



The Town of Paradise Valley, Arizona

INVITES YOUR INTEREST IN THE POSITION OF
**COMMUNITY DEVELOPMENT
DIRECTOR**

paradise valley^{AZ}





COMMUNITY DEVELOPMENT DIRECTOR

The Town of Paradise Valley is seeking an experienced Community Development Director. This is a unique opportunity for a creative and customer-oriented leader to help shape the future of this special desert community.

THE COMMUNITY

In 1889, the Rio Verde Canal Company sent two surveyors to what is now the Town of Paradise Valley. They were so taken by the beauty and tranquility of the desert landscape they named the area "Paradise Valley." The Town of Paradise Valley was created in response to concerns that the sparsely populated desert lifestyle of their community was in danger of slipping away due to threatened annexation and the changing density and commercialization of neighboring Phoenix and Scottsdale. Today, and throughout the Town's 59-year history, residents are very involved and committed to the original vision: preserving and maintaining quiet surroundings, open space and valuing limited government.

Well known as one of the most affluent, aesthetically pleasing communities in Arizona, Paradise Valley lies in the heart of metropolitan Phoenix nestled between Phoenix and Scottsdale and encompasses 15 square mile. Due to the natural beauty of the desert and the surrounding hillsides and mountains, the Town provides residents and visitors with the sense that Paradise Valley is a very unique and special place to be.

Paradise Valley consistently ranks as the as one of the safest and wealthiest community in the state. Most of the Town's homes are on lots of one acre valued at \$1 million or more. Despite the Town's relatively small and population (14,355) compared to other cities in the Phoenix metropolitan area, Paradise Valley is home to nine world class resorts, making it one of Arizona's premier tourist destinations. Currently in construction is the Town's newest resort, The Ritz-Carlton Hotel and Luxury Estates and Villas.

Limited commercial enterprise is permitted in town as long as it is compatible with the residential lifestyle. In addition to the resorts, there are several places of worship, public and private schools, medical offices and three golf courses. The combination of its temperate climate, central location, and unlimited recreational, cultural and shopping opportunities nearby makes Paradise Valley an ideal place to live, play and visit.

TOWN GOVERNMENT

The Town of Paradise Valley has a Council-Manager form of government. The Town Council consists of the Mayor and six Council members. The Council members are elected to serve four-year staggered terms and the Mayor is elected every two years. Since incorporation in 1961, Town government has relied on resident volunteers, including the Mayor, all Council Members, the Presiding Judge, Associate Judges, Judges Pro Tem, and Hearing Officers. The Council appoints the Town Manager, the Town Attorney, the Municipal Judges, and members of all committees, commissions and boards.

The Town's FY 2021 adopted budget is \$64.2 million which includes an operating budget of \$29.4 million, a capital improvement budget of \$14.4 million and enterprises budget of \$6.7 million. Town revenues come primarily from Hotel Sales Tax, Bed Tax, Construction Sales Tax, Other Local Sales Tax and state shared revenues. The Town also relies on its neighboring cities for some essential services. It has intergovernmental agreements with the City of Phoenix for fire service and the City of Scottsdale for wastewater management. Those residents who are not covered by Scottsdale for wastewater management are either septic, or on the City of Phoenix sewer system. Other utilities, such as gas, electric, refuse collection and recycling, are provided by private companies.

The Town Manager is responsible for the management of the Town and oversees Finance, Police, Engineering, Community Development, Public Works and IT.



PARADISE VALLEY COMMUNITY DEVELOPMENT DIRECTOR



THE POSITION

The Town of Paradise Valley is seeking a responsive leader who supports an emphasis on high quality customer service, responsiveness, problem-solving, critical thinking, effective communication and continuous improvement. The successful candidate will sustain a positive and collaborative work environment, effectively modeling the Town's values in working with staff and community partners. A working director with their own planning workload. A Knowledge of building, planning (long and short-range), and engineering desirable. The Community Development Department encompasses Planning, Building and Safety and Code Enforcement. This position reports directly to the Town Manager.

THE IDEAL CANDIDATE

The ideal candidate will be highly organized and have exceptional interpersonal and personnel management skills and have the ability to:

- ✓ Develop, plan and implement the departmental goals and objectives.
- ✓ Plan and direct the operations of the Department, including planning, code compliance, building permit and inspection and building plan review.
- ✓ Develop, implement, and evaluate the effectiveness of programs and procedures to improve services and meet the needs of internal and external customers.
- ✓ Coordinate department's activities with those of other departments and outside agencies and organizations.
- ✓ Develop, and implement the departmental budget.
- ✓ Interpret code provisions and draft revisions to the zoning, subdivision, and building codes.
- ✓ Inspect building projects as needed to ensure compliance with applicable regulations, policies and approved plans.
- ✓ Provide staff assistance to Town Council, Planning Commission and Board of Adjustment and other advisory bodies regarding planning, building and zoning issues, ordinances and policies and code enforcement.
- ✓ Perform complex professional planning activities and functions including managing the largest development projects.
- ✓ Draft ordinances and policies; write complex staff reports.
- ✓ Prepare complex technical reports and presentations for Town Council, Planning Commission, Board of Adjustment and other advisory bodies.
- ✓ Confer with engineers, developers, architects, attorneys, property owners, consultants, other agencies and organizations, and the general public in acquiring information and coordinating Department matters, and providing information regarding Town requirements.
- ✓ Respond to and resolve citizen inquiries and complaints.

Leadership Characteristics

- A customer focused professional that facilitates solutions to roadblocks
- A professional with the ability to anticipate challenges in advance
- A relationship builder who works well in a team environment and is comfortable working across all areas of the organization and the community
- Has the ability to establish credibility and trust skillfully and quickly among stakeholders
- Embraces the Town's efforts to provide exceptional customer service for both internal and external customers
- Capable of overseeing multiple projects and effectively translating direction clearly and concisely when delegating to others

EDUCATION AND EXPERIENCE

A Bachelor's degree in Urban/Municipal Planning, Public Administration, or closely related area and five years of supervisory/managerial level professional municipal planning experience; or a Master's degree in Urban/Municipal planning or closely related area may substitute for one year of the required experience

COMPENSATION

The starting salary will be dependent upon experience and qualifications. The salary range is \$108,000 to \$164,000. The Town offers an attractive benefit package including a deferred compensation plan; health, dental, life and disability insurance for employee and family; Town contributions to Health Savings Account; competitive leave benefits; 10 paid holidays and two personal days. For a complete list of benefits visit:

www.paradisevalleyaz.gov/170/Employment-Information

APPLICATION & SELECTIONS PROCESS

The first review of applications is Monday, October 26, 2020. To be considered, please apply online, upload your resume, cover letter, current and past salary history. Finalists for the position will be required to submit four work-related references. Resume should reflect years of positions held, size of staff and budgets you have managed. Forward your materials to:

Apply online: <http://paradisevalleyaz.gov/168/Employment-Opportunities>

Resumes will be screened in relation to the criteria outlined in this brochure. Candidates deemed to have the most relevant qualifications will be invited to an initial interview.