet state law requirements for final plat review and acceptance.
- Directs the right-of-way permit process for all development and franchised utilities, the provision of inspection services for maintenance and construction activities.
- Directs the provision of contracted solid waste services, and other environmental activities such as hazardous waste recycling events and the “Adopt-a-Road” program.
- Directs the City’s street, storm water, and parks maintenance operations.
- Is responsible to monitor weather events (such as snow, ice and wind), plan for proactive and reactive maintenance to keep roadways as safe for the traveling public as possible and to provide timely situational briefings to City Manager.
- Administers the departments’ budgets and develops budgets in consultation with the City Manager.

- Is responsible for carrying out the Public Works components of the City's Emergency Operations Plan, coordinating disaster relief and communication with the Greater Maple Valley Emergency Coordination Center.
- Ensures technical assistance is provided to the City Council, Planning Commission and other planning/policy groups so that they have necessary information to make informed decisions.
- Manages and coordinates the activities of the Department in a manner that provides excellent customer service, adheres to City Council policy direction, and is consistent with the expectations of the City Manager.
- Responsible for administration of the City's development regulations and building codes.
- Serves as the City's Shoreline Administrator and SEPA Official.
- Keeps the City Manager informed of Department activities; alert the City Manager promptly about sensitive or controversial issues; reviews and confirms all policy-oriented matters with the City Manager prior to advancing drafts to elected or appointed bodies.

DEPARTMENT GOALS AND ISSUES

Public Works:

The City would like to add two (2) full-time maintenance workers by the end of 2020, along with one (1) Dump Bed Truck (1-ton) and one (1) Asphalt Roller for Public Works maintenance and make building improvements at the Public Works Maintenance Facility. Other 2019/2020 goals include multiple road improvement and widening projects, designing and constructing new Farmer's Market parking and venue, and designing and constructing localized transportation and drainage improvements.



The Department would also like to develop SOP's for the administration of capital projects, maintenance activities, and solid waste and lake management, and develop and implement a comprehensive roadside landscape maintenance program.

Community Development:

The City is required to update the Shoreline Master Plan as presented with the 2019/2020 Program Enhancements. The City would also like to add one (1) full-time Building Official position to the Department. Other 2019/2020 goals include developing a master plan for Summit Place, completing the Legacy Site Master Plan, relocating the Farmer's Market to the Legacy site, update and implement the City's non-motorized plan, work with King County on a buildable lands update, and assist with the 2020 U.S. Census.

IDEAL CANDIDATE

Education & Experience:

A bachelor's degree in urban planning, public administration, civil engineering, or a related field, and a minimum of five (5) years of management experience in a local government setting is required. The ideal candidate will have proven experience successfully managing multiple divisions and professional service contracts. Registration as a P.E. is preferred.

Necessary Knowledge, Skills & Abilities:

- Knowledge of management principles and personnel practices within a local government setting, including budget development and administration for public works and/or community development organizations within a municipal government setting.
- Knowledge of Public Works operations relating to roadways, drainage facilities, and city park facilities, and municipal government bidding, contracting processes, and utility and solid waste franchises.
- Knowledge of the design practices and regulatory requirements for transportation and drainage projects, and surface water management systems and programs including administration and implementation of NPDES Phase II permit requirements and water quality requirements.
- A firm understanding of current trends in urban planning and urban design, building, and permit services and administration.

- Knowledge of state and local transportation and regional funding mechanisms for transportation infrastructure, and understanding of fleet services, and project management for capital projects.
- Knowledge of City Development Regulations and the Comprehensive Plan, State Environmental Policy Act (SEPA), Growth Management Act (GMA), Endangered Species Act (ESA), and the procedures of development review.
- Ability to work as a progress-oriented partner with the City Manager and the City Council to build and manage effective and responsive departments and encourage a collaborative and team-oriented work environment.
- Experience coordinating goals with other public agencies and utility districts and interacting with development application reviewers in the planning and building departments, and other agencies.
- Ability to write grants and experience receiving grant funding.
- Ability to foster a departmental culture that provides excellent customer service, adheres to City Council policy direction, and is consistent with the expectations of the City Manager.
- Strong written and oral communication skills.

Candidates may possess any combination of relevant education and experience that demonstrates their ability to perform the essential duties and responsibilities. The ideal candidate will be committed to excellent customer service.

COMPENSATION & BENEFITS

- **\$120,940 - \$153,028 DOQ**
- Medical, Dental and Vision Insurance
- 11 Paid Holidays
- Vacation & Sick Leave
- Executive Leave
- Washington PERS
- Deferred Compensation
- Social Security Replacement Plan
- Flexible Spending Plan

Please visit:
www.maplevalleywa.gov



The City of Maple Valley is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **June 2, 2019** (first review, open until filled). To **apply online**, go to www.prothman.com and click on "Open Recruitments" followed by the "Public Works Director/Community Development Director – City of Maple Valley, WA" option, and follow the directions provided, or click [here](#).

PROTHMAN

www.prothman.com

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