

job opening

Assistant Community Development Director Pacific County, Washington

Assistant Community Development Director
Pacific County, Washington
(Salary Range: \$4,583 – \$5,416/month)

GENERAL DUTIES: Assists the Director with the administration of Community Development programs and projects. Serves as departmental lead in one or more of the sections which include:

- Administration/Accounting,
- Planning,
- Environment Health, or
- Building.

Participates in the coordination of planning, resource allocation, budget oversight and development, and efficient program performance within the department. Has latitude over department programs, expenditures, and operations. Serves as Director in the Director's absence. Assists Director in supervision and evaluation of departmental personnel and subcontractors. Attends public hearings and presents staff reports. Work involves extensive public contact.

EDUCATION AND/OR EXPERIENCE:

- Bachelor's Degree with course work in public administration, accounting, planning, geography, geology, environmental sciences, or a related field, AND four years of increasingly responsible professional experience, OR a combination of education/experience equivalent to the above.
- Demonstrated knowledge of financial accounting systems, familiarity with governmental audit standards and procedures, demonstrated ability to administer grants and special projects.
- Ability to communicate effectively and independently in written and oral form with a variety of community groups, agencies, and officials.

- Ability to assist in managing a complex organization undergoing rapid change and increasing public and political scrutiny.
- Experience with permit tracking software, presentation software and word processing software is required.
- Ability to work in a rural environment is required.

BENEFITS: Pacific County offers a full benefit package, including medical, dental, and vision coverage for employees/families, paid sick leave, paid vacation, paid holidays.

HOW TO APPLY: Application materials, full job description and additional information can be obtained at www.CareerBuilder.com or www.pacific.wa.us or contact (360) 875-9356.

This position is open until filled. Any questions, let me know.

Thanks.

Michael A. DeSimone, AICP, Director
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