



WALLA WALLA COUNTY

P.O. Box 1506 □ Walla Walla, Washington 99362
phone: (509) 524-2600 □ Fax: (509) 524-2603



EMPLOYMENT OPPORTUNITY

Community Development

Position: Deputy Director Community Development
Salary Range: \$7,244/month to \$10,649/month, Starting Salary: DOQ, DOE
Location: Community Development
Employment Type: Full-time (40 hours/week); FLSA Exempt; Benefits Apply;
Open Until Filled

Full Time Benefits Include:

- County pays \$1,450.00 per month towards medical, dental, vision, life insurance and employee assistance program for employee and eligible family members.
- Retirement: Walla Walla County full time employees are eligible for Washington State Department of Retirement Services (DRS)
- HRA Veba account: Employer contribution may apply.
- Wellness program
- Deferred compensation plans offered
- Met Life Pet Insurance may apply
- Twelve paid holidays annually
- Vacation accrual based on seniority
- Benefited employees shall accrue sick leave benefits at the percentage rate of hours worked per week, to a maximum of eight (8) hours earned per month based on a forty (40) hour workweek but not less than one (1) hour per every forty (40) hours worked per County Policy 30.05.0

Visit [Walla Walla County Website](http://www.walla-walla.wa.us) for detailed benefits information.

Brief Duties and Responsibilities: Under the direction of the Director, this position plans, organizes, and manages day-to-day functions of the planning and code compliance sections, and serves as the Director's most senior advisor. Responsible to provide efficient, effective, impartial, and timely planning services county-wide. Supports Director in overall administration and operation of the Community Development Department. This is an administrative and professional planning position, providing policy guidance and recommendations to the Director, Planning Commission, Hearing Examiner, and the Board of County Commissioners in the development, modification, and implementation of comprehensive plans, development regulations, and environmental review and planning. Work involves contact with federal and state agencies, County and city departments, advisory committees, public officials, land development professionals, and the general public.

Working Environment/Physical Abilities: The working environment includes activities in multiple departments, office venues, and also attendance at night meetings. Physical abilities required for this position are ones typically related to office operations and conducting site reviews. Occasional travel is required and contact with citizens that may become hostile at times.

Minimum Qualifications: Bachelor's degree, in public administration, urban or regional planning, or related field is required; and a minimum of five (5) years of experience in a local planning organization, preferably within Washington State, utilizing land use controls and comprehensive plans; two (2) years of supervisory or managerial experience; and substantial exposure to the Washington State Growth Management Act

For Application: Application, resume and cover letter required. Job description is available on our website at www.co.walla-walla.wa.us where you can apply online.

SELECTION IS BASED ON QUALIFICATIONS, BACKGROUND CHECK, DRIVING RECORD CHECK, AND ORAL INTERVIEWS.

EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER / ADA COMPLIANT



GENERAL INFORMATION FOR APPLICANTS

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER: All qualified persons will be considered for employment without regard to race, color, religion, sex, nationality, origin, age, political affiliation, disability status or any other non-merit factor. Women, disabled persons, members of ethnic minority and other under-represented groups are encouraged to apply.

APPLICATIONS

FILING OF APPLICATION: Applications must be completed in accordance with the directions on the front of the announcement. Applicants are responsible for the truth of all statements. Misrepresentations, incomplete or inaccurate entries may be the cause for application rejection, removal from the employment list or discharge from County service. A background investigation will be conducted along with reference and former employer checks, driving record, and criminal history if applicable to requirements of the job. Applications must be received or postmarked by the last date for filing applications.

CHANGE OF ADDRESS: Applicants are responsible for notifying the hiring department of any change of address or telephone number.

NOTIFICATION: Unsuccessful candidates will be notified by mail as soon as feasible following the final selection decision.

EMPLOYMENT

ELIGIBILITY LISTS: Walla Walla County reserves the right to establish an eligibility list to fill any vacancies that may occur in the posted position for a period up to twelve (12) months.

NOTE: The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice. Walla Walla County is committed to a drug, alcohol, and smoke free environment.

Mailing Address:
Human Resources/Risk Manager
P. O. Box 1506
Walla Walla, WA 99362

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