



## COMMUNITY DEVELOPMENT DIRECTOR

**\$130,746 - \$156,117**

*Plus Excellent Benefits*

Apply by  
**July 11, 2021**  
*(open until filled)*

***P*ROTHMAN**



## COVINGTON, WASHINGTON



Incorporated in 1997 and located just 35 minutes from Seattle, Covington is ideally situated to enjoy the best the Pacific Northwest region has to offer. Residents benefit from a family-friendly community and active lifestyle featuring many nearby outdoor recreational activities, including hiking, skiing, water sports, fishing, biking and more.

Situated in southeast King County, Covington has a strong retail core with big brands. While the population of Covington is approximately 21,000, the retail trade area serves a population of about 100,000. The city's amenities bring visitors from more than four ZIP codes to shop at some of the area's most popular retail outlets, enjoy dining in the downtown core, and take care of their medical and healthcare needs all in one place. Residents also enjoy the city's array of parks and trails, a regional aquatics center, and diverse shopping opportunities. In addition, nearby state parks like Kanaskat-Palmer State Park, Flaming Geyser State Park, and Mt. Rainier National Park offer camping and acres of forest to explore.

Highway 18, which runs through the center of the city, provides northeast to southwest access from Interstate 90 at North Bend/Snoqualmie to Interstate 5 at Federal Way. State Route 516 also intersects Covington from east to west which runs from Maple Valley through Kent and into Des Moines. For those looking to travel outside the state, the Seattle-Tacoma International Airport is a short 25-minute drive away.

Covington is served by the award-winning King County Library System, which has the highest circulation in the nation and won the Gale/Journal Library's "Best Library in the Country" award in 2011. Students attend schools in the Kent School District, which has received many accolades over the years. There are also many higher education opportunities nearby, including the University of Washington, Green River Community College, Seattle University, Bellevue College, Renton Technical College and many more.

This position offers the right candidate the opportunity to become a member of a team that is working to build a financially stable community that is a great all-around place to live, visit or work.



## THE CITY

The City of Covington is governed by a council-manager government with a seven-member council. City departments include Executive, Community Development, Finance, Parks and Recreation, and Public Works. The City is served by the Kent Regional Fire Authority and contracts for services, such as street maintenance, police, court and jail services. The City operates on a 2021 total budget of \$82,348,637 which includes the general fund budget of \$23,512,818, with approximately 70 FTEs.

As a very young city, the city of Covington received the "Champions of Industry 300 Award" in 2004; just one of only 25 cities nationwide to earn the award for small city management. "Champions of Industry" spotlights small cities across the nation for high community involvement, population growth, exemplary schools, economic development, and a vision for the future. The city continues its quest for excellence in those and other areas in the years since that award was earned. Employees for the City of Covington possess the desire, talent, and ability to cope with the challenges posed by a growing city with exciting changes on the horizon.



**THE DEPARTMENT & POSITION**

Operating on a 2021 budget of \$2,990,447, departmental functions include current planning, long-range planning, development review, environmental (SEPA) review, Shoreline Management Program (SMP) administration, as well as building and construction inspection. The Community Development Department currently consists of 12 staff members.

Under the general direction of the City Manager, the Community Development Director manages the operations of the department and participates as a member of the city’s management team. Responsibilities include planning, organizing, directing, and controlling the functions of the Department, which includes the functions of current planning, long-range planning, development review, environmental (SEPA) review, Shoreline Management Program (SMP) administration, building and construction inspection, and economic development. To view the full responsibilities of the position, please view the attachment found [here](#).

**OPPORTUNITIES & CHALLENGES**

1. The next director will successfully hold a key role in realizing some of the most exciting projects to take place in Covington during its young 25-year history.
2. LakePointe Urban Village, a unique development in a smaller city like Covington, is a new lifestyle center being built on 200 acres formerly occupied by an asphalt/gravel pit. Centered around a 20-acre manmade lake, the development will include 1,500 new residential townhomes, condos and apartments with recreation opportunities on the lake and nearby trails. With plenty of space for business, retail and entertainment, LakePointe will provide a compact yet diverse experience to residents and the surrounding area. Groundbreaking is slated to begin in 2023, and the Director will play a critical role in the success of this project.



3. A \$30 million project, the Covington Connector broke ground in October 2020 to improve traffic flow around the upcoming LakePointe Urban Village site by reconstructing more than two miles of existing roads surrounding the urban village to help traffic flow. Planned improvements include a signalized intersection, new turn and bike lanes, landscape planter strips, sidewalks, storm drainage improvements and two new roundabouts.
4. The development of a Town Center on the Wax Road property owned by the city, which is now housing the Covington Police Department, is on the horizon. It is imagined that the site will include a public plaza, public Hall, gathering place, a City Hall and possibly even a community center.

**IDEAL CANDIDATE PROFILE**

**Education & Experience:**

A bachelor’s degree in urban planning or a related field and six (6) years of progressively responsible experience in a public planning position, including three (3) years of supervisory experience are required.

A Master’s Degree in Urban Planning; two (2) or more years’ experience in a managerial capacity in municipal government; and current membership in the American Institute of Certified Planners (AICP) is preferred.

Any other combinations of education, training and experience that provide evidence of the knowledge and skills to perform job responsibilities may be considered.

**Necessary Knowledge, Skills & Abilities:**

The city is seeking an innovative and high-energy director that possesses in-depth knowledge of modern urban planning principles and practices. The selected candidate will be adept at maintaining hands-on involvement in a variety of responsibilities while also successfully managing the department. A broad understanding of municipal operations and development review functions, as well as detailed knowledge of federal, state, and municipal law governing the development permit review process, including the State Growth Management Act, the Environmental Policy Act (SEPA) and the Shoreline Management Act are required. The ideal candidate will possess a management style that aligns with the city's values of Team, Positivity, Integrity and Innovation; leads by example; inspires innovation; invigorates employee interest and commitment; and facilitates both intra- and inter-departmental collaboration. He/she will be adept at communicating with diverse groups covering a variety of issues, often sensitive in nature, ranging from concerned citizens in a public setting to coaching employee behavior in a confidential, tactful manner.

The director will also be capable of encouraging strong economic development through innovatively attracting desired businesses that will enhance the current and developing business blend to widely serve Covington's family-oriented community. As importantly, the director will be an engaged supervisor and mentor to enhance the present synergy among Community Development staff and between other departments.

The City of Covington is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **July 11, 2021** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To **apply online**, go to **www.prothman.com** and click on "Open Recruitments", select "City of Covington, WA – Community Development Director", and click "Apply Now", or click [here](#). Resumes, cover letters and supplemental questions can be uploaded once you have logged in.

**COMPENSATION & BENEFITS**

- **\$130,746 - \$156,117 DOQ**
- Choice of two medical plans (premium paid in full for employee, 81% for dependents)
- Dental, Vision, Employee Assistance Plans paid for in full for employee and dependents
- Employee Life Insurance, Long-Term Disability, AD&D paid in full
- Health Reimbursement Arrangement (HRA) VEBA Account with contributions by both the city and employee
- Voluntary Flexible Spending Account
- 401(a) PERS Replacement & Social Security Replacement Plan; 25% vesting at 1 year, 50% vesting at 2 years; 100% vesting at 3 years
- Voluntary 457 Deferred Compensation
- Annual Step and COLA Increases as approved
- Annual Merit Hours Award Program (may earn up to 32 merit hours per year)
- Flexible Work Schedule Options
- 11 to 12 full holidays, and 1 to 2 half holidays, depending on days holidays fall in the year
- Generous vacation leave policy
- 12 (8-hour) sick leave days per year
- \$200/mo. automobile usage allowance

Please visit  
[www.covingtonwa.gov](http://www.covingtonwa.gov)



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