



TOWN OF FRIDAY HARBOR
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Town of Friday Harbor
Position Available:

Community Development & Planning Department (CDPD)
Director & Building Inspector

The Town of Friday Harbor (1.25 square miles / population 2,490) is located on beautiful San Juan Island, Washington. This ferry served community is San Juan County's only incorporated area and the County's governing seat. The County, as a whole, offers distinctive island communities and an abundance of natural resources and outdoor recreation. San Juan Island has a busy and prosperous economy fueled by (inter)national tourism, real estate, construction, and a variety of professional services and trades. Although its population doubles during the summer tourist season, residents enjoy the perks of small-town life with access to major cities nearby.

The Town averages 35 FTEs that comprise its Administration, Finance, Community Development & Planning (CDPD), and Public Works Departments. Administration facilitates many operations under the direction of a Town Council and Mayor. Finance oversees the Town's operating budget, collection of fees for services, and debt management. Public Works operates the Town's independent water, sewer, stormwater, refuse, and street utilities. Generally, CDPD is responsible for comprehensive plan review, growth management practices, development and site plan review, structural and mechanical permitting, construction inspection, and code enforcement.

The Town is recruiting for a CDPD Director. The Director oversees the operations of the department, acts as a technical advisor to the Town, and communicates with the public on development matters and concerns. The Director also reviews permit applications to ensure compliance with planning and zoning requirements in the Friday Harbor Municipal Code and performs construction related inspection services. As a vital member of the Town's management team, the Director oversees four employees, works closely with other Town departments, and reports to the Administrator.

Preferred qualifications include a bachelor's degree in urban planning, architecture, or a related field. Seven (7) years of experience in land use/building code administration is expected; however, any equivalent combination of knowledge, skills, and abilities to perform the essential functions of the job description will be considered. Experience in staff supervision is desired, but not required.

This is an at-will position. The salary range for the CDPD Director is \$7,250 to \$9,500 monthly; placement within the range is dependent upon qualifications.

If you are interested in this outstanding opportunity, please visit the Town website for the full job description, employment application, and general overview benefits package. A letter of interest

and resume must accompany employment applications. This position will remain open until a candidate is selected. **Questions and materials should be submitted to the Town Administrator.**