



**CITY OF PASCO**  
**COMMUNITY & ECONOMIC**  
**DEVELOPMENT DIRECTOR**  
**RECRUITMENT**

The City of Pasco seeks a personable, independent, and experienced local government professional to serve as its next Community and Economic Development Director. This dynamic and hands-on role oversees all functions of the Community and Economic Development (CED) Department. Our new Director will spearhead the City's downtown revitalization efforts, planning, development, and more.

# About Pasco, Washington

The City of Pasco is located at the confluence of the Columbia, Yakima, and Snake Rivers. As the gateway to the agriculturally rich Columbia Basin, Pasco continues to attract residents from all over. From 32,066 people in 2000 to approximately 80,180 people in 2022, Pasco is one of the fastest-growing communities in Washington State. Its setting within the Tri-Cities metropolitan area establishes easy access to education and transportation systems. While Pasco's local economy thrives on agriculture and distribution, the metro region attracts engineers and science professionals who contribute to remediation efforts at the historical Hanford Nuclear Reservation.

Pasco is a geographical treasure that enjoys nearly 300 days of sunshine yearly. The area's waterways, coupled with the Sacajawea State Park, create the perfect getaway and lifestyle for nature enthusiasts. Pasco's environment offers abundant outdoor activities, including water sports, golf, outdoor theater, and hiking. Located in the heart of Washington's wine country, Pasco also offers access to world-class wineries and vineyards.

The City is home to amenities like the Pasco Farmers Market, where residents can purchase fresh, locally-grown produce, GESA Stadium and the Tri-City Dust Devils minor



league baseball team, and the Hapo Center, which hosts concerts, trade shows, and sporting events throughout the year. With a thriving business community and a strong job market, Pasco offers residents a high quality of life and an excellent place to pursue their career goals or start a new business. Whether you're looking for a welcoming community to call home or a dynamic place to grow your career, Pasco is the perfect destination.

Tri-Cities Airport supports commercial air services with direct flights offered to Seattle, San Francisco, Burbank, Minneapolis/St. Paul, Denver, Salt Lake City, Los Angeles, Las Vegas and Phoenix-Mesa, Arizona.

# About the Department

The Community & Economic Development (CED) Department seeks to enhance the quality of life for residents and attract visitors through cutting-edge developments and economic development opportunities. The department works collaboratively with City officials, local businesses, community groups, and other stakeholders to develop and implement policies, programs, and initiatives that promote sustainable economic growth and community revitalization.

Through business-friendly policies and housing improvement efforts, CED leads the charge in shaping the future of our growing City. The department also oversees land use planning, development services, and inspection services to ensure the City remains a vibrant and sustainable place to live, work, and do business

The City of Pasco values public input and aims to foster a partnership with the community by offering various opportunities for feedback. Many of the services provided through CED encourage residents to express their vision for the community through public forums and open houses.

Take a look at a few of the exciting developments currently happening in the City:





## About the Position:

# Community & Economic Development Director

### The Role

The City seeks a highly motivated and innovative Community and Economic Development Director to lead the organization's efforts in building strong partnerships and creating sustainable solutions for Pasco's communities. As the CED Director, you will be responsible for developing and implementing strategies that promote social and economic growth.

In this role, you will oversee development review, downtown revitalization, inspection services, planning services, and development services engineering. You'll have the opportunity and responsibility to shape a comprehensive economic development image of the City through short and long-term marketing and recruitment efforts and provide leadership to incorporate 50,000 additional residents in the next 20 years!

The new CED Director will:

- Develop and implement comprehensive community development plans that align with the goals of the City Council.
- Foster a culture of innovation and creativity, encouraging new ideas and approaches to community development.
- Identify community needs and develop programs and initiatives to address those needs.
- Provide technical support and policy advice to the City Manager, City Council, and staff.
- Develop and manage department budgets, ensuring efficient use of resources.
- Cultivate and maintain partnerships with community and development organizations, local government officials, and other stakeholders to promote development initiatives.
- Represent the organization at community events and public forums to promote community development initiatives.
- Provide excellent customer service to residents by being accessible, responsive, and attentive to the needs of the community.

### The Ideal Candidate

The City of Pasco seeks a forward-thinking leader to lead the CED department. The ideal candidate will be customer-service focused, open-minded, and strategic. They will be attentive, ensuring staff accountability while leading the department's success. The candidate must be personable and utilize high levels of collaboration, patience, and persistence in providing services and working with City staff, outside agencies, and the public.

The candidate will have extensive knowledge of regulations and techniques of community planning and economic development as well as management techniques, supervisory principles, budget preparation, expenditure control, and record keeping.

Additionally, the ideal candidate will have the ability to establish and maintain effective working relationships with City, county, state, and federal officials, local stakeholders, and the general public. The individual will use sound judgment to conduct effective negotiations and represent the City and department in meetings with governmental agencies as well as various businesses and professional, regulatory, and legislative organizations.

### Qualification Requirements

**Experience:** Six years of progressively responsible experience in land use planning and comprehensive plan development; three years of senior managerial experience

**Education:** Bachelor's degree in urban planning, municipal planning, community development, public administration or related field; masters preferred

**Certification:**

- Possession of a valid Washington driver's license upon appointment. This position requires frequent driving for City business
- American Institute of Certified Planners designation preferred

## Compensation & Benefits

The annual salary range is \$124,800 - \$174,400.

*Salary survey is planned in approximately 6 months.*

- **Medical Insurance:** Employee and all eligible dependents covered for \$153.70/month. Low deductible, \$200 for individual, \$600 for family.
- **Dental Insurance:** Employee and all eligible dependents covered for \$11.59/month.
- **Vision Insurance:** Employee and all eligible dependents covered for \$6.54/month.
- **Life Insurance:** \$100,000 basic life insurance provided by the City.
- **PERS Retirement Plan:** The City of Pasco participates in the Department of Retirement Systems that provides two plan options for employees:
  - **PERS II:** Employee contribution rate: 6.36%.  
Employer contribution rate: 10.39%
  - **PERS III:** Employee contribution rate: employee choice.  
Employer contribution rate: 10.39%

You can learn more about the PERS retirement plan options at: [drs.wa.gov/choice/](https://drs.wa.gov/choice/).
- **Mission Square Deferred Compensation Plan:** Automatic employer pre-tax contribution of 3%. Employee contribution options include pre-tax and Roth.
- **Holidays:** The City observes 11 per year (10 scheduled, 1 "floating").
- **Vacation Leave:** 24 days per year. Vacation leave is available for use as it is accrued.
- **Sick Leave:** 12 days per year. Sick leave is available for use as it is accrued.
- **Other benefits include:** Auto allowance, gym membership, comprehensive employee assistance program, short-term and long-term disability insurance, and 2% HRA VEBA salary deferral.



## How To Apply

To be considered for this position, please submit your resume and cover letter immediately to Cathy Thompson at [talent@tripepismith.com](mailto:talent@tripepismith.com) by **Friday, April 21, 2023**.

After the submission deadline, candidates will be screened for qualifications. If you require additional information or have any questions, please contact Cathy Thompson at (562) 826-3044.