



CITY OF
KIRKLAND, WA

invites your interest
in the position of

**DEPUTY
DIRECTOR OF
PLANNING &
BUILDING**

\$121,860 to \$159,000
plus excellent benefits package



First Review Date: May 27, 2022
Open until filled

The Community

The City of Kirkland, Washington, is located on the north-eastern shoreline of Lake Washington, with views of the Cascade and Olympic Mountain ranges. Just ten miles east of downtown Seattle, Kirkland is an attractive and inviting place to live, work and play. This lakefront community has a small-town feel, a sense of history, a strong appreciation for quality of life, and a strong commitment to inclusion and equity. Community members and visitors also enjoy the amenities of metropolitan living combined with the natural beauty of the area. Kirkland is a thriving community with award-winning parks, recreational activities, a quality education system, accredited public safety programs and a healthy business community. Founded by Peter Kirk in 1888, and incorporated in 1905, Kirkland covers 18 square miles, and has grown into a vibrant city of 90,660 community members.

As a waterfront community, Kirkland is recognized as a Pacific Northwest gem rich in contemporary culture including art galleries, fine restaurants, specialty retail shops, numerous and diverse parks, festivals, open markets, and community events. It is near several major transportation routes including I-5, I-405, and State Route 520. The City boasts of 53 parks including 12 that are located on the waterfront. The City is also home to a range of cultural and business interests including the nationally recognized Kirkland Performance Center and the Northwest headquarters of Google. The 2021-22 biennial budget for the City is \$584 million with a staff of approximately 638 FTEs.

The City enjoys a high degree of public involvement and collaboration on its boards, commissions, and advisory groups within the City. Community members are active and engaged in Kirkland's civic life. Kirkland is a code City and operates under the Council/Manager form of government, with a seven-member City Council, including a Council elected Mayor. The City Council sets the policy direction for the City, incorporating public input received directly from local citizens and several Council-appointed boards, commissions, and advisory groups. The Council appoints the City Manager to function as the Chief Administrator of the City, providing leadership, direction, and guidance. Kirkland is a full-service city, providing a wide range of municipal services. The management team comprises the City's department directors who enjoy cooperative and effective working relationships.

City Departments Include:

- City Attorney's Office
- City Manager's Office
- Finance & Administration
- Fire
- Human Resources
- Information Technology
- Municipal Court
- Parks & Community Services
- Planning & Building
- Police
- Public Works



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Experience and Education

Bachelor's Degree plus a minimum of 4 years of experience in urban planning, architecture, urban design, public administration or related field. Plus seven (7) years of professional planning experience with at least three (3) years in a supervisory or management role. Master's Degree in Planning or closely related field is desirable.

The ideal candidate for this vital position will have knowledge of or experience with building code administration. The candidate must complete a background check and have or be able to obtain upon hiring a valid Washington State driver's license.



Planning Work Program

A primary responsibility of the Planning and Building Deputy Director is implementing the Planning Work Program. The 3-year Planning Work Program establishes the tasks, schedule, and staffing levels for the City's major long range planning projects. The primary focus is on the tasks to be undertaken in the first year.

The Work Program is reviewed annually by the Planning Commission and City Council.

Current items for consideration are:

- I-405/NE 85th Street Station Area Plan
- Norkirk/Highlands Light Industrial District Study
- 2044 Comprehensive Plan Update
- Sustainability Master Plan Implementation
- Accessory Dwelling Unit Implementaton
- Urban Forest Workplan Implementation

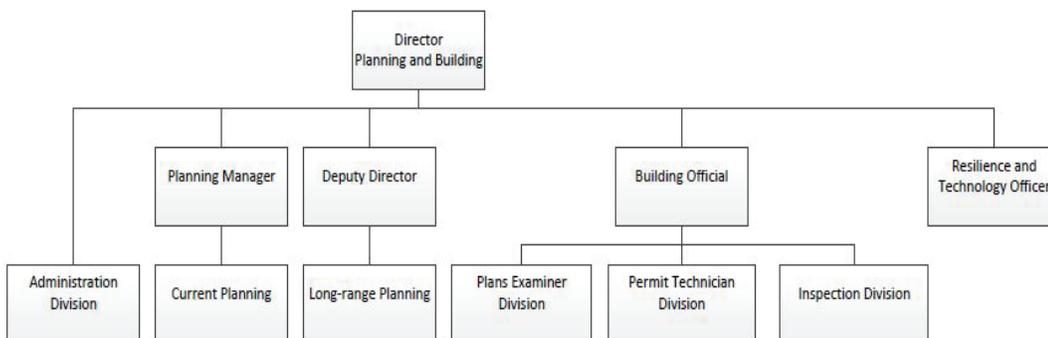
Future items for consideration:

- Parking policy
- Housing affordability policy initiative
- School capacity
- Sign Code Update



Planning & Building Department

The City of Kirkland Planning & Building Department currently consists of five primary functions: Administration Division, Current Planning Division, Long Range Planning Division, Permit Services Division, and Inspection Division. The department's operating budget for the 2021-22 biennium is approximately \$23 million which includes 66 full-time equivalent positions.



Bald Eagle at Juanita Bay Park

Compensation

The Deputy Director has an annual salary of \$121,860 to \$159,000. The City also offers an outstanding

benefits package including:

- Medical/Dental/Vision coverage for employee and dependents
- Free Employee Health Clinic
- City paid Life Insurance
- Municipal Employee's Benefit Trust (MEBT)
- ICMA Retirement Trust
- Vacation – 104 hours per year accrued monthly (max accrual 25 days/yr)
- Sick – 8 hours per month
- Holiday – 12 days per year (including one floating holiday)
- Forty hours of management leave per year
- Employee Assistance Program
- Flexible Spending Account
- Wellness Program (including free on-site workout facility)
- Community Service Day (day off for volunteer community service)
- Free regional transit pass

Candidate Profile

Kirkland is seeking an experienced and knowledgeable individual to serve as Deputy Director of the Planning and Building Department. The ideal candidate is a skilled leader with excellent oral and written communication skills. This candidate should be an effective writer and presenter, plus be comfortable speaking to various groups, elected officials, neighborhood/community groups, and the media. Familiarity with the operational and policy issues associated with a dynamic, forward-thinking department is required, along with a commitment to equity and inclusion.

The Deputy Director will provide high level management and maintain open lines of communication with the various functional units within the Department while providing leadership to the long-range planning division, demonstrating support for other employees. Important management attributes include the ability to make timely and informed decisions, skill in delegating assignments, approachableness, mentorship, and maintaining accountability. The Planning and Building Department has an excellent relationship with the Kirkland community and this individual will be expected to maintain and advance this positive relationship.

The City of Kirkland provides an exceptional work environment that is marked by employee excellence, outstanding customer service, and high levels of citizen satisfaction. The Kirkland community is a livable, walkable, sustainable and safe community.

To Apply

The City is recruiting and accepting applications for this position through the GovernmentJobs website: <https://www.governmentjobs.com/>

Interested applicants must submit a packet including a resume (3 pages maximum), and a cover letter detailing your experience, leadership style and why you are interested in the Deputy Director position.

Completed packets are due for first review by midnight May 27, 2022. The position is open until filled.

References will be contacted only following candidate approval.



Downtown Kirkland Marina Park