

**PROFESSIONAL CONTRACT POSITION**  
**REQUEST FOR QUALIFICATIONS AND PROPOSAL**  
**CITY OF EDMONDS HEARING EXAMINER**

The City of Edmonds seeks proposals from qualified individuals to be appointed as the City's Hearing Examiner. The contract for services is intended to commence in January of 2016.

**DUTIES AND RESPONSIBILITIES:**

The Hearing Examiner conducts and records public quasi-judicial hearings on a variety of land use applications and appeals, including conditional use and shoreline permits, variances, draft environmental impact statements, preliminary plats for formal subdivisions, staff decisions, and related matters as specified by law and referred by the city code. The Examiner also holds hearings on other matters, such as official street map changes and the final assessment roll of any local improvement district or utility local improvement district in accordance with the provisions of Chapter 35.44 RCW.

The Hearing Examiner reviews all information in the record of the proceeding including project files kept by the Development Services and or Public Works Departments, including applications, staff reports, environmental impact statements, and other materials.

The Hearing Examiner holds public hearings on each project reviewed in the manner provided in Title 20 of the Edmonds Community Development Code (ECDC). The Development Services Department and/or the Public Works Department take care of required public notice.

Upon conclusion of hearings, the Examiner issues timely written reports summarizing the information from the public hearing and making findings of fact, conclusions, and decisions consistent with law and City ordinances. The Examiner sends a copy of the findings and conclusions to the applicant, the Development Services Department, any parties of record, to any person(s) requesting a copy, and the City Council. The findings and conclusions contain any conditions placed on an approval or permit.

Certain decisions made by the Hearing Examiner are subject to appeal to the City Council, as described in Title 20 of the ECDC.

The Hearing Examiner may be required to reconsider his/her decision or recommendation on any matter before him/her in accordance with the provisions of City ordinance.

The Hearing Examiner may not hold any other position in the city government of Edmonds or be an employee of or contractor for, any person under contract to the city of Edmonds. The Hearing Examiner must be knowledgeable regarding statutory and case law governing the hearing process, such as the Open Public Meetings Act and Appearance of Fairness Doctrine, and applicable prohibitions regarding conflict of interest.

The Hearing Examiner will subcontract for and supervise the provision of clerical and other support services as needed to provide the required services under this Contract at no additional charge to the City of Edmonds beyond the contracted amount.

Annually, the Hearing Examiner must prepare and present an oral and written report to the City Council outlining the actions of the Hearing Examiner during the preceding 12 month period. The purpose of such review is to enable the City Council and the Hearing Examiner to coordinate city land use policy and be aware of current issues.

**QUALIFICATIONS:**

The best qualified applicant will have:

- A Masters Degree in Planning or Law Degree or equivalent
- Demonstrated knowledge and experience of Washington State land use, environmental law, and the Growth Management Act
- Demonstrated knowledge and experience of land use decisions based on plans, policies, codes and legal standards
- Demonstrated knowledge and experience in conducting public hearings including “Robert’s Rules of Order” and The Appearance of Fairness Doctrine
- Demonstrated knowledge and experience with writing findings and conclusions
- A minimum of five years experience as a municipal Hearing Examiner

**EVALUATION PROCESS AND CRITERIA**

Initial Screening of proposals will be weighted as follows (100 points total):

- 20 pts Experience
- 20 pts Knowledge of pertinent laws and statutes
- 20 pts Ability to produce timely and accurate reports and recommendations
- 10 pts Experience with comparable Cities or hearing systems
- 20 pts Cost and payment terms
- 10 pts References

All proposals will be reviewed and screened based upon the qualifications and requirements outlined above. Those individuals deemed most qualified, based on the scoring criteria, will be screened further based upon reference checks. Finalists will be invited for interviews. The appointment will be made by the Mayor subject to the approval of a professional services contract by the City Council.

**APPOINTMENT:**

The Hearing Examiner position is appointed by the Mayor and confirmed by the City Council for a term of four years. The first year of the term will be probationary during which he/she will serve subject to the approval of the Mayor. During the balance of the four year term, the Hearing Examiner may be removed only for good cause.

**COMPENSATION/HOURS OF WORK:**

The required hours of work for the Hearing Examiner position include, but are not limited to, the necessary time needed to fulfill the requirements of the position including reviewing all information on a pre-hearing basis, administering the public hearing process, and preparing and issuing recommendations or decisions according to applicable laws and ordinances. Public hearings are regularly scheduled on the afternoons of the first and third Thursday of each month but will be held as needed; the City has limited ability to change this schedule. Compensation is

