

members, fostering meaningful discussion with the public, and creating effective forums for public input. Candidates must have a good sense of humor, and the ability to relate to people throughout the organization and community.

The new Director must possess a balance of assertiveness and diplomacy, be a good listener, and be willing to discuss matters candidly. This position requires a person with a high energy level, enthusiasm, and a passion for the profession. The Director must be capable of operating with significant independence and initiative, while working collaboratively within the organization. The successful candidate will be a prudent risk taker, with the ability to address issues in a creative manner.

The ideal candidate will have a track record of improving service delivery, and the demonstrated ability to build and maintain strong relationships with the community, employees, and other agencies.

A proven record of advancement and personal stability with past employers must be evident. This is a position of public trust; personal integrity and ethics must be beyond reproach.

EXPERIENCE AND EDUCATION

Requirements include a minimum of seven to ten years of progressively responsible experience in planning, economic development, community development, housing and/or redevelopment, including three years of management responsibility. A bachelor's degree in urban planning, public administration, or a related field is required and a master's degree is preferred.

Candidates must have knowledge of the principles and management of city planning, land use and zoning, from the municipal, neighborhood, and private development perspectives; the ability to lead the City in strategic planning efforts; the ability to bring various interests together; and the skill to address problems in a proactive manner. Additional private sector experience is a plus.

COMPENSATION

The City of Bellingham has established an annual salary of \$96,260 - \$106,122 DOQ for this position. The City offers an excellent benefit package and working conditions.

APPLICATION AND SELECTION PROCESS

The final filing date for this position is January 23, 2006. To be considered for the position, please submit a cover letter, unbound resume (e-mail preferred), current salary, and references as soon as possible to:

adams consulting
public sector search and assessment

tara lee adams

9305 NE 191st Street
Bothell, WA 98011

425.485.9405
425.485.9775 fax

taraleeadams@hotmail.com

Resumes will be screened in relation to the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant. Interviews will be followed by reference checks after receiving the candidate's permission. Candidates deemed most qualified will be referred to the City of Bellingham for a final interview process.

The City of Bellingham, WA

is seeking an accomplished professional to serve as

PLANNING & COMMUNITY DEVELOPMENT DIRECTOR

Salary \$96,260 – \$106,122



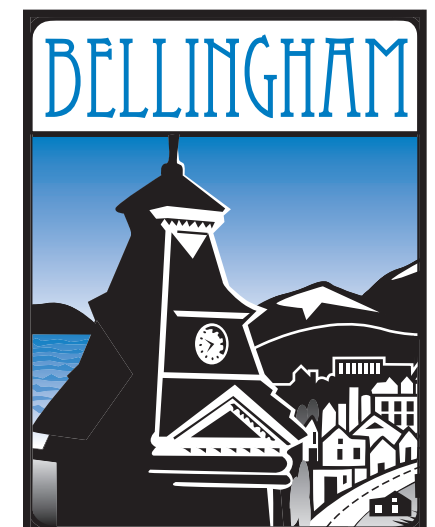
Imagine yourself living and working in the heart of a vibrant, sophisticated, Northwest community. The City depends on your experience, creativity, and strategic thinking skills. City officials and co-workers appreciate your ability to tackle the complexities of your position with integrity and humor. Your day-to-day work demands energy, passion, diplomacy, and a talent for seeing the big picture. Your boss is smart, supportive, and loves to laugh—and your colleagues are talented and fun to work with.

If you love engaging with the public to guide the vision and development of a community, and seek the challenges and responsibilities of an influential, complex position

—this is your dream job.

THE COMMUNITY

The City of Bellingham is located in the northwest corner of the United States, away from "big city" life, but convenient to the two major metropolitan areas of Vancouver, British Columbia and Seattle. With a population of over 72,000, Bellingham is the largest city in Whatcom County and serves as the county seat. Bordered by the Puget Sound, marked by dramatic hills and dotted by three lakes, Bellingham is a breathtakingly beautiful place to live and work. Residents can ski the slopes of Mt. Baker and sail Bellingham Bay in the same day; walk and bicycle the miles of trails; and hear world-class concerts, making this one of the best places for fun on the west coast. The City's rich historic heritage has been preserved, and historic districts now house specialty shops, cafes, microbreweries, fine dining, bookstores, antique malls, and galleries. Bellingham is among the fastest growing metropolitan areas in the country, and hosts a growing number and diversity of businesses, as it transitions from a resource-based economy to retail, service and high-tech industries. Housing options are plentiful, from regal Victorians to waterfront hideaways and country



farmhouses. Choose from a single-family home, condominium, restored traditional home, or a house in a thoughtfully planned new development. Education is a top priority in Bellingham and Whatcom County. Citizens support nationally lauded K-12 school districts, an excellent assortment of private schools, two community colleges, and the highly regarded Western Washington University, which is ranked #2 among public regional universities in the West.

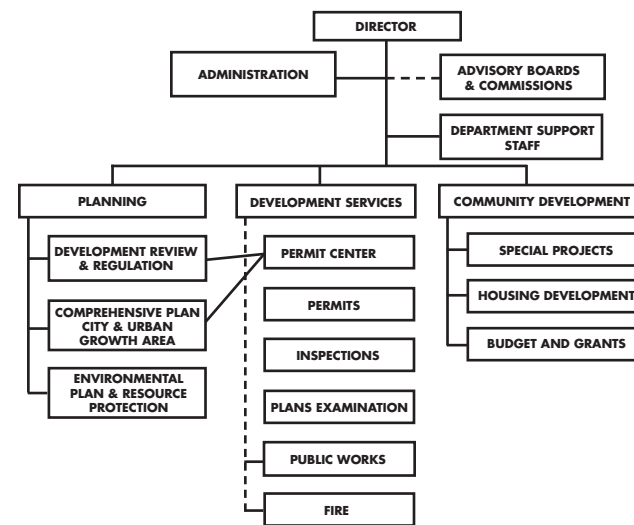
The area proudly claims an active and innovative arts community. The Whatcom Museum complex houses contemporary art and historic exhibits, and is one of the largest museums in the state. The performing arts are also a predominant force in the community. The Mount Baker Theatre, a recently renovated 1,500 seat historic icon, hosts more than 100 live performances each year and is home to the Whatcom Symphony. The University's Performing Arts Center Series and Summer Stock Theater season offer an outstanding line-up of world-class artists throughout the year that complement these performances. The annual Bellingham Festival of Music features two weeks of first-rate orchestral, chamber and jazz music each August.

One of the main reasons people choose to live and work in Bellingham is the incredible array of outdoor recreation available. With numerous lakes, rivers and miles of shoreline, residents have unlimited opportunities for fishing, swimming, clamming, crabbing, boating, rafting and kayaking. Mount Baker provides skiers and snow boarders with the longest season in the state, and the most snow in North America. Outside Magazine lists Bellingham among its "Top Ten Dream Towns," and Money Magazine and Kiplinger's Personal Finance have ranked Bellingham tops in places to retire.

Bellingham has a moderate climate, with daytime temperatures ranging between 51 and 75 degrees year-round. The County receives an average annual rainfall of 35", most of which falls in the foothills.

CITY GOVERNMENT

The City of Bellingham has a non-partisan Council-Mayor form of government. Of seven Council positions, six are elected by ward and serve four-year terms, and one at-large position serves a two-year term. The current Mayor has served two four-year terms, and was re-elected for a third term in November 2003. He has been a popular choice of the voters, and is known for being smart, progressive, decisive, and supportive of his staff. He has worked to advance the City's customer service philosophy, build a team among the City departments, and provide exceptional, cost-effective services that meet the community's needs, today and into the future.



Twelve Departments report to the Mayor, including Police, Fire, Planning & Community Development, Public Works, Parks & Recreation, Human Resources, Finance, Municipal Court, Library, Museum, City Attorney, and Hearing Examiner. A Chief Administrative Officer provides additional support and coordination to the Departments. Bellingham employs 800 full-time employees, and operates with an annual budget of \$181 million.

THE DEPARTMENT

The Planning & Community Development Director reports to the Mayor, and has management oversight of 51 full-time staff. The Department is responsible for development review and regulation; comprehensive planning; environmental planning and resource protection; integrated development services; neighborhood services; downtown services; tourism activities and facilities; housing and the CDBG; and the City Center development. The work of the department requires significant engagement and public involvement, as well as collaboration with other City departments and governmental entities with overlapping responsibilities or jurisdictions.

POSITION OVERVIEW

The new Planning & Community Development Director will serve as an important member of the City's executive management team. The Director will be responsible for managing services within the department, and for maintaining an effective relationship with other operating departments, elected officials, the public, neighborhoods, other agencies, the development community, and other key stakeholder groups.

Some of the current issues with which the new Planning & Community Development Director will be involved include:

MANAGEMENT OF GROWTH – The City is experiencing tremendous growth in residential and commercial development, and an increase of 40,000 population is anticipated in the next 10-20 years. Sustaining our quality of life will require an innovative approach to infill development and increasing densities, while maintaining sensitivity to neighborhood interests and complying with the Growth Management Act. Additionally, an overall strategy will be required in conjunction with Whatcom County, to address development in the unincorporated Urban Growth Area, and definition of the Urban Growth Boundaries.

DOWNTOWN & WATERFRONT DEVELOPMENT

The City recently completed a visioning process in conjunction with the Port of Bellingham, to determine the future of the Bellingham waterfront, which includes four miles of shoreline and nearly 150 acres of public and private lands, including the former Georgia-Pacific pulp and chemical operations sites. This project will provide an important interconnection with the downtown area, which is currently experiencing a renaissance of redevelopment. The City and Port are working together to establish new zoning, permitting and master planning documents for the area that will include homes, shops, offices, light industry, and public amenities. The Director will also be involved with implementation of the City Center Master Plan, which provides a framework for downtown redevelopment activities.

TEAM BUILDING – The Planning & Community Development Department includes a staff of 51 personnel. The new Director will be required to build consistency and accountability, and inspire a strong culture of public involvement and customer service within the department. The new Director will be responsible for developing the skills and knowledge of the workgroup, serving as a mentor to staff, and creating a skilled, coordinated, and effective team.

DEVELOPMENT REVIEW PROCESS – A new "one stop" Permit Center was opened one year ago that is managed through the Planning & Community Development Department. The Center provides one location to obtain planning, building, public works or fire permit applications. The new Director will be called upon to work within the Planning & Community Development Department, and with other City Departments, to streamline operation of the Permit Center, to implement new technology, and to improve the efficiency of processes and systems. The Director will need to evaluate the current workload, resources, and efficiencies, and establish priorities and schedules for completion of various projects.

PLAN UPDATES – The Department has recently completed updates to the Comprehensive Plan. Updates to the Shoreline Master Plan, environmental regulations, and the Zoning Code are underway. Additionally, the City has 23 neighborhood plans that require updating.

EXTERNAL ACTIVITIES – The Planning & Community Development Director will serve as a key member of the City Management Team, and will serve as a Departmental representative in inter-departmental projects and activities. The Director will also represent the City of Bellingham, and must build effective relationships with the public, neighborhood groups, key stakeholder groups, and other agencies in the County, State and Region.

CANDIDATE PROFILE

The Planning & Community Development Director is a complex and influential position that will require a "big picture person," with an innovative approach to planning, community development and neighborhood services. The new Director must be a strategic thinker, an exceptional leader, and a creative problem solver, and must be capable of planning and directing the City's community development services in a team environment. He/She must be an effective manager of people, processes, and resources, with an ability to utilize, motivate, and develop the talents of staff. The Director must have exceptional vision, strong knowledge of community planning and development, as well as exceptional managerial and leadership skills.

The successful candidate will have a demonstrated customer service orientation, highly developed interpersonal skills, political astuteness, and the capability of making tough decisions. The ideal candidate will have demonstrated effectiveness in engaging a broad range of community

