



DEPUTY COMMUNITY & ECONOMIC DEVELOPMENT DIRECTOR



CITY OF PASCO, WASHINGTON

Why Apply?

This is an excellent opportunity to learn and grow within the rapidly growing City of Pasco—a well-managed organization with a great team of department directors serving a vibrant and diverse population in sunny southeastern Washington. The Deputy Community Development Director will join a new Director to shape the future management and organization of the Community Development Department. The Deputy Director will play a key part in helping the City grow and thrive. Come join this friendly community and enjoy a great quality of life.



Welcome to PASCO



Pasco is a thriving city in southeastern Washington located along the banks of the Columbia River about 3.5 hours outside of both Seattle and Portland. The city is known for its affordability, great neighborhoods, lively local food scene, abundant access to outdoor recreation, and 300 days of sunshine each year.

Pasco is booming. Since 2000, the city's population has grown from 32,000 to 81,000 and it's estimated that 125,000 people will live in Pasco by 2038. The city's quality of life has kept pace as Pasco is recognized in many of Washington's "Best City" [lists](#).

Pasco is home to a diverse and welcoming community. More than 20% percent of the population was born outside of the U.S. and 46% percent speak Spanish in the home. Pasco residents appreciate the diversity and kindness of their neighbors, their city's small-town feel, the great neighborhoods and recreation amenities, with quick access and relatively little traffic to the neighboring cities.

Pasco is part of the Tri-Cities—a region forecasted to reach 425,000 by the year 2045. The region is home to a U.S. Department of Energy national laboratory, high-tech manufacturing firms, environmental and engineering companies, national food growers and processors, and two colleges. Amazon has begun construction of two distribution centers in Pasco with plans to employ more than 1,500 people.

Additionally, the agricultural region around the Tri-Cities has grown into a premier wine destination. With over 200 wineries in a 50-mile radius, the region has been compared to Bordeaux, France, attracting both tourism and international acclaim.

As a growing hub for commerce and transportation, Pasco is also home to Port of Pasco and the Tri-Cities airport, which serves the area with daily flights by major airlines.



FULL-TIME EMPLOYEES
506

2023-2024 BUDGET
\$179.6 million

AREA
37.5 square miles

POPULATION
81,280

THE CITY OF PASCO

The City of Pasco operates under the Council-Manager form of government with a 2023-2024 budget of \$179.6 million and a team of 506 FTEs. The City Council is comprised of seven elected Councilmembers who serve as the legislative body and the community’s policy makers. The Council elects two fellow Councilmembers to serve as Mayor and Mayor Pro-Tem every two years. The City Council appoints the City Manager to implement City Council policies and establish operating policies and processes, utilizing an Executive team of a City Manager, Deputy City Manager, and seven Department Directors.

Departments include: City Manager’s Office, Community & Economic Development, Finance, Fire, Human Resources, IT, Municipal Court, Parks & Recreation, Police, Public Works.

THE COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT

Operating with a budget of \$9.9 million and a team of 32 FTEs, the Community and Economic Development Department consists of Community Planning, Engineering Development and Review, Economic Development, Permitting, Inspection Services and Community Development Block Grant divisions for the City of Pasco. The Department’s focus is long- and short-term physical planning, expanding the City’s tax base, providing code compliance for construction and civic activities, and administration of the City’s Federal Block Grant entitlement.

2021-2022 ACCOMPLISHMENTS

- Completed Comprehensive Land Use Plan.
- Supported various plans including the Broadmoor Master and Tax Incremental Financing (TIF) Area Plans.
- Initiated One-Stop Permit Center and transition to cloud-based permitting software (both in-progress).
- Supported facilitation of the State Building and Energy Code update.

2023-2024 DEPARTMENT GOALS

- Shoreline Master Plan User Guide
- Zoning and Housing Reform
- Economic Development and Small Business Development Planning
- Initiation of Comprehensive Plan Update



THE DEPUTY COMMUNITY & ECONOMIC DEVELOPMENT DIRECTOR

The Deputy Community & Economic Development Director is a highly responsible management position that will assist the Community and Economic Development Director in overseeing initiatives, making strategic decisions, managing diverse teams, and fostering an environment conducive to sustainable community growth and economic prosperity.

The Deputy Director will also play an important role in leading the team on customer care, land use planning, economic and community development and redevelopment activities of the City and assist in managing the activities of the divisions under Community and Economic Development.

THE IDEAL CANDIDATE

- An experienced manager that can change and create management and organizational systems within the department.
- A leader that can envision the 5-year to 10-year view of the department and the City.
- Has outstanding communication skills and is an empathetic and skilled listener.
- Has a reputation for being accessible, responsive, ethical, transparent, and customer focused.
- A manager that can objectively look at issues with the goals of what needs to be accomplished and an appreciation of the history of the situation.
- Has contemporary knowledge of both City, community, and economic development systems.
- Understands the environment of community and economic development issues and can maneuver to achieve good results.
- Can collaboratively create and maintain internal relationships with other departments and externally with developers, businesses, the community, and other agencies.





OPPORTUNITIES & CHALLENGES



Plan Review and Permit System

The Community Development Department will be implementing a new plan review and permit system. The Deputy Director will lead the implementation of the new systems. This requires a full understanding of the current system limitations to make process improvements.

Industrial and Commercial Development

The City has several sites for industrial and commercial including the Broadmoor area. The Community Development Department will need to work and partner with the Port, developers, builders, and contractors to fully develop the sites.



Housing

The City has a long-term housing need to address its rapid growth. The Comprehensive Plan has been updated with new housing projections. The Department will lead the City in addressing its housing needs.

Development Community

The Community Development Department will lead the City to enhance the positive working relationship with the developers, engineers, architects, contractors, and builders. The Department will collaborate with other departments like Public Works to improve the partnership with the development community.





EDUCATION & EXPERIENCE

- Bachelor's degree in public or business administration, urban planning, or a closely related field.
- Five (5) years progressively responsible experience in municipal, state, or regional community planning and/or economic development.
- Two (2) years of supervisory experience.
- Or any equivalent combination of education and experience which provides the applicant with the knowledge, skills and abilities required to perform the job.

COMPENSATION & BENEFITS

The City of Pasco is offering a salary range of \$110,000 to \$148,050 for this position, dependent upon experience and qualifications, along with a comprehensive [benefits](#) package. Relocation assistance and hiring incentive may be considered for this position.

RESOURCES

[City Budget](#)

[Community Development Department](#)

[Department Org Chart](#)

[Pasco Economic Development \(video\)](#)

[Pasco Chamber of Commerce](#)

[Visit Tri-Cities](#)

[Tri-City Development Council](#)

[Tri-Cities Business News](#)



TO APPLY

Apply Online: gmphr.com

First Review: **April 14, 2024**

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