



**PACIFIC CITY COUNCIL  
NOVEMBER 5, 2012 – SPECIAL MEETING AGENDA  
COUNCIL CHAMBERS – CITY HALL**

[www.ci.pacific.wa.us](http://www.ci.pacific.wa.us)

- 1. CALL TO ORDER**
- 2. ROLL CALL**
  - A. Appointment of Public Works/Community Development Director**
- 3. EXECUTIVE SESSION**
- 4. ADJOURN**

**THE NOVEMBER 5, 2012, WORKSHOP TO FOLLOW**

# CITY OF PACIFIC

CITY HALL • 100 3<sup>rd</sup> Avenue SE Pacific WA 98047  
253.929.1100 253.939.6026 (f)

## **Special Meeting Agenda Item Cover Sheet**

Agenda Item No. 2A Meeting Date: November 5, 2012  
Appointment of Public  
Works/Community  
Subject: Development Director Prepared by: Cy Sun, Mayor

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Summary: The Position of Public Works/Community Development Director was posted at City Hall and advertised in the paper of record (Auburn Reporter) and on the AWC Website for two weeks. The closing date for accepting applications was October 12, 2012; the City received applications; and the candidate that I selected for the position is: Kenneth Barnett.

He is capable and qualified; has extensive experience in construction, development codes and with managing staff and resources (Application packet attached). Mr. Barnett has worked for the City in the past and has a relationship with current staff that will assist with a smooth transition. The adopted pay range for the position is Range 35, \$6306.91 – 7311.18. He has accepted the position at Range 25 step A, pending Council. The Job Description has not been changed (copy attached). This is an appointed at-will management position. Mr. Barnett has a previous commitment from his current employment that precludes him from attendance at this work session. He will be in attendance at the 11/13/12 meeting.

Recommendation: **Move to the Regular meeting on 11/13/12.**

Attachments: Candidate resume and application  
Job Description

**KENNETH C. BARNETT SR.**

405 W. Fourth St., Centralia, WA 98531, 360-525-4717

October 25, 2012

City of Pacific  
Mayor Sun  
City Council

Re: *Job Posting for Community Development/Public Works Director*

Dear Mayor, City Council and City Officials;

I am interested your open position for Community Development/Public Works Director. As my resume indicates I have vast technical construction knowledge and experience in the field of construction; both development, and supervisory. I was previously employed with the City of Pacific as Building & Utilities Inspector, Code Enforcement, and on the Planning Commission.

During my time with the City of Pacific I worked closely with John Walsh, former Public Works Director, assisting him and acting as a fill-in/ understudy in all facets of Public Works. My experience and skills I acquired with the City during my employment, plus my profession experience on-the-job (field experience) will show you I meet your qualifications. Though I do not hold a college degree Public Works is highly compatible with field experience.

I am a very organized, highly motivated, and good with people. As code enforcement officer I came in contact with all types of personalities and I feel I have a good rapport with most people. I have good communication skills – both verbal and written, - as well as great long-term relationships with many residents and business owners in the City of Pacific.

Additionally, as a previous long- time resident, and employee of the City, I am familiar with the physical borders unique to Pacific; as well as most of the codes, zoning, and *current* land use within the City limits. It will not take me long to get up-to-speed and current with City projects.

I have met with Mayor Sun, and have agreed to the salary he has proposed. I realize it is a salary reduction in many aspects, however; I feel it is in the best interest to help Pacific meet its budgetary goals.

It is my understanding there is a hefty backlog of business to conduct. I am available for immediate hire and will be able to competently step into any projects *currently under way* or in the works.

After reviewing my resume you will find I am capable and confident that I can do the Community Development/Public Works tasks for the City of Pacific.

Sincerely,

Enc: resume

# **KENNETH C. BARNETT SR.**

405 W. Fourth St., Centralia, WA 98531, 360-525-4717

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## **OBJECTIVE**

Seeking a full-time position with the City of Pacific: *Community Development /Public Works Director.*

## **CREDENTIALS & LICENSES**

WA CDL Enhanced Driver's License (Class A)  
ICC Certified Residential Building Inspector  
City of Pacific Planning Commission (4 Years)

Graduate of US Maritime Academy  
USCG 100 ton Near Coastal Masters license  
Graduate of Snoqualmie High School

## **EXPERIENCE AND SKILLS**

### **Hat Island, Everett, WA – Current**

*Relief Vessel Master Captain for Hat Island passenger ferry. Performs operations of vessel for scheduled runs between Everett and Hat Island; includes supervision of up to two crew – 89 passenger vessel.*

### **100 Ton Master Boat Operator, 2008 – 2012**

*Sr. Master Captain in Homer, Alaska. (6 vessel operation). Provided for the safety of guests, crew, vessels, and cargo.*

- Operated daily fishing charter, narrated tours, and provided water taxi transportation to various State Park trail heads. Provided emergency vessels assist/towing; maintained boats to optimal performance levels.
- Maintained a working knowledge of all laws pertaining to marine transportation. Conferred with Owners and representatives of USCG to formulate policies, coordinate safety programs, and emergency training for crew, guests, and other Captains. Worked with Alaska Dept. of Fisheries to ensure compliance of fishing regulations.
- Responsible for crew interviewing, hiring, training, and directing their work; appraising performance, rewarding and disciplining.
- Addressed complaints and resolved issues for crew and guests; maintained guest relations for business owner to ensure repeat business.

### **Code Enforcement, City of Pacific, 2004 – 2005**

*Performed a variety of field and office work in support of the City's code enforcement program.*

- Enforced compliance with City regulations and ordinances including those pertaining to zoning, land use, nuisance housing, building codes, health and safety, blight, graffiti, water waste and other matters of public concern.
- Received and responded to citizen complaints and reports from other agencies and departments on alleged violations of City zoning and related municipal codes and ordinances; interviewed complaints and witnesses; conducted investigations and provided recommendations for resolution.

- Conducted field investigations; inspected properties for violations; attempted to make contact at the residence or business in order to resolve violations; issue and post warning notices, notices of violation, shut off notices for utilities, corrective notices, orders to comply, and related documentation for code violation; scheduled and performed all follow-up functions to gain compliance including letters, inspections, calls, meetings, discussions, and negotiations to ensure compliance with codes and ordinances.
- Prepared evidence in support of legal actions taken by the City. Reported to the City Council as required. Prepared written reports, memos, and correspondence related to enforcement activities.
- Maintained accurate documentation and case files for all investigations, inspections, and enforcement actions including diagrams, and photographs.
- Patrolled in City vehicle to identify and evaluate problem areas and/or ordinance violations; determined proper method to resolve violations.
- Attended meetings, and served as a resource to other City Departments, the general public, City Council, contractors, business owners, and other interested groups in the field, in the office, and on the telephone.
- Operated computer to enter, process, and acquire data relative to complaints, inspection sites, and effective code enforcement; research complaints.

**Building & Utility Inspector, City of Pacific, 2004-2005**

*Performed a variety of tasks associated with technical building inspection and preliminary plans, examining work; to enforcing building codes, regulations and ordinances for both residential and commercial construction. Issued Certificates of Occupancy.*

- Inspected utility installations (water, sewer, power), residential, and commercial buildings during various stages of construction and remodeling; enforced compliance with codes, ordinances and regulations; recommend modifications and adjustments as necessary
- Inspected previously occupied building and spaces for code compliance; approved inspected areas for certificates of occupancy.
- Inspected existing residential and commercial structures for change of use, occupancy, or compliance with codes and ordinances.
- Inspected foundation, concrete, steel masonry, wood construction, and framing installations in a variety of complex and routine building system elements for both residential and commercial construction.
- Conferred with architects, engineers, contractors, builders and the general public; explained and interpreted requirements and restrictions of adopted codes and ordinances.
- Received calls and answered questions about permits and code requirements; directed inquires as necessary in relation to residential and commercial construction.
- Retrieved permit information; verify legal data including owners, tax records, and other data needed to issue permits.
- Maintained files and reports regarding inspection activities and finding on all active projects.
- Conducted pre-construction meetings with architects, engineers, contractors, builders and the general public; and explained codes and local regulations as related to new project construction.
- Excellent skills in detecting code violations within all required construction, as well as interpreting and applying pertinent federal, state and City laws, codes and regulations.
- Attended meetings, and served as a resource to other City Departments, the general public, Mayors' office, City Council, contractors, business owners, and other interested groups in the field, in the office, and on the telephone.

### **Planning Commission, City of Pacific – 4 years**

*As a volunteer I accepted the civic responsibility of helping residents, business, and property owners articulate and achieve a vision for how they want their community to look and function in the future. I was involved in long term, comprehensive planning while maintaining and protecting property values. I enjoyed being a part of a collaborative process and decision-making team while working with the public.*

### **Public Works Skills**

*After working with and assisting previous Public Works Director, John Walsh, plus my years experience in the field as General Contractor and Land Developer, I have the following qualifications:*

- Able to plan, direct and review the activities of the Public Works Dept. including, water/waste water, engineering, construction inspectors, traffic operations, park and street maintenance; coordinate assigned activities with other City Departments and outside agencies; and provide support to all other City Departments as needed.
- Able to supervise and participate in the development and implementation of Public Works Projects, and including preparing and monitoring project budgets, completion deadlines, staffing and other project management issues. Available immediately for Public hearings, review, and approval process for all projects *currently under construction* and those planned for future.
- Able to formulate long-range plans for engineering, water/waste water, construction inspection, street maintenance, and traffic operations. Able to interpret and relate enforcement of rules and regulations to staff and other City Departments.
- Will work with City Finance to prepare budget estimates for the department.
- Select, train, motivate, and evaluate personnel; establish and monitor employee performance objectives; prepare and present employee performance reviews; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Along with other City Departments determine need for new equipment and facilities and major repair and rebuilding projects.
- Able to serve as technical advisor to other City Departments, Mayor, City Council, and the general public on Public Works matters; conduct special studies and assignments; develop comprehensive recommendations for management use.
- Will use excellent customer service skills, to establish and maintain effective working relationships with the Mayor, City Departments, City Council, and all members of the general public.
- Able to use methods, procedures and standard practices of civil engineering applicable to Public Works programs, projects and functions.
- Will be compliant with all federal, state, local city and other applicable environmental and safety statutes, ordinances, and codes.
- Ability to prepare and submit clear, concise, and accurate reports either orally or in writing.

### **Barnett Construction, Owner, 1985-2004**

*Land Development Projects: Worked project full cycle through land purchase to final project completion of several large land parcels. Installed all phases of utility and infrastructure for new subdivisions. Worked with all principles involved for including land owner, investors, attorneys, real estate brokers, local governing entities, engineers, and surveyors.*

- Researched and ensured project was compliant with zoning ordinances, construction regulation and environmental restrictions when selecting properties.
- Worked in the field and in the office for the correct installation of roads, buildings, sidewalks, and infrastructure (sewer, power, water) in compliance with engineer designs and environmental regulations.
- Managed and oversaw staff and equipment crews of 20. Monitored staffing needs, completed hiring, training, evaluated performance, addressed employee relation issues and ensured employee safety and job compliance.
- Documented quality and progress of each sub-contractor as well as my crew and suppliers. Updated principles on productivity, costs, quality, and progress of work to ensure payment with contracts according to percentage completed.
- Accomplished construction project conclusion to the satisfaction of all principles.
- Began with small projects and elevated company to successfully complete larger projects >\$1.5M.

**Residential and Commercial Building and Remodel: (20 years)**

*All aspect of designing, building and remodeling of homes and commercial construction projects.*

- Met with prospective customers/homeowners to discuss projects such as new homes, remodeling of bathrooms, kitchens, garages, patios, landscaping, painting, decks and fences. Oversaw and scheduled all contractors, sub-contractors and suppliers, etc. Remodeled commercial kitchens for local restaurants.
- Used knowledge of city codes, easements, property lines, sewer connections and general government building requirements; worked with local building inspectors and others as needed to ensure compliance.
- Oversaw day-to-day operations by scheduling work crew, supplies, heavy equipment, sub-contractors and deliveries. Determined if external consultants or contractors would be required to complete project. Managed bids and selected and controlled performances to ensure completion of work and compliance with project. Directed homeowners and business owners’ final payment instructions to said contractors per contract agreements.
- Maintained safe and secure working environment for employees (up to 20) by following and enforcing standards and procedures; complying with legal regulations for employees. Ensured employees and sub-contractors used equipment and tools in a safe manner.
- Met owners’ construction budget by monitoring project expenditures; identified variances; implemented corrective actions.
- Resolved any issues and solved problems through project life cycle.

**ADDITIONAL EXPERIENCE & SKILLS**

**Heavy Equipment:** 20 yrs. experience; dump trucks, excavators, backhoe, dozers, skid steer, all heavy equipment. Personnel management for building construction projects up to 20 staff.

MS Office (Word, Outlook, Excel & Internet). Computer knowledgeable.

Charter Boat Consortium – drug testing compliant, USCG Commercial Assist Towing Endorsement. 1<sup>st</sup> Aid, CPR. TWIC (Homeland Security Clearance Card).

**REFERENCES**

Wanda Flarity – City of Pacific  
 Jim Schunke – City of Pacific

# City of Pacific

## EMPLOYMENT APPLICATION AN EQUAL OPPORTUNITY EMPLOYER

It is our policy to comply fully with all federal, state and local equal employment opportunity laws. This organization provides equal employment and advancement opportunities for all persons regardless of race, creed, sex, national origin, age, religion, disability, marital status, sexual orientation or any other classification protected by law.

Employees of this organization are selected in order to accomplish the legal and operational duties established by statute and by the policy choices of the organization's elected officials. Each employee is expected to conduct him / herself in a manner which reflects favorably upon the organization and recognize that our employees are subject to additional public scrutiny in their public and personal lives.

PLEASE PRINT IN INK

NAME <small>(As it appears on Social Security Card / Work Permit Card)</small>		Last Barnett First Kenneth MI. C.	
SOCIAL SECURITY NUMBER		538-68-7400	
ADDRESS		405 W. Fourth St.	
CITY, STATE, ZIP		Centralia WA 98531	
HOME TELEPHONE	MESSAGE CONTACT	360.525.4717	
DAYTIME TELEPHONE	ARE YOU AT LEAST 18 YEARS OLD?	Same <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
OTHER NAMES YOU HAVE USED:		- None -	
POSITION APPLIED FOR:	SALARY REQUIREMENTS:	Public Works Community Dev. Director \$ 55,000 -	
REFERRED FOR THIS POSITION BY:	DATE AVAILABLE:	Mayor Sun At once	
HAVE YOU EVER BEEN EMPLOYED BY THIS ORGANIZATION? <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES WHEN? 2004		DEPARTMENT: Public Works	
SUPERVISOR: John Walsh		REASON FOR LEAVING: Personal	
HAVE YOU EVER BEEN CONVICTED OF A FELONY? A CONVICTION WILL NOT NECESSARILY DISQUALIFY AN APPLICANT FROM EMPLOYMENT <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES If Yes, Give location, date, charge and disposition of case(s) on a separate page	IF APPLYING FOR A POSITION WHICH REQUIRES DRIVING A VEHICLE, PLEASE PROVIDE THE FOLLOWING INFORMATION: I HAVE A VALID DRIVER'S LICENSE <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO D.L.# BAE NE KC 377DW STATE WA	CAN YOU, IF HIRED, SUBMIT VERIFICATION OF YOUR LEGAL RIGHT TO WORK IN THE UNITED STATES? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	

### EMPLOYMENT HISTORY

THIS PORTION OF THE APPLICATION MUST INCLUDE A MINIMUM OF 10 YEAR WORK HISTORY AND MUST BE COMPLETED EVEN IF SUPPLEMENTED BY A RESUME

LIST YOUR MOST RECENT EMPLOYER FIRST INCLUDING U.S. MILITARY SERVICE AND UNPAID OR VOLUNTEER WORK. BASE SALARY DOES NOT INCLUDE OVERTIME, BONUSES OR COMMISSIONS.

FROM (Mo/Yr) 5/09 TO (Mo/Yr) Current TOTAL 4 YRS \_\_\_\_\_ MOS. YOUR POSITION Boat Captain  
 EMPLOYER: Homer Green Charters YOUR SUPERVISOR: Rock Brown  
 ADDRESS: Homer Spit Road Homer AK PHONE 907.235.6212  
 TYPE OF BUSINESS Fishing Charters/Tours REASON FOR LEAVING Permant job  
 BASE SALARY 4,000 START / 4,000 FINAL MONTHLY  WEEKLY  HOURLY OTHER COMPENSATION, BONUSES tips!  
 BRIEF DESCRIPTION OF YOUR DUTIES & RESPONSIBILITIES Charter-fishing, tours, boat operator

FROM (Mo/Yr) 5/08 TO (Mo/Yr) 9/08 TOTAL 1 YRS \_\_\_\_\_ MOS. YOUR POSITION Boat Captain  
 EMPLOYER: K-Bay Charters YOUR SUPERVISOR: Bill Lama  
 ADDRESS: Homer Spit Road, Homer, AK PHONE closed  
 TYPE OF BUSINESS Fishing Charters REASON FOR LEAVING Business closed  
 BASE SALARY 5,000 START / 5,000 FINAL MONTHLY  WEEKLY  HOURLY OTHER COMPENSATION, BONUSES tips  
 BRIEF DESCRIPTION OF YOUR DUTIES & RESPONSIBILITIES Charter fishing, Boat maint., crew manage.

FROM (Mo/Yr) 1985 TO (Mo/Yr) 2004 TOTAL 19 YRS \_\_\_\_\_ MOS. YOUR POSITION Self Employed  
 EMPLOYER: Baenett Construction YOUR SUPERVISOR: Self  
 ADDRESS: Home - office PHONE Ø  
 TYPE OF BUSINESS Construction/Remodel REASON FOR LEAVING Ø  
 BASE SALARY \_\_\_\_\_ MONTHLY  WEEKLY  HOURLY OTHER COMPENSATION, BONUSES \_\_\_\_\_  
 BRIEF DESCRIPTION OF YOUR DUTIES & RESPONSIBILITIES Construction & development / crew manage.

FROM (Mo/Yr) 2004 TO (Mo/Yr) 2005 TOTAL 1 YRS \_\_\_\_\_ MOS. YOUR POSITION John Walsh  
 EMPLOYER: City of Pacific YOUR SUPERVISOR: Building Insp.  
 ADDRESS: 3rd Ave. SE. - 100, Pacific WA 98047 PHONE Ø  
 TYPE OF BUSINESS City REASON FOR LEAVING personal  
 BASE SALARY 3800 START / 3800 FINAL MONTHLY  WEEKLY  HOURLY OTHER COMPENSATION, BONUSES \_\_\_\_\_  
 BRIEF DESCRIPTION OF YOUR DUTIES & RESPONSIBILITIES Building & Utility Inspector

FROM (Mo/Yr) \_\_\_\_\_ TO (Mo/Yr) \_\_\_\_\_ TOTAL \_\_\_\_\_ YRS \_\_\_\_\_ MOS. YOUR POSITION \_\_\_\_\_  
 EMPLOYER: \_\_\_\_\_ YOUR SUPERVISOR \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_ PHONE \_\_\_\_\_  
 TYPE OF BUSINESS \_\_\_\_\_ REASON FOR LEAVING \_\_\_\_\_  
 BASE SALARY \_\_\_\_\_ MONTHLY  WEEKLY  HOURLY OTHER COMPENSATION, BONUSES \_\_\_\_\_  
 BRIEF DESCRIPTION OF YOUR DUTIES & RESPONSIBILITIES \_\_\_\_\_

(ATTACH ADDITIONAL PAGE IF NECESSARY)

### EXPLANATION OF INTERRUPTIONS IN EMPLOYMENT HISTORY

Please use this space to explain employment history interruptions since high school that do not pertain to pregnancy, child care, disability or any other protected activity.

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(ATTACH ADDITIONAL PAGE IF NECESSARY)

REFERENCES

NAME Robert Hand  
 ADDRESS 517 S. Sichel St.  
 CITY, STATE, ZIP Tacoma WA  
 DAYTIME PHONE 360.919.4936  
 RELATIONSHIP friend  
(No Relatives)

NAME Rock Brown  
 ADDRESS Homer Sp4 Rd.  
 CITY, STATE, ZIP Homer, AK 99603  
 DAYTIME PHONE 907.379.1269  
 RELATIONSHIP Charlie Owner  
(No Relatives)

NAME Wanda Flattery Flarity  
 ADDRESS City of Pacific  
 CITY, STATE, ZIP \_\_\_\_\_  
 DAYTIME PHONE 253.929.1112  
 RELATIONSHIP Ex Co-worker  
(No Relatives)

NAME Jim Schunke  
 ADDRESS City of Pacific  
 CITY, STATE, ZIP \_\_\_\_\_  
 DAYTIME PHONE 253.929.1116  
 RELATIONSHIP Ex Co-worker  
(No Relatives)

EMERGENCY CONTACT

NAME Charlie Knoll  
 ADDRESS 9065 Quynne Dr.  
 HOME PHONE 360.616.1235 BUSINESS PHONE Ø

RELATIONSHIP friend  
 CITY, STATE, ZIP Nampa ID 83686

AUTHORIZATION AND AGREEMENT

I HEREBY AUTHORIZE YOU TO CONTACT: MY PRESENT EMPLOYER(S):  YES  NO  
 MY PAST EMPLOYERS:  YES  NO

As part of our normal procedure in processing applications, a routine inquiry will be made concerning your background. Former employers, school record offices and personal, school and employment references may be contacted by a consumer reporting agency to verify and obtain information concerning your background, qualifications, school and work records. You may be asked to sign another form authorizing the release of school records or to supply grade transcripts. Information gathered about your background and qualifications will be used to help make a fair employment decision. This information will only be available to those participating in this decision or those who process employment applications. As part of this investigation, a check of criminal records will also be conducted by a consumer reporting agency. This agency may keep and use information it supplies to us in this investigation for its own business purposes. Further information such as the name of the consumer reporting agency or the nature and scope of such inquiry, if one is made, is available to you upon written request. You will also be given a separate disclosure and authorization to review and sign concerning any reports prepared about your background for us by a consumer reporting agency that compiled the report.

CA and MN only: check here  if you wish to receive a copy of the consumer report directly from the consumer reporting agency that compiled the report.

I hereby authorize the employer, its representatives, employees or agents to conduct all pre-employment inquiries and tests as described. I further authorize the employer and its agents to verify all statements contained in this application and any other materials I submit in connection with my employment application. I agree to complete any requisite authorizations forms. I release the employer, its agents and all providers of information from any liability arising out of the gathering and use of such information. In the event of employment, this authorization and release is valid throughout my employment and a photocopy is as effective as the original.

I understand all offers of employment are conditional upon satisfactory reference checks, successful completion of all pre-employment tests and production of all documents necessary for the employer to verify my identity and work authorization in accordance with the requirements of the Immigration and Naturalization Services.

As an employer, this organization is subject to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Applicants who believe they are covered by these Acts are invited to identify their disabilities and special accommodations they feel are necessary to adequately perform their jobs. Submission of this information is strictly voluntary and may be made to the Human Resources Manager.

I certify the information provided in this application is true and complete to the best of my knowledge. I understand withholding pertinent information or submitting false or misleading information on this application, my resume, during interviews or at any other time during the hiring process constitutes valid grounds for disqualification from further consideration for hire or immediate dismissal from employment and loss of all employee benefits and privileges. I further understand and agree that the employer shall not be liable in any respect if my employment is so denied or terminated.

I understand and agree that if I am applying for a law enforcement or jail position, I will be required to comply with all the requirements of the Peace Officer Standards and Training Board (or equivalent agency) required by the state. I further understand that any offer of employment is conditioned upon completing all those tests, including physical agility, to determine my fitness for this position.

I understand the acceptance of this application by the employer neither expresses nor implies I will be offered employment. I understand my employment is at will and I may resign at any time for any reason; similarly, my employment may be terminated by the organization at any time for any reason. Any changes to this at-will employment agreement will not be valid unless in writing signed by me and a duly authorized representative of this employing organization.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE AUTHORIZATION AND AGREEMENT STATEMENTS.

SIGNATURE OF APPLICANT [Signature] DATE 10/3/12

### U.S. MILITARY SERVICE

If you have served in the U.S. Military, please provide the following information:

N/A  
 Branch of Service

From: \_\_\_\_\_ To: \_\_\_\_\_  
Dates Served Type of Discharge

### EDUCATION / SKILLS

EDUCATIONAL LEVEL	NAME	CITY	STATE	CIRCLE YRS. COMPLETED	UNITS COMPLETED	DEGREE	MAJOR
HIGH SCHOOL	Mt. Si H.S.			9 10 11 <b>12</b>		Diploma	General
COMMUNITY or JUNIOR COLL				1 2			
BUSINESS or TRADE SCHOOL				1 2			
COLLEGE or UNIVERSITY				1 2 3 4			
				1 2 3 4			
				1 2 3 4			
GRADUATE SCHOOL							

### COMPUTER SOFTWARE SKILLS

COMPUTER SOFTWARE	Name of Software	Your Proficiency With The Software
Word Processing	Microsoft	<input type="checkbox"/> Skilled <input checked="" type="checkbox"/> Competent <input type="checkbox"/> Familiar
Spreadsheet	Microsoft	<input type="checkbox"/> Skilled <input checked="" type="checkbox"/> Competent <input type="checkbox"/> Familiar
Database	Any	<input type="checkbox"/> Skilled <input checked="" type="checkbox"/> Competent <input type="checkbox"/> Familiar
Other	Internet look up / CAD	<input checked="" type="checkbox"/> Skilled <input type="checkbox"/> Competent <input type="checkbox"/> Familiar

### LICENSES / CERTIFICATIONS / ORGANIZATIONS

PROFESSIONAL LICENSES and CERTIFICATIONS (Job Related)	TYPES OF LICENSES and CERTIFICATES	DATE ISSUED	REGISTRATION NUMBER	STATE	EXPIRES MO / YR
	1st Aid / CPR	2011		WA	2013

  

PROFESSIONAL, SCHOLASTIC and OTHER ORGANIZATIONS (Job Related)	NAME	DATE	NAME	DATE

Exclude memberships that indicate your race, religion, color, national origin, ancestry, sex, age, disability or veteran status

### JOB RELATED TRAINING

NAME OF COURSE	YEAR COMPLETED	NAME OF COURSE	YEAR COMPLETED
Inspector Cert. Training	2004		
ICC Building Insp. Cert	2012		

### FAIR CREDIT REPORTING ACT Disclosure and Authorization Statement

To: All Applicants For Employment *(Please Read Carefully Before Signing Below)*

In processing my application for employment, I understand the employer, its representatives, employees or agents may obtain a consumer report and investigative consumer report for employment purposes concerning my past employment, work habits, education, military record, motor vehicle record, credit background, references, character, general reputation, personal characteristics, mode of living, civil judgments, liens, and information about my criminal conviction background consistent with state and federal law.

I understand that upon written request to the employer, I will be informed whether an investigative consumer report through a consume reporting agency was requested and I will be given information as to the nature and scope of the investigation and a summary of my rights under the Fair Credit Reporting Act. I understand an investigative consumer report is a report in which information concerning my character, general reputation, personal characteristics or mode of living is obtained through personal interviews with neighbors, friends, associates or others with whom I am acquainted or who may have knowledge concerning this information.

By signing below, I authorize this employer to obtain a consumer report and an investigative consumer report on me as part of the preemployment background and investigation process. If I am offered employment, I further authorize my employer to obtain additional consumer and investigative consumer reports and updates on me for employment purposes at any time during my employment. A copy of this authorization is as valid as the original.

KENNETH C BARNETT  
 Name *(please print)*

*Kenneth C Barnett*  
 Signature

10/3/12  
 Date Signed

**(PLEASE RETURN THIS PAGE WITH YOUR COMPLETED APPLICATION)**

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## Chapter 2.19 COMMUNITY DEVELOPMENT DIRECTOR

### Sections:

- 2.19.010 Establishment.
- 2.19.020 Appointment.
- 2.19.030 Duties.
- 2.19.040 Compensation.

#### **2.19.010 Establishment.**

There is hereby established the office of the community development director. (Ord. 1437 § 1, 1999).

#### **2.19.020 Appointment.**

The office of community development director shall be filled by appointment of the mayor and confirmed by a majority of the city council. (Ord. 1451 § 5, 2000; Ord. 1437 § 2, 1999).

#### **2.19.030 Duties.**

The community development director shall be responsible for city planning and for administering city ordinances and regulations related to land use and development activity. (Ord. 1437 § 3, 1999).

#### **2.19.040 Compensation.**

The community development director shall receive such salary and benefits as the city council may establish in the annual budget or as may be established by contractual agreement. (Ord. 1437 § 4, 1999).

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**This page of the Pacific Municipal Code is current through Ordinance 1785, passed October 12, 2010.**  
Disclaimer: The City Clerk's Office has the official version of the Pacific Municipal Code. Users should contact the City Clerk's Office for ordinances passed subsequent to the ordinance cited above.

City Website: <http://cityofpacific.com/>  
(<http://cityofpacific.com/>)  
City Telephone: (253) 833-2856 Ext 1105  
Code Publishing Company  
(<http://www.codepublishing.com/>)



**JOB TITLE: COMMUNITY DEVELOPMENT/PUBLIC WORKS DIRECTOR**  
**FLSA STATUS: EXEMPT**  
**UNIT REPRESENTATION: NONE**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

### **DUTIES SUMMARY**

To plan, coordinate, direct and review the operations and activities of the Department of Community Development and the Public Works Department, including planning and land development; building and code enforcement; public works engineering; construction and maintenance of streets, parks, storm drains, water and sewer systems and other public utilities; City building, equipment and departmental fleet maintenance; to ensure departmental compliance with all applicable laws, regulations and standards; and to perform related duties and responsibilities as required.

### **SUPERVISION RECEIVED AND EXERCISED**

This position receives administrative direction from the Mayor and policy direction from the Mayor and City Council. Exercises direct supervision over public works, engineering, planning and building departmental staff.

### **EXAMPLES OF ESSENTIAL FUNCTIONS**

*The following duties are typical essential duties for positions in this classification. Any single position may not perform all of these duties and/or may perform similar related duties not listed here: limited to, the following:*

- Plans, directs, reviews and evaluates the activities, programs and projects of the Department of Public Works, Development and the Planning and Building Divisions.
- Develops and implements policies, procedures, goals, objectives, priorities and work standards for the departments.
- Interprets and ensures departments compliance with all federal, state and local laws and regulations, City policies and procedures, and standards of quality and safety.
- Establishes, within City policy, appropriate service and staffing levels; allocates resources accordingly.
- Selects, assigns, supervises, evaluates the performance of departmental personnel; provides for staff training and development opportunities; implements disciplinary and termination processes.
- Reviews and evaluates reports of subordinate staff for accuracy, completeness and compliance with departmental policies and procedures; determines and monitors follow-up actions required.

- Directs and reviews the work of contract consultants providing assistance to the departments; reviews or prepares related requests for proposals and contracts.
- Develops and manages the departmental budgets; monitors and approves all purchase payment orders; prepares and administers grants for special programs and projects. Identifies City needs and priorities for specific public works projects, planning projects and building activities; develops and updates short- and long-range goals and capital improvement plans.
- Conducts or directs analytical studies; develops and reviews reports of findings, alternatives and recommendations for the maintenance and improvement of City public works services, planning and building department services; prepares and directs the preparation of a variety of periodic and special reports regarding departmental activities.
- Prepares, reviews and/or approves public improvement plans, specifications, standards and estimates; encroachment, transportation, grading, drainage and flood plain permits; land development conditions of approval and associated agreements; land development maps, deeds and other documents, including acceptance of public right-of-way dedications to the City by deeds.
- Inspects and evaluates public and private improvement projects and public safety concerns.
- Serves as Flood Plain Administrator and the environmental Responsible Official.
- Ensures the availability of adequate equipment, vehicles, materials and supplies for Public Works, Planning and Building projects.
- Confers with and provides professional and technical assistance to City Council, Mayor and other staff on matters related to Public Works, Development, Planning and Building functions.
- Coordinates departmental activities with those of other departments and divisions, agencies and private groups as appropriate.
- Represents the department at City Council, Commission, Boards, and other City and community meetings; may serve on various committees, boards and commissions as appropriate.
- Receives and responds to public inquiries, requests for assistance and complaints regarding departmental projects and activities.
- Monitors legislation and trends in areas of responsibility; evaluates their impact on City operations and recommends and implements policy and procedural improvements.
- Performs general administrative work as assigned, including but not limited to conducting and attending meetings, assisting customers, researching files, scheduling appointments, reviewing correspondence, etc.

### **QUALIFICATIONS**

*Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:*

#### **Knowledge of:**

- Departmental policies, procedures and standards related to public works maintenance and construction projects, planning and building division projects and activities.
- Pertinent federal, state and local laws, regulations, codes and ordinances.
- Pertinent federal state and regional programs and grants.
- Administrative principles and methods, including goal setting and planning.

- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Principles and practices of civil engineering, land development, flood plain management, emergency management, as applied to the design, construction and maintenance of public facilities and technical inspection services.
- Modern principles, practices, techniques, equipment, materials and tools used in planning, building and public works construction / maintenance projects and daily operations.
- Research methods and sources of information related to public works, planning and building operations.
- Principles of supervision, training and performance evaluation.
- Budget preparation and administration practices.
- Principles and practices of modern office management, communications and effective employee and public relations.
- Modern office practices and technology, including the use of computers for word and data processing and spreadsheet applications.
- Methods of letter writing and report preparation.
- English usage, spelling, grammar and punctuation.
- Safe work practices.

**Ability to:**

- Interpret, analyze and apply pertinent federal, state and local laws, codes, ordinances, rules and regulations pertaining to department administration and operations.
- Develop, implement and interpret goals, objectives, policies, procedures and work standards.
- Analyze complex problems, identify alternative solutions, determine consequences of proposed actions and implement recommendations in support of goals.
- Determine work priorities and effectively coordinate and schedule resources and staff to perform activities and projects within time limits.
- Read and understand complex plans and specifications.
- Apply technical knowledge and follow proper inspection techniques to examine workmanship and materials, and detect deviations from plans, specifications, regulations and standard construction practices.
- Exercise sound, independent judgment within general policy guidelines.
- Prepare and administer a comprehensive budget.
- Prepare, verify, analyze and reconcile complex records, reports and recommendations.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Represent the City effectively in meetings with others.

**MINIMUM QUALIFICATIONS**

Seven years of increasingly responsible professional experience in the field of Public Works and Community Development operations, including at least three years in a responsible supervisory position, preferably in a local government jurisdiction.

Bachelor's degree from an accredited college or university with major coursework in civil engineering, public administration, urban planning or closely related field.

Must possess and maintain a valid Washington State driver's license.

### **PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS**

Work is primarily performed in an office environment with a portion of the duties performed outdoors conducting site investigations, etc. The working environment requires walking on various types of surfaces, including rough terrain, sitting, standing, ability to maintain balance, climb inclines, ability to kneel, bend, stoop, crouch, reach, push, pull, twist, requires a sense of touch, gripping with fingers and hands, lifting and carrying up to 20 pounds, the ability to operate a passenger vehicle, and to work alone and cooperatively with associates as a team member. Travel to meetings and conferences are required. Worker frequently sits for extended periods and works past normal office hours for meetings and other events.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.