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EXECUTIVE SEARCH

# Community Development Director

## CITY OF BOTHELL, WASHINGTON

## COMMUNITY

Situated in the scenic Sammamish River Valley, Bothell is a thriving community located 11 miles northeast of Seattle, close to Mt. Rainier, Puget Sound, and the incomparable Olympic Peninsula. Incorporated in 1909, Bothell (pop. 44,000) has evolved from an isolated logging village to a full-service city. Straddling two counties, King and Snohomish, and comprising approximately 14.38 square miles, Bothell offers the best in suburban living with safe neighborhoods, award-winning schools, beautiful parks, and a welcoming hometown atmosphere. The City was named one of the top 100 cities in the nation in Livability.com's "2016 Best Places to Live, Work, and Play in America."

Bothell's proximity to two interstate highways, three major state highways, and local and regional transit has made the city increasingly desirable to homebuyers and renters, as well as to commercial development. Yet Bothell has balanced managed growth with environmental protection and neighborhood livability. Once a bedroom community, today Bothell is a regional employment and educational center.

Bothell's historic downtown and Main Street offer everything from hip coffee shops to upscale dining. The multi-million dollar downtown revitalization project is well underway, with retail space, offices, and five new residential neighborhoods.

Nature enthusiasts are drawn to the surrounding verdant forests, pristine rivers, and multiple lakes. Beautiful Lake Washington, the state's second largest lake, is just minutes from Bothell. Bothell's cool summers and winters entice residents and visitors alike to enjoy a variety of outdoor activities including hiking, biking, boating, fishing, kayaking, and golfing. Bothell has over 237 acres of parks, open space, and trails, including 19 parks and three sports complexes. The Sammamish River and Burke Gilman Trails, managed by King County Natural Resources, run through Bothell along the Sammamish River.

Bothell is well known for its award-winning schools, including the Northshore School District (K-12), as well as the University of Washington Bothell and Cascadia College, which share a vibrant, common campus in the city's historic downtown. UW Bothell has been recognized nationally numerous times for its excellence, most recently in 2016 when *Money* magazine ranked the university third on its national list of "25 Great, Accessible Colleges for Aspiring Scientists and Engineers." In 2007, Cascadia College was named the second best community college in the nation by *Washington Montbly*.

Bothell is on the rise and has a great deal going on! For energetic, innovative local government professionals, this community and organization provide an opportunity to be part of that progress and get involved in exciting, cutting edge work. For more information about Bothell, please visit [www.bothellwa.gov](http://www.bothellwa.gov).



## THE ORGANIZATION

The City of Bothell is a code city with a Council-Manager form of government. The City Council consists of seven members elected at large from the community. Members serve four-year terms with municipal elections held in November of odd-numbered years, including this year. Every two years, the Council selects a Mayor, who serves as presiding officer during public meetings and events.

Approximately 300 employees provide a full range of municipal services. City services include: general government administration, police, fire, emergency medical services, planning and zoning, street maintenance, and parks and recreation. Bothell's proprietary operations consist of water, sewer, and storm and surface water utilities. Trash service is provided by an independent contractor, while library services are provided by the King County Library System. The approved biennial budget for 2017-2018 is \$228.8 million.

## THE POSITION

This Candidate Profile was developed collaboratively by the City Manager, the Executive Leadership Team (ELT), and the managers, planners, building officials, and key staff of Bothell's Community Development Department.

City Manager Jennifer Phillips has spent much of 2017 carefully constructing Bothell's ELT, and the new Community Development Director (CDD) is the next key team member. Appointed by and reporting directly to the City Manager, the CDD will play a critical role in helping realize Bothell's best future.

Applicants should not be deceived by Bothell's population. The City's development issues are complex and better compared to those of a much larger jurisdiction. Bothell continues to advance one of the largest, most successful government-led redevelopment projects in state history, its Downtown Revitalization project, which has involved well over \$150 million in public infrastructure and over \$400 million in private development projects to date.

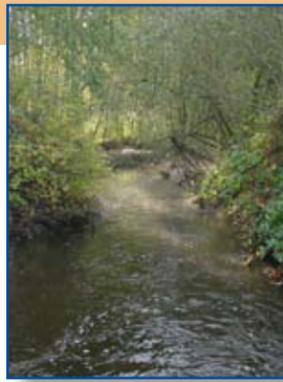
Bothell is transitioning from sleepy suburb to vital City, with a Technology Corridor and a Biomedical Device Innovation Zone, both along I-405. The next CDD must be equally comfortable managing a request for a single-family remodel and meeting the service expectations of a multi-million dollar, global high-tech firm. At the same time the department is bursting at the seams with development applications, the City's sophisticated citizens advocate for open space preservation, environmental sensitivity, and a total commitment to Bothell's hometown feel.

Bothell is a member of the Puget Sound Regional Council, a multi-county planning agency. The CDD and the department serve as the liaison to Bothell's Planning Commission, Shoreline Board, and Landmark Preservation Board.

The department currently includes 25 FTEs (plus the CDD) organized in four divisions: Development Services, Building Safety, Long Range Planning / Economic Development, and Administrative Support Services. The 2017-2018 biennial departmental budget is \$5.9 million. Engaged in Lean Six Sigma and Kaizen process mapping, the department is enhancing

customer service by improving every aspect of its operations. The next CDD will face the retirement of several key senior staff and the addition of FTEs.

The new CDD will personally embrace Bothell's Core Values – Ethics, Service, Safety, Innovation, and Teamwork – and ensure these values are fostered within the Community Development Department and reflected in all aspects of its work.



## THE IDEAL CANDIDATE

The Ideal Candidate is a strong and decisive leader, a bold advocate, and a visionary capable of applying Bothell's land development code with intelligence, artistry, and common sense. The next CDD will be solution-oriented, with impeccable integrity and the highest ethical standards, a person of character. The next director:

- Has a command presence, courage, and a true passion for community development and planning.
- Is enormously committed to ensuring Bothell realizes its highest, fullest potential as a community.
- Will do her or his part to be a highly effective member of the Executive Leadership Team (ELT).
- Has expert outward-facing, and inward-facing, communication and presentation skills and is able to communicate to a broad audience, including briefings to the City Manager, presentations to City Council, engagement with all developers, citizen groups, and citizens, as well as with her or his own department and managers, and with the ELT.
- Is technically capable in all respects, with demonstrated expertise in growth management at the local level, and with Washington's Growth Management, Regulatory Reform, State Environmental Policy, and Shoreline Management Acts, or their equivalents.
- Is politically astute without being political, someone who can apply the development code with common



sense to find "the best right answer," and without rigidity or a bureaucratic heavy hand.

- Is thick-skinned and savvy, embracing the management of complex and controversial issues.
- Is committed to superior customer service, ensuring intelligent and timely development application and permit review processes.
- Is an effective departmental manager with the ability to delegate and to maximize the potential of all persons under her or his authority.
- Will advance the team approach to planning, working in deep collaboration with Public Works, the Fire Department, and all related departments.
- A Bachelor's Degree (urban planning, engineering, earth sciences, business or public administration, or related field) and five years of experience

managing community development and urban planning programs, including supervisory experience, are required, or an equivalent combination of the foregoing.

## THE COMPENSATION

The annual salary range is \$118,860 to \$151,116, and appointment will be made depending on the experience and qualifications of the selected candidate.

In addition, the City offers a comprehensive benefits package for non-represented employees, including medical, dental, vision, life, accidental death and dismemberment, and short- and long-term disability insurances. For the employee, the employer pays all premiums for all of these insurances. For coverage beyond employee-only coverage, the employer contributes to premiums in varying degrees. Employees who elect not to participate in any of the medical insurance plans offered receive a \$110/month opt-out payment (employee only) and \$220/month for spouse and dependents. Confidential

counseling assessments and referral services are available through the Employee Assistance Program (EAP). Employees may create tax-free Flexible Spending Accounts (health-related expenses and/or dependent care cost) through salary reduction.

Employees are enrolled in the Washington Department of Retirement Systems Public Employees' Retirement System (PERS) Pension Plan. In addition, the City offers a 457(b) deferred compensation plan. Employees enjoy paid time off (vacation and sick), plus ten holidays and two floating holidays (12 total) annually. As an FLSA exempt position, the Community Development Director may accrue up to 3.34 hours of management leave per pay period. Relocation assistance subject to negotiation.

## SEARCH SCHEDULE

Filing Deadline .....January 9, 2018  
Preliminary Interviews ..... January 10 – 22, 2018  
Recommendation of Candidate .....January 23, 2018  
Finalist Interview Process.....February 9, 2018

These dates have been confirmed, and it is recommended that you plan your calendar accordingly.

## THE RECRUITMENT PROCESS

To apply for this exciting career opportunity, please send your resume and cover letter electronically to:

Peckham & McKenney  
[apply@peckhamandmckenney.com](mailto:apply@peckhamandmckenney.com)

Resumes are acknowledged within two business days. Call Andrew Gorgey directly at (970) 987-1238 for more information.



[www.peckhamandmckenney.com](http://www.peckhamandmckenney.com)