



CITY OF LYNNWOOD

Apply by May 4, 2025

The City of Lynnwood Seeks An Experienced Leader for

DEVELOPMENT & BUSINESS SERVICES DIRECTOR

The Development & Business Services Director serves as a key member of Lynnwood's Executive Leadership team and is tasked with helping the City achieve it's Community Vision and top priorities of the Strategic Plan 2022-2026.

Lynnwood's Community Vision

The City of Lynnwood will be a regional model for a sustainable, vibrant community with engaged citizens and an accountable government.



Top Priorities for Strategic Plan 2022-2026

1. Fulfill the community vision for the City Center and Lynnwood Link Light Rail
2. Ensure financial stability and economic success
3. Nurture operational and organizational excellence
4. Be a safe community
5. Be a diverse, welcoming, equitable, and livable city
6. Pursue and maintain collaborative relationships

ANTICIPATED RECRUITMENT SCHEDULE

First Interviews: Week of June 2, 2025 | Desired Start Date: August 18, 2025

To apply online, www.LynnwoodWA.gov/jobs



Development & Business Services Department Mission

The Development and Business Services Department is responsible for Lynnwood's long-range planning, development review and approvals, environmental reviews, permitting of land use and building projects, business licenses, code enforcement, City Center and light rail coordination, tourism promotion and assisting in the orderly growth and development of the City.

IDEAL CANDIDATE PROFILE

The City of Lynnwood desires an experienced Development & Business Services leader who exhibits a collaborative, engaging, and open demeanor with a good balance of technical and interpersonal skills to serve as its next Director of Development & Business Services.

The ideal candidate will bring proven leadership abilities, a broad range of knowledge in most, if not all areas of planning, permitting, inspections, and economic development functions in local government, a successful track record of sustainable leadership in a dynamic environment, and a positive can-do spirit.

This is a hands-on, working director position that reports directly to the Mayor and is a member of the City's Executive Leadership Team. As a member of the City's Executive Leadership Team, the DBS Director must be collaborative, be visionary, and work towards the best interests of the City of Lynnwood.

This position requires an individual with exceptional oral and written communication skills who is approachable, flexible, and team-oriented to serve a diverse workforce.

The successful candidate will be comfortable working in a fast-paced, ever-changing setting and must possess a passion for public service. They must also promote and inspire a highly ethical organizational culture that fosters employee engagement, innovation, customer service, accountability, and professional excellence.

THE DEPARTMENT & POSITION

The Development & Business Services Director provides direction, leadership and general oversight to the DBS Department which includes the divisions of Economic Development (business development, city center, tourism), Community Planning (current planning, comprehensive planning, transportation), Permits & Inspection Services (plan review, inspections, permits, development engineering, fire prevention, code enforcement) and administrative support.

This position directs four division managers within the department who are dedicated to managing the City’s growth, development, community planning, economic vitality, environmental standards, quality of life, and code compliance.

The Director ensures that the City’s Community Vision, Strategic Priorities, Council direction, and core values are incorporated into the Department mission; serves as a member of the City’s Executive Leadership Team; is a primary contact for the City with the business and development community; and is the liaison with community partners in the public and private sectors on DBS-related functions and responsibilities. The DBS Director is appointed by the Mayor and confirmed by the City Council.

Major Responsibilities Include:

- Allocates, directs and evaluates department personnel to ensure employees achieve the department’s mission, and the city’s strategic priorities.
- Serves as a member of senior management on the development of the city’s strategic planning efforts and addressing citywide policy and management issues.
- Works with elected officials and other city departments to create strategic plans related to the department’s comprehensive plan.
- Works with representatives of business, development, real estate, finance, residents, property owners, strategic partners, and community groups in undertaking the roles and responsibilities of DBS.
- Collaborate and coordinate with the other City departments and outside parties in reviewing preparing and administering community plans, development regulations, building permits, zoning requirements, business licenses, development plans, etc.
- Administer and monitor implementation of City’s comprehensive plan, special planning

areas, development plans and projects. Ensure that such projects/plans comply with all other applicable laws and ordinances. Oversee the City’s environmental review process.

- Establishes and maintains a working environment conducive to positive morale, creativity and teamwork.
- Presents departmental issues and recommendations to the Mayor and City Council.
- Coordinates the department’s activities with those of other city departments.
- Promotes and develops equity and accessibility throughout the department’s programs, services, and long-range planning.

EDUCATION & EXPERIENCE

Bachelor’s degree in urban planning, business/ public administration, organizational management or a closely related field. Masters in Public Administration or comparable degree plus ten (10) years directly-related experience, with at least five (5) years managing complex projects, or an equivalent combination of related education and experience. Successful completion of a background check. Specific experience developing and maintaining public and private partnerships preferred.

The City of Lynnwood is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply. Applications, supplemental questions, resumes and cover letters will only be accepted electronically.

COMPENSATION & BENEFITS

- \$174,304 - \$224,390 DOQ
- 100% Medical, Dental & Vision; 90% for dependents
- Life & Long-Term Disability Insurance
- PERS State Retirement System
- 13 paid holidays & 12 sick leave days per year
- Generous paid vacation accrual schedule

LYNNWOOD, WA

Lynnwood is on the move and growing rapidly. We are a vibrant community centered in a top-tier location that provides access to big city amenities while maintaining its northwest charm. Located at the intersection of Interstates 5 and 405, equidistant from Seattle (16 miles), Bellevue (19 miles) and Everett (13 miles). Lynnwood offers unparalleled access to all that the Puget Sound region has to offer.

As the economic hub of South Snohomish County, Lynnwood is designated as a regional growth center and provides a stable workforce and low unemployment rate. One of the largest retail shopping centers in the region, Alderwood Mall offers more than 175 upscale stores and dining establishments. With nearly \$500 million in retail sales annually, Lynnwood has a strong and stable business economy.

In 2024, Sound Transit expanded its Link light rail service to Lynnwood in the heart of Lynnwood's City Center. The up-and-coming downtown of Lynnwood is becoming home to a vibrant mix of housing, office, and retail connected by a multi-modal streetscape with parks and plazas.



Lynnwood City Center
Light Rail Station

Residents of Lynnwood can live the northwest dream with access to upscale amenities and affordable housing. Edmonds Public School District is highly regarded and has served Lynnwood since the City's incorporation in 1959. Additionally, Edmonds College, a public community college in Lynnwood provides a broad curriculum of studies for students and adults.

Lynnwood is a welcoming and active community that values: positive change; racial diversity, equity, and inclusion. Lynnwood is a remarkably diverse community with nearly 40% of residents being non-white, and 35% of residents being



Fair on 44th Community Event

foreign-born. There are over 100 languages spoken throughout the Edmonds School District.

Year-round recreational options include a municipal golf course, 22 city parks, public tennis, basketball, and pickleball courts, sports fields, and the Lynnwood Recreation Center featuring 5 swimming pools, 2 water slides, a water playground and a 3,000-square foot cardio/weight room.



Lynnwood Municipal Golf Course

THE CITY

Incorporated on April 23, 1959, Lynnwood is a full-service city providing a variety of municipal services, including police, roads and utilities, development and business services, municipal court services, parks, recreation and cultural arts. Lynnwood is 7.7 square miles, and has a population of over 39,000 people and growing.

The City of Lynnwood has a strong Mayor-Council form of government. The seven Councilmembers are elected directly by the people for staggered four-year terms, representing the community at large rather than individual districts or areas of the city. Mayor Christine Frizzell began her first term in January of 2022, after serving four years on City Council, and directs the overall management and administration of all city departments, policies, and directives. The city has over 350 full-time employees and 150 part-time and seasonal employees.

The City of Lynnwood is in good financial condition backed by sound fiscal policies and practices earning a AA+ bond rating by S&P. The new PRCA Director will have the opportunity to work with dedicated staff and positively shape the future of the organization in one of the most vibrant, beautiful areas in the Pacific Northwest!



Community Engagement