



April 24, 2024

Ms. Lisa Jundt  
Human Resources Director  
City of Minot  
10 3<sup>rd</sup> Ave SW  
Minot, ND 58701

Dear Ms. Jundt,

Thank you for the opportunity to provide our proposal to assist the Metropolitan Planning Organization (MPO) with the recruitment of its next Executive Director.

Why is GMP your best choice for this recruitment?

**Extensive Recruitment and Public Sector Consulting Experience** – GMP Consultants have collectively worked on over 600 executive searches including 60 community development director and regional council executive director recruitments and have earned a reputation for providing superior service and building lasting relationships with both clients and candidates. We believe our proven process provides a best practices approach to attracting high quality candidates and ensuring a good fit for your organization.

**Lead Recruiter** - Your lead consultant will be Mr. Jeff Weldon. Jeff served 29 years in municipal management in Minnesota and South Dakota including city manager for Brookings and Yankton, SD; city administrator for Redwood Falls, MN; and assistant city administrator for Apple Valley, MN. Jeff was also an adjunct instructor at South Dakota State University in Public Administration and State and Local Government. Jeff brings an extensive knowledge of local government including local and regional planning.

**Our Guarantee** - GMP's management & recruitment knowledge brings a competitive advantage in recruiting top-notch talent. As the leader in public sector executive search, we stand by our work by offering an *18-month guarantee* on your selection!

If you have any questions or would like to discuss your specific needs, please do not hesitate to contact me at (206)714-9499 or [Greg@gmphr.com](mailto:Greg@gmphr.com). I look forward to hearing from you and hope to have the opportunity to work together soon.

Sincerely,

Greg M. Prothman  
President

## ABOUT GMP CONSULTANTS

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GMP Consultants is a public sector executive search firm with a collective 175 years of local government leadership experience with both regional and national recruitment expertise providing services to cities, counties and other governmental agencies. GMP offer our clients experienced subject matter experts with a solid understanding of local government coupled with decades of experience. We have served in a wide range of executive positions, from city and county management, planning & community development, public works, human resources, management information systems, and finance.

### Our Qualifications

Founded and led by Greg M. Prothman, formerly the CEO of Prothman, GMP consultants have worked on over 600 executives searches and over 80 public sector consulting projects. All our senior search consultants are active in both ICMA and local state level city management associations or in their respective professional associations. GMP brings firsthand local government knowledge and expertise in management, police, fire, human resources, and public works.

### Our Philosophy

Our business philosophy centers on the understanding that this is a “people” related industry. We have a reputation for providing superior service and building lasting relationships with both clients and candidates. We believe that attention to others’ needs is the key to effective customer service.

### Our Tested Process

Our placements are among the best in the industry because we understand that in addition to expertise “fit” with the organization and with the community is a critical part of the process as well.

### Why Choose GMP?

What you get with GMP Consultants is personal service. You appreciate it when phone calls are returned, projects stay on schedule and your challenges are given thorough and creative thinking. While other companies may assign your business to lesser experienced staff, we offer exceptional service from senior-level consultants

- **Service & Relationship** - Our consultants have earned a reputation for providing outstanding service and building lasting relationships with both clients and candidates.
- **People First** - We work closely with you and your candidates through every stage of the recruitment process, creating a welcoming candidate experience and ensuring an effective recruitment outcome.
- **Team Approach** – With 15 former city managers and department directors our consulting group works as a team to leverage their networks to assist with each assignment and give your challenges thorough and creative thinking.
- **Our Guarantee** – GMP is confident in its time tested and proven process. If your selected candidate leaves employment of the organization within the first 18 months of appointment, we will conduct an additional recruitment with no professional fee!

## PROJECT TEAM MEMBERS

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### **Greg M. Prothman – President**

Greg offers a unique combination of 20+ years of experience in various functions of government and 25 years of experience in public sector recruitment. Prior to forming GMP Consulting, Greg founded and was the driving force at Prothman Company as its President and CEO. Prior he was a partner at Waldron & Company. Early in his career Greg served as a police officer for the University of Washington and the City of Renton. He left police work after completing his Master's degree in Public Administration and accepted an administrative position for the City of Des Moines, WA. He was quickly promoted to Assistant City Manager and then City Manager. A Seattle native, Greg completed his BA at Western Washington University and his Master of Public Administration (MPA) degree from the University of Washington. Additionally, he completed the Senior Executives in State and Local Government program at Harvard University. Greg is a volunteer member of Seattle Mountain Rescue and a member of Crystal Mountain Ski Patrol.

### **Jeff Weldon – Lead Consultant**

Jeff served 29 years in municipal management in Minnesota and South Dakota including city manager for Brookings and Yankton, SD; city administrator for Redwood Falls, MN; and assistant city administrator for Apple Valley, MN. Jeff was also an adjunct instructor at South Dakota State University in Public Administration and State and Local Government. Jeff currently serves local government managers in Minnesota and South Dakota with career and professional development as a Senior Advisor for the state associations. Jeff holds a Bachelor's Degree from Minnesota State University and a Master's Degree from Hamline University. He was active with the Coalition of Greater Minnesota Cities, Minnesota City/County Management Association, South Dakota Municipal League, and the International City Management Association (ICMA). Jeff is a strong advocate for community involvement and has been involved with his church, the United Way, Rotary and Lions clubs, and the Chamber of Commerce. Jeff and his wife, Tracie, have two grown children and five grandchildren. His hobbies and spare time activities include camping, boating, fishing, golf, travel, woodworking, pencil sketching and reading presidential biographies and Civil War history.

### **Kate Hansen – Recruitment Manager**

Kate is a certified Project Management Professional (PMP) with a background in business, nonprofit, and fire administration. She has served as a Public Records Officer as well as a political campaign manager, and brings a distinguishing blend of attention to detail, creativity, and critical thinking. Kate holds a B.A. in Theatre from Chapman University with an emphasis on stage management.

### **Sarah Marsh – Content Designer**

Sarah brings a background across nonprofit, business, government, and education sectors. She holds an M.B.A in Organizational Behavior & Development from the University of Vermont. She also publishes in the field of American History and is the author of two award-winning children's books with Disney-Hyperion and Little, Brown. Sarah has a heart for researching and highlighting what makes a community and organization special.

### **Brenda Gabbitas – Recruitment Coordinator**

Brenda has over a decade of experience working with many communities around the globe in both public and private sectors. She leans on her experiences to build lasting relationships with everyone she works with while delivering unparalleled levels of service. Brenda holds a Bachelor's of Education in Early Childhood Development from Utah Valley University.

## WORK PLAN & APPROACH

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GMP Consultants have conducted hundreds of successful executive searches refining our process along the way. We provide the workplan, but you are in charge, we customize every recruitment to meet your needs. We partner with you with the goal of finding a highly qualified candidate who is the perfect "fit" for your organization, we promise!

### INFORMATION GATHERING & RECRUITMENT PROFILE DEVELOPMENT

#### Review and Finalize Search Process and Schedule

We'll meet with the Board to review:

- The project scope of work and process
- Project schedule
- Identify the geographic scope of the recruitment
- Review the compensation package
- Identify key stakeholders

#### Profile Research and Stakeholder meetings

Our goal is to thoroughly understand your organization, current challenges, preferred qualifications as well as the timeline for this recruitment. We would ask to meet with:

- Board of Directors
- Management team
- Other stakeholders
- Review all relevant documents

#### Develop, Review, and Approve a Detailed Recruitment Profile & Invitation

We'll create a detailed recruitment profile highlighting the strengths of your job opportunity. If requested, we will assist in reviewing the position compensation and will make recommendations that are consistent with comparable agencies and the market. Examples of prior recruitment profiles are included in this proposal and typically feature the following:

- Why Apply?
- The Organization & Position
- The Ideal Candidate
- Challenges & Opportunities
- Compensation & Benefits
- Your social media (if applicable)

## STRATEGIC MARKETING

**Targeted Recruitments** – We recognize that many of the best candidates are not actively looking for a new job, these are the candidates we are most interested in contacting. Our marketing strategy is designed to get your opportunity in front of these candidates! We begin by developing advertising and placing ads on websites, job boards, and periodicals. Targeted ad placement will include:

- National Association of Regional Councils
- Association of Metropolitan Planning Organizations
- American Planning Association (APA)
- North Dakota League of Cities
- North Dakota Planning Association
- APA – Western Central Chapter
- South Dakota Planners Association
- South Dakota Municipal League
- APA Minnesota Chapter
- Metropolitan Council – Twin Cities, MN
- Montana Planning Association
- APA - Iowa Chapter Intl.
- City Managers Association (ICMA)
- Metropolitan Area Planning Council - MA
- Western Cities (Cal Cities)
- Careers in Government
- Government Jobs
- GMP LinkedIn Page
- GMP Job Board

**Development of Candidate Database for Direct Mail Invitations** - We will mail an invitation to apply letter to all Metropolitan Planning Organization Executive Directors and Community Development Directors in the surrounding states midwestern states.

**Email Invitations to apply** - Additionally, we will send emails to our extensive database of community development directors nationwide.

We will update this preliminary advertising & contact strategy once we get a clearer understanding from the Board regarding the skill, talents and abilities required for the position.

### CANDIDATE SCREENING AND SHORTLIST PRESENTATION

**Candidate Application Materials** - Candidates are asked to submit a cover letter, application, resume, answers to supplemental questions (designed to measure writing and thinking skills) and five professional references.

**Selection & Interview of Semifinalists** – Using the position profile as a guide we review all candidate application materials and identify the most promising semifinalists. We conduct an in-depth video conference interview with each semifinalist and provide written observations.

**Internet Background Search** – We conduct an internet background search prior to the semifinal interviews on all candidates. If we find any concerning posts or news articles, we discuss this with the candidate and provide the initial finding and the candidate's response to you at the work session.

**Search Work Session** – We will meet with you to review semifinalists. Prior to the meeting we will send you the: each applicant's cover letter, resume, essay questions, the consultant semifinal interview notes and candidate summary sheet. The Board selects the finalist candidates.

### FINAL INTERVIEWS & SELECTION

**Design and Preparation of Final Interviews** - We will help you decide on the structure and schedule of the interviews, including the panel participants and facilitators. We will tailor the process to fit your needs and prepare all the candidate materials for the interviews.

**Reference & Background Checks** - We conduct professional reference checks on each candidate, requesting the names of supervisors, subordinates, and peers. Background checks include Education Verification, Criminal History, Driving Record, and Sex Offender Check. Should a concerning issue arise we will contact you immediately to discuss next steps regarding the candidates suitability for the position.

**Candidate Travel** - We'll also help you identify which candidate travel expenses your organization wishes to cover and then work with the candidates to coordinate the most cost-effective travel arrangements.

**Final Interviews & Selection** - The Board (and advisory panels if used) interview finalists. We will facilitate a debrief with all panel participants. After the debrief, we will facilitate the evaluation process, help the decision makers come to consensus, discuss next steps, and organize any additional candidate referencing or research if needed.

**Candidate Appointment** - We will facilitate potential contract elements with the Board. Once your top candidate has been selected, we will assist as needed with the job offer, contract negotiations, and employment agreement.

## RECRUITMENT SCHEDULE EXAMPLE

Recruitments take approximately 90 days to complete.

<b>Kickoff Meeting</b>		<b>THE MPO &amp; GMP:</b> Meet to discuss timeline & search process
<b>Profile Development</b>	Week 1-2	<b>GMP:</b> Meet with key stakeholders & create position profile
<b>Advertising</b>	Weeks 3 - 7	<b>GMP:</b> Post online ads; send direct mailing
<b>First Review</b>	Week 8 -9	<b>GMP:</b> Conduct preliminary interviews with most promising candidates
<b>Work Session</b>	Week 10	<b>GMP &amp; THE MPO:</b> Meet to review semifinalists and choose finalist candidates
<b>Final Interview Preparation</b>	Week 11-12	<b>GMP:</b> Conduct background & reference checks, complete final Interviews schedule, coordinate travel with candidates
<b>Final Interviews</b>	Week 12	<b>THE MPO:</b> Hosts finalist interviews <b>THE MPO:</b> Makes hiring selection

## PROFESSIONAL REFERENCES

### **City of Blaine, MN** pop. 70,000

Michelle Wolfe, City Manager  
mwolfe@blainemn.gov  
763 785 6121  
*Finance Director – just completed*

### **Gunnison County, CO** pop. 17,000+

Matthew Birnie, County Manager  
MBirnie@gunnisoncounty.org  
970-641-3061  
*County Manager*  
*Chief Financial Officer*  
*Asst. County Manager*

### **City of Oak Park Heights, MN** pop. 4,692

Mary McComber, Mayor  
marymccomber@aol.com  
(651) 351-7879  
*City Administrator - just completed*

### **City of Belgrade, MT** pop. 11,075

Neil Cardwell, City Manager  
ncardwell@cityofbelgrade.net  
406-388-3760  
*City Manager*  
*Human Resource Director*  
*Assistant City Manager – recently completed*

## GUARANTEE & WARRANTY

### **Warranty**

If the major elements of the recruitment process are followed and a candidate is not chosen, we will repeat the recruitment with no additional professional fee, the only cost to you would be the expenses.

### **Guarantee**

Should the selected candidate leave the employment of the MPO within the first 18 months from the date of appointment, we will conduct one additional recruitment for the cost of expenses only, if requested to do so within six months of the employee's departure.

## PROFESSIONAL FEES & EXPENSES

The fee for conducting an Executive Director recruitment is \$16,000. The professional fee covers all consultant and staff time required to conduct the recruitment. Professional fees are billed in three equal installments: at the beginning, halfway, and upon completion of the final interviews.

The MPO will be responsible for reimbursing expenses incurred on the Agency's behalf. Expenses include:

- Websites, job boards and other advertising (approx. \$1,400 - 1,800 est.)
- Direct mail announcements (approx. \$1,300 - \$1,800 est.)
- Consultant travel: Mileage at IRS rate and \$65 per hour, plus hotel for overnight accommodation
- Background checks (approx. \$225 per candidate)

The MPO has the right to cancel the search at any time, the only responsibility would be the fees and expenses incurred prior to cancellation.

## PLANNING SEARCHES BY GMP CONSULTANTS & MANAGERS

**Ben Franklin Transit, WA**  
Planning & Development Director  
**Bonner County, ID**  
Director of Planning & Zoning  
**Chelan County, WA**  
Community Development Dir  
**City of Arlington, WA**  
Building Official  
Community Development Dir  
**City of Astoria, OR**  
City Planner  
**City of Auburn, WA**  
Planning, & Community Director  
**City of Bainbridge Island, WA**  
Community Development Dir  
**City of Bend, OR**  
Property Manager  
**City of Bothell, WA**  
Community Development Dir  
**City of Centralia, WA**  
Community Development Dir  
**City of Covington, WA**  
Community Development Dir  
**City of Damascus, OR**  
Community Development Dir  
**City of DuPont, WA**  
Planning Director  
**City of Duvall, WA**  
Planning Director  
**City of Edgewood, WA**  
Senior Planner  
**City of Federal Way, WA**  
Community Development Dir

**City of Fife, WA**  
Community Development Dir  
**City of Gillette, WY**  
Community Development Dir  
**City of Green River, WY**  
Community Development Dir  
**City of Gunnison, CO**  
Community Development Dir  
**City of Kenmore, WA**  
Community Development Dir  
**City of Kennewick, WA**  
Planning Director  
**City of Lake Stevens, WA**  
Community Development Dir  
**City of Lebanon, OR**  
Community Development Dir  
**City of Lincoln City, OR**  
Community Development Dir  
**City of Long Beach, WA**  
Community Development Dir  
**City of Marysville, WA**  
Community Development Dir  
**City of Medford, OR**  
Planning Director  
**City of Medina, WA**  
Planning Manager  
**City of Minot, ND**  
Community Development Dir  
**City of Moab, UT**  
Community Development Dir.  
**City of Moscow, ID**  
Asst Community Develop Dir

**City of Mountlake Terrace, WA**  
Community & Economic Development Director  
**City of Newcastle, WA**  
Community Development Dir (2)  
**City of Normandy Park, WA**  
Community Development Mgr.  
**City of Othello, WA**  
Community Development Dir  
**City of Port Angeles, WA**  
Planning Manager  
**City of Port Townsend, WA**  
Development Services Director  
**City of Post Falls, ID**  
Community Development Dir  
**City of Red Lodge, MT**  
Community Development Dir  
**City of Sedona, AZ**  
Dir of Community Development  
**City of Shelton, WA**  
Community & Economic Development Director  
**City of Shoreline, WA**  
Planning Director  
**City of Snohomish, WA**  
Planning Director  
**City of Snoqualmie, WA**  
Community Development Dir  
**City of Spokane Valley, WA**  
Building Official  
Community Development Dir.  
**City of Umatilla, OR**  
Electrical Inspector

<b>City of West Linn, OR</b> Community Development Director	<b>Cowlitz-Wahkiakum Council of Governments, WA</b> Community Development Transportation Planner	<b>Lewis County, WA</b> Community Development Dir
<b>City of Woodburn, OR</b> Community Development Dir	<b>Gunnison County, CO</b> Director of Community and Economic Development (2)	<b>Morrow County, OR</b> Planning Manager
<b>City of Woodinville, WA</b> Development Services Director	<b>Jefferson County, OR</b> Community Development Dir	<b>Ouray County, CO</b> Building Inspector
<b>City of Yelm, WA</b> Building Official	<b>Jefferson County, WA</b> Director of Community Devl.	<b>Park City, UT</b> Community Development Director
<b>Clatsop County, OR</b> Building Official	<b>Josephine County, OR</b> Community Development Dir	<b>Whatcom Transportation Authority, WA</b> Planning Director
Development Services Manager		
<b>Cowlitz County, WA</b> Building & Planning Director		

## **CITY, COUNTY & SPECIAL PURPOSE DISTRICT ASSOCIATION EXECUTIVE DIR. RECRUITMENTS**

*CONDUCTED OR MANAGED BY GREG PROTHMAN*

<b>Municipal Research &amp; Services Center</b> <i>Executive Director</i>	<b>Water &amp; Sewer Risk Management Pool</b> <i>Executive Director</i>
<b>Association of Washington Cities AWC</b> <i>Chief Executive Officer</i>	<b>Washington Association of Sewer &amp; Water Districts</b> <i>Executive Director</i>
<b>Washington Asso. of County Officials</b> <i>Executive Director</i>	<b>Washington Counties Risk Pool</b> <i>Executive Director</i>
<b>Association of Oregon Counties</b> <i>Executive Director</i>	<b>Benton-Franklin Council of Governments</b> <i>Executive Director</i>
<b>Local Government Personnel Institute</b> <i>Executive Director</i>	<b>Lynnwood Public Facilities District</b> <i>Executive Director</i>

## **WORK SAMPLES: POSITION PROFILE AND INVITATION TO APPLY LETTER**

(Attached). Additional samples available at [gmphr.com](http://gmphr.com). Copyright © 2024 by GMP Consultants, . All rights reserved.



# **DIRECTOR OF COMMUNITY AND ECONOMIC DEVELOPMENT**

## **CITY OF YAKIMA, WA**

### **Why Apply?**

This is an excellent opportunity in a professional organization with a focus on customer service. Nestled in the beautiful Yakima Valley, the City is the heart of Central Washington and the hub for culture, business, education, services, health, and government. The City has a dedicated team of department directors and employees. The next Director of Community and Economic Development will be in a leadership position to help create a new strategic direction and plan for community and economic development.

# Welcome to YAKIMA



Located about 150 miles east of Seattle, Yakima is a vibrant city of 98,000 residents and the 11th largest in Washington State. The city is known for its beautiful weather, central location, relatively low cost of living, and strong sense of community.

Serving as the county seat of Yakima County, Yakima has been the cultural, business, educational, healthcare, and governmental focal point of the Central Washington region since it was founded more than 125 years ago. Originally built along the then-new Northern Pacific Railway line, Yakima has grown from its agricultural roots into a vibrant, diverse, metropolitan city.

Yakima's economy has traditionally revolved around agriculture and a wide variety of crops are grown in the Yakima Valley, including more than 30 varieties of fruit (apples, cherries, peaches, pears, nectarines, apricots and berries) and vegetables (such as asparagus and eggplant). The Yakima region is also well-known for producing about 75% of all the hops grown in the United States.

While Yakima still relies on agriculture to drive its economy, over 250 manufacturing firms call the area home and produce a variety of products, including aircraft parts, wood products, plastic products, recreational vehicles and communications technology.

Tourism is the fastest growing segment of the Yakima economy. More than 70 wineries are located in the Valley and regularly draw visitors to sample and buy internationally renowned varietals. Multiple craft breweries and distilleries utilize home-grown products in their unique offerings.

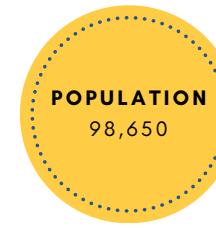
Yakima is host to many family-friendly facilities and events including the new YMCA/Yakima Rotary Aquatic Center, Capitol Theatre, Sozo Sports Complex, the Central Washington State Fair, a wood bat summer league baseball team, and welcomes numerous regional youth and adult sports tournaments.

The Yakima community enjoys a rich mixture of people from many cultural and ethnic backgrounds. Over the past 30-plus years, the Valley has experienced a large influx of Latino immigrants, many from the state of Michoacan in central Mexico, accounting for approximately 52% of the population in Yakima County.

# THE CITY OF YAKIMA

Yakima is a Charter Civil Service city governed by a seven-member Council operating within the council/manager form of government. Council members serve staggered four-year terms and are elected as representatives from within the City's seven districts. The mayor is selected by the Council from among its members.

Yakima is a full-service city with a 2024 General Government budget of approximately \$75 million and a total budget of approximately \$251 million. Full-time staffing consists of approximately 750 employees: 24% in Police, 18% in Fire, 18% in Utilities, 7% in Transit, 4% in Streets/Traffic, and 29% in other City departments and divisions.



## THE COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT

The Community & Economic Development Department operates with a 2023 budget of \$3,338,091 and a team of 30 FTEs. The Department is made up of three operating divisions: Planning (Land Use and Short Range), Economic & Neighborhood Development Services, and Code Administration (Permitting, Code Compliance, and Building Inspection).

The mission of the **Planning Division** is to assist the residents of Yakima in the achievement of their personal and community development goals. The Planning Division provides this service on an individual and timely basis with a commitment to community values, ecological principles for protection of the environment, while evaluating competing priorities and interests.

The **Economic and Neighborhood Development Service Division** works to increase investment and sustain prosperity in the community and strives to create a healthy and dynamic economic ecosystem to develop and retain business and job opportunities, attract spending in the community, and provide excellent customer service to businesses. The division administers the funds the City of Yakima received from the US Office of Housing and Urban Development (HUD). Yakima is eligible for Entitlement Community Development Block Grant (CDBG) allocations and HOME Investment Funds. Additionally, the city participates in other programs sponsored by HUD and the Washington State Department of Commerce, which assist in meeting the community's housing and neighborhood needs.

This **Code Administration Division** is responsible for the enforcement of all development codes related to structural, fire, life safety, and health requirements. In addition, this division enforces land use regulations; operates the City's customer service Permit Center; answers water and sewer utility location and/or connection fee inquiries, issues business and regulatory licenses; handles complaints via the code compliance hotline and Yak Back; administers the City's nuisance ordinances and handles complaints regarding the public way.





# THE DIRECTOR OF COMMUNITY AND ECONOMIC DEVELOPMENT

Reporting to the City Manager, the Director of Community and Economic Development is responsible for the proper administration and operation of the Community & Economic Development Department. The Director plans, directs, manages and oversees the activities and operations of Planning, Community Development, Economic & Neighborhood Development Services, and Codes Administration including land use, short and long-range planning, building codes and permits, and environmental review. The Director coordinates assigned activities with other departments and outside agencies and provides highly responsible and complex administrative support to the City Manager as a member of the City's Leadership Team.

## THE IDEAL CANDIDATE

The City of Yakima is seeking a progressive leader who is approachable, knowledgeable, and collaborative with a common sense, can-do attitude and a passion for community growth and development. A successful Director of Community and Economic Development will be visionary, yet possess practical business sense and proven experience. The City desires a candidate with a heart for a community invested in agriculture and hometown values of integrity, hard work, and service to others.

At the City of Yakima, customer service is not just a catch phrase, but a core principle. The best candidate will be respectful of Council, staff, and the public; and will encourage an environment where creativity flourishes, ensure results and accountability. Additionally:

- Experience in leading comprehensive plans, growth policies, economic development.
- Ability to create a vision for community development and economic vibrancy.
- Excellent communication skills with city administration, department directors, city council, and the community.
- Ability to work in partnership with developers, contractors, architects, and engineers to move projects forward.
- Outstanding leadership skills to organize and manage daily operations and long-term priorities.
- Ability to create and foster partnerships with cities, county, state, and regional agencies.
- Experience managing in lean times and the ability to anticipate and resolve issues before they escalate.

# OPPORTUNITIES & CHALLENGES

## Comprehensive Plan

The City is scheduled to update its comprehensive plans in 2024. This will be a major project and includes engagement with the community and City Council.

## City Plans

There are several City plans that must be updated including the Economic Development Plan, Downtown Master Plan, the Consolidated Plan, the Housing Plan, and new codes.

## Staffing

There are several key management positions that must be filled. They include the Planning Manager and the Economic & Neighborhood Development Services Manager.

## Budget

The City has a challenge to meet service demands with limited resources. The Department's budget will be a key priority. Staffing and resources for updating plans will be a difficult balance with limited resources.



## COMPENSATION & BENEFITS

The City of Yakima is offering an annual salary range of \$127,212 to \$162,385 for this position, dependent upon experience and qualifications, along with a comprehensive [benefits](#) package.

## EDUCATION & EXPERIENCE

A bachelor's degree in urban planning, public administration, business administration or closely related field and a minimum of five (5) years public planning, economic development, housing and/or redevelopment experience, including three (3) years of management and administration responsibility.

Four (4) years additional experience may substitute for a bachelor's degree. A master's degree and/or American Institute of Certified Planners (AICP) certification is desired.

Or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to successfully perform the job.

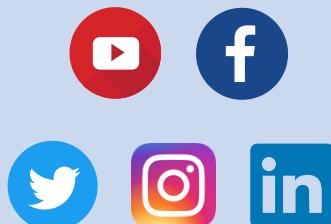
## RESOURCES

[Greater Yakima Chamber of Commerce](#)

[Yakima Valley Tourism](#)

[Downtown Association of Yakima](#)

[Yakima County Development Association](#)



**TO APPLY**

Apply Online: [gmphr.com](http://gmphr.com)

First Review: **May 5, 2024**

More Info: Ray Corpuz, GMP Consultants  
[ray@gmphr.com](mailto:ray@gmphr.com) / (831) 236-8961





**WHY APPLY?**

Join a top-notch organization & live in a beautiful area with a high quality of life.

# PLANNING DIRECTOR

## GUNNISON COUNTY, CO

Dear Colleague,

GMP Consultants is assisting Gunnison County in finding a **Planning Director**. Perhaps this is the right time in your career to consider this exciting opportunity. If not, would you please pass this on to other planning professionals who may be interested?

Thank you for your consideration and assistance.

**Greg M. Prothman**  
GMP Consultants  
[gmpfhr.com](http://gmpfhr.com)



# PLANNING DIRECTOR

Gunnison County, CO



## GUNNISON COUNTY

Nestled in the heart of Colorado's Rocky Mountains, Gunnison County serves 17,000 year-round residents and a booming tourist community who enjoy a mountain culture and almost 2 million acres of accessible public lands offering world-class outdoor recreation opportunities. The County cherishes its sense of community and place, striving to preserve and promote the well-being of the County's citizens, natural environment, and rural character.

Gunnison County is a progressive, high-performing organization led by County Manager Matthew Birnie. Matthew has assembled a collegial team of exceptional public sector executives who enjoy working together collaboratively on important cross-cutting issues to maximize organizational effectiveness in delivering results to the community.



From 2018 to 2021, the International City/County Management Association (ICMA) acknowledged Gunnison County's commitment to data-driven performance management with consecutive awards of their Certificate of Excellence in Performance Management. Also notable, of the five counties nationwide that achieved this distinction, the next smallest has a population of 270,000 and the others have over one million residents.

## THE PLANNING DIRECTOR

Reporting to the Assistant County Manager (ACM) for Community and Economic Development, the new Planning Director will focus on leading current land use planning, code updates and revisions, as well as supporting larger regional efforts related to recovery/resiliency, climate change, and comprehensive planning. The new Director will play an important role in continuing to promote the professional and high-performing organizational culture of Gunnison County.

The Community and Economic Development Department operates with a 2022 budget of \$1,164,640 and a team of eight FTEs. Services include: Current Planning (land use permitting); Oil and Gas Projects; Long Range Planning; Building; Environmental Health; and Licensing Marijuana Cultivation, Manufacturing, and Testing.

### Preferred Qualifications:

- Graduation from an accredited four-year college or university with a bachelor's degree in urban/regional planning, or a related field. A master's degree and AICP certification is preferred.
- Three to five years of professional planning experience and demonstration of increasingly responsible related experience in land use planning and local government administration.
- Three to five years of experience with direct contact and assistance to the public in a governmental or regulatory context.

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First Review: June 27, 2022. Open Until Filled.

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