

Position: Community Development Division Director
Date Posted: January 25, 2019
Vacancy Number: 126-18-02
Closing Date: February 8, 2019
Position Status: Full-Time, FLSA Exempt and Benefit Eligible

Compensation & Benefits

- Salary Range for hiring consideration: \$112,551.09 - \$128,545.25 Annually DOE
- Medical & Dental – Group benefits include health, dental, vision, basic life and accidental death & dismemberment. This position is eligible for the Arizona State Retirement System and may choose to participate in a 457 deferred compensation plan.
- 11 holidays including 1 floating holiday
- 16 days' vacation per year after six months of employment
- Monthly Vehicle Allowance

Community Development Division Director Recruitment

The City of Flagstaff

The City's vision is a sustainable, safe and vibrant community retaining the character, high quality of life and charm of a small town. Flagstaff offers economic opportunities, educational choices, attainable housing, a protected environment with cultural and career opportunities that support a diverse population.

The municipal organization has thirteen divisions, a budget of \$279.9 million and 969 employees. City employees have described the organization as inclusive and resourceful, made up of personnel that values professionalism and quality, who are dedicated to serving the community.

The City Manager serves as the Chief Executive and is appointed by the City Council. The City Manager has two principal Deputy City Managers. One Deputy City Manager oversees Real Estate, Management Services, Economic Vitality, Water Services, and Community Development. The other Deputy City Manager oversees the City Clerk's Office, Risk Management, Human Resources, Fire, Police, and Public Works.

Community Development Program Description

Community Development Administration provides leadership and vision, and coordinates the activities of the Engineering, Housing, Flagstaff Housing Authority and Planning and Development Services sections. Administration also serves Community Development by coordinating issue resolution with other City divisions and with external agencies.

Community Development Division Mission Statements

The missions of the **Community Development Administration, and the Planning and Development Services** Sections are to be client-focused teams that enable quality development, reinvestment, and conservation of the natural and built environment through publicly adopted policies and plans.

The mission of the **Engineering Section** is to provide for the delivery of high quality community projects that improve the quality of life for the citizens of Flagstaff, through the efficient management of public resources.

The mission of the **Housing Section** is to provide enabling programs and policies for decent housing, a suitable living environment and economic opportunity to the residents of Flagstaff, in particular Flagstaff's workforce and low / moderate income households thus fostering a diverse and sustainable community.

Community Development Division's Internal 1 – 2 year Priorities

Administration:

- To complete a refreshed mission and vision process that involves all three sections for the Community Development Division.
- Develop a comprehensive inventory of policies and procedures for each program within the division to make more efficient use of existing staff resources with varied workloads.
- Develop and implement a program for online plan submittal, review and permitting.

Planning & Development Services:

- Bring the Zoning Code into alignment with the adopted Community vision and goals.
- Electronically link the Zoning Code with other relevant guiding documents such as the Regional Plan.

Engineering:

- Development of a Transportation Master Plan that outlines the priority project delivery plan for the next 20 years to be based on Propositions 419 & 420 passing on the November 2018 Election (if Proposition 419 and/or 420 do not pass then we would need to begin preparation of November 2020 Election campaign).

Housing:

- Update the Incentive Policy for Affordable Housing to be consistent with Zoning Code changes and any additional resources resulting from Proposition 422, should it be approved.
- Implement an on-line application and waiting list system for Public Housing and the Housing Choice Voucher program to create greater access to programs for the community and streamline administrative processes.

Position Summary

Actively supports and upholds the City's stated mission and values. Performs highly professional management, administrative, and supervisory duties in directing all activities of the Community Development Division.

This is a division-head level position, which reports directly to a Deputy City Manager. Employees of this class are responsible for organizing, directing, and coordinating the sections of Engineering, Planning and Development Services, and Housing, which comprise the Community Development Division. The Community Development Director works with considerable independence and has overall responsibility for determining major divisional policies, planning long- and short-range programs, budget preparation, personnel management, and deals with major technical and administrative community development matters with other divisions, the City Manager, the City Council, various commissions, and the public at large.

ADMINISTRATIVE DUTIES

- Supervisory: This job has full responsibility for supervision at the division level (hires, directs, schedules, transfers, promotes, rewards, disciplines, and terminates other employees).
- Budgetary: This job has full responsibility for budgeting (prepares, implements, and manages) at the division level and may include full fund management if fund is exclusive to the division.
- Strategic Planning: This job has full responsibility for strategic planning (develops, implements, interprets, and manages long and short-term goals) at the division level.
- Policies/Procedures: This job has full responsibility for policies and procedures (develops, implements, and interprets) at the division level.
- Compliance: This job has full responsibility at the division level to follow, ensure compliance with, enforce, and interpret Federal, State, and Local laws, rules, and regulations as well as City policies and procedures.
- Council Communications: This job has full responsibility for Council communication (makes recommendations and presentations, writes and reviews staff summaries, ensures Performance

Measures are met, and balances needs with Council's adopted goals, objectives, priorities and direction) at the division level.

- Reporting: This job has full responsibility for reporting to Federal/State/Local agencies (ensures reporting requirements are met, trains others on reporting requirements and methods, and addresses discrepancies in reporting) at the division level.

EXAMPLES OF THE WORK PERFORMED (ILLUSTRATIVE ONLY)

- Provides excellent customer service to both internal and external customers.
- Confers with and advises section directors on problems relating to current and comprehensive planning, code compliance, capital improvements, private development engineering, transportation engineering, building inspection, plan review, and federal and local housing programs.
- Responsible for the short- and long- range goals and objectives of the division.
- Responsible for the preparation of annual and long-range budgets, and for ensuring that the provisions of the approved budget are complied with.
- Reviews plans, technical reports, budget estimates, and proposed ordinances and regulations submitted by section directors.
- Develops and/or amends general policies in consultation with appropriate section directors for the expansion, operation, and maintenance of various programs.
- Keeps the Deputy City Manager informed of divisional activities through written and oral reports.
- Confers with representatives of federal, state, and county agencies on varied community development projects and prepares memoranda and conducts correspondence and meetings relevant to the division.
- Confers with the City Manager, Deputy City Manager, City Council, various commissions, developers, citizen and civic groups, and the general public in matters and problems relating to community development.
- Establishes policies, procedures, schedules, guidelines, and priorities to be observed by community development employees.
- Participates in the selection, supervision, and evaluation of community development personnel.
- Updates City Code in response to City Council direction and/or changes in state statutes.
- Attends conferences, conventions, and other educational and professional meetings to remain aware of modern community development methods and administration.
- Speaks before civic clubs, community organizations, the media, and others on the plans, objectives, policies, programs, and problems of the division.
- Performs related duties as required.
- Provides excellent customer service to both internal and external customers.
- Other duties as assigned.

MINIMUM REQUIREMENTS

- Bachelor's Degree from an accredited institution in a field related to community development or an equivalent combination of experience and education.
- Five (5) years of progressively responsible supervisory experience.
- Ten (10) years of progressively responsible administrative and professional high-level experience related to the responsibilities.
- Or any combination of education, experience, and training equivalent to the above Minimum Requirements.

DESIRED EXPERIENCE AND TRAINING

- Master's degree in business management, public administration, and/or a professional field related to community development.

OTHER REQUIREMENTS

- It is expected that the incumbent of this position shall devote their entire time to the discharge of official duties, as required.
- Must have the ability to be contacted and to respond in a timely manner and be willing and able to perform emergency work on an evening, weekend, and 12-hour shift basis.
- Must possess, or obtain upon employment, a valid Arizona driver's license.
- Regular attendance is an essential function of this job to ensure continuity.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES (ILLUSTRATIVE ONLY)

- Thorough knowledge of the principles and practices of public administration, budget preparation, policy formation, and short and long-range planning.
- Thorough knowledge of the functions and goals of the engineering, planning and development, and housing sections comprising community development division.
- Demonstrated ability to organize, direct, and coordinate the activities, budgets, and goals of the sections comprising community development.
- Ability to develop short- and long-range plans and programs and to make decisions on matters of major policy and on complex technical and administrative problems.
- Ability to effectively organize and direct personnel to effect maximum efficiency, communication, and coordination within the division.
- Ability to deal effectively and cooperatively with councils, commissions, other divisions and agencies, developers, citizen groups, and the general public.
- Ability to prepare and present clear, concise, and accurate reports both orally and in writing.
- Ability to select, direct, and evaluate other personnel of a high technical and administrative level.
- Ability to establish and maintain effective working relationships with other city employees.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- While performing the duties of this job, the employee is frequently required to use hands to finger/handle/feel and talk or hear. The employee is regularly required to stand, walk, and sit, and is occasionally required to reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 25 pounds.
- Vision requirements for this position include close vision, distance vision, and the ability to adjust focus.
- Working conditions include occasional exposure to work in high, precarious places; fumes or airborne particles, toxic or caustic chemicals; outdoor weather conditions; and risk of electrical shock.
- The noise level in the work environment is usually moderate.

PRE-EMPLOYMENT REQUIREMENTS

- There are no pre-employment physical requirements for this position.
- There are no pre-employment testing requirements for this position.
- There are no pre-employment vaccination requirements for this position.

CLASSIFICATION INFORMATION

- Range B91-B92, FLSA exempt

HOW TO APPLY

For more information on what it is like to live in the City of Flagstaff visit our website at www.flagstaff.az.gov. Interested candidates may submit a completed application via the City website, regular mail, electronic mail or fax to: City of Flagstaff, 211 W. Aspen Street, Flagstaff, AZ 86001, fax (928) 213-2089, or human.resources@flagstaffaz.gov. Applications are due to Human Resources by 4 PM AZ time on the closing date regardless of the postmarked date.

For any questions regarding the job please contact Human Resources at (928) 213-2090. A complete job description is available at <https://www.flagstaff.az.gov/1424/Community-Development>.

The City of Flagstaff is an Equal Opportunity/Affirmative Action employer.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, age, or protected Veteran status.

The City of Flagstaff encourages all qualified individuals to submit an application for this excellent career opportunity.

AmeriCorps, Peace Corps and other national service alumni are encouraged to apply.

Paid Holidays • Paid Vacation Days • Paid Sick Days • Health/Dental/Life/Vision Insurance