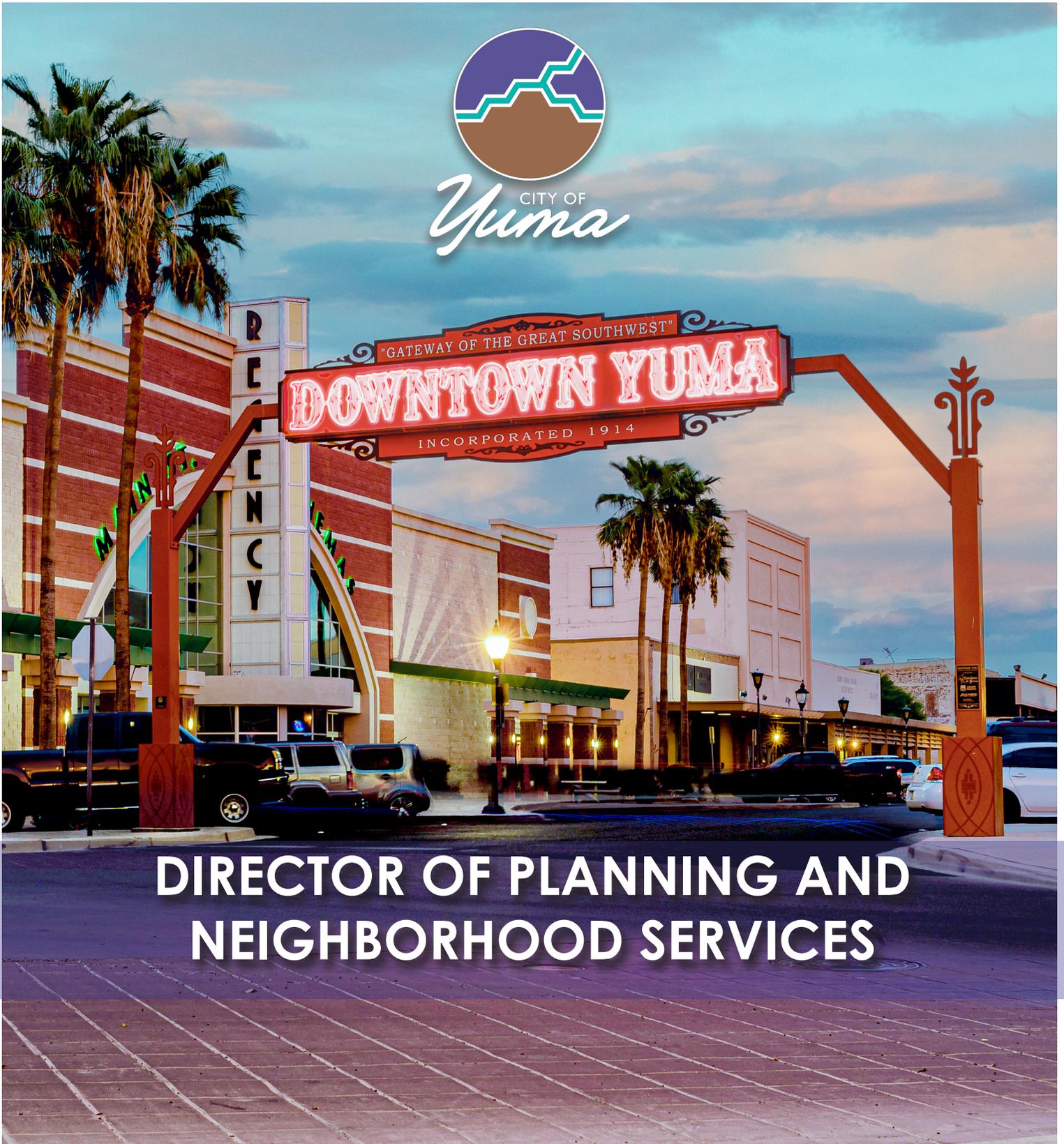




CITY OF  
*Yuma*



# DIRECTOR OF PLANNING AND NEIGHBORHOOD SERVICES

**CITY OF YUMA**

One City Plaza | Yuma, AZ 85364 | 928-373-5200  
[www.YumaAZ.gov](http://www.YumaAZ.gov)



## THE POSITION

The City of Yuma seeks an energetic and innovative leader to serve as the next Director of Planning and Neighborhood Services in a dynamic, financially stable organization. This position is responsible for the overall management of departmental programs, services, and operations, including community planning, long-range planning, case review, historic preservation, plan review, and neighborhood revitalization. As a member of the City's Executive Leadership Team, the Director plays a key role in problem solving and works closely with other directors across the organization. The Director reports to the City Administrator, oversees a team of 22 with four direct reports, including two Assistant Directors, a Development Project Coordinator, and an Administrative Support Manager.

## THE ORGANIZATION

The City of Yuma is a full-service council-manager local government and is governed by a charter, Arizona state statutes, and an adopted Strategic Plan. The City Administrator is appointed by the City Council and is responsible for all city operations.

The City employs approximately 1,200 full-time, part-time, and seasonal employees and has 14 departments committed to providing outstanding services to the community. Yuma's Fiscal Year (FY) 2022 annual budget is \$522.4 million (all funds).

## THE DEPARTMENT

In FY 2022, the Community Development Department became two distinct departments – Building Safety and Planning and Neighborhood Services. The Department of Planning and Neighborhood Services is in the process of redefining its identity, elevating its presence, and streamlining business processes. The Department is committed to enriching the quality of the natural and built environment for existing and future residents, through proper planning, development and building practices. The Department has a budget of approximately \$3 million, a staff of 23, and is organized into three divisions, including Administration, Community Planning, and Neighborhood Services.

The Administration Division provides oversight, direction, and leadership to the entire Department. This division coordinates Pre-Development Meetings, which provide an opportunity for staff and customers (property owners, developers, and business owners) to review proposed development projects and provide invaluable feedback at the onset of the process. In addition, this division provides an online application and permitting support to assist customers with electronic plan submittal, review, and permitting.

The Community Planning Division provides comprehensive planning services to the community on issues related to land use, physical design, historic preservation, and community facilitations. The division includes both community planning and long-range planning functions.



**WE ARE A STRONG TEAM DEDICATED TO SERVING OUR COMMUNITY, BUILDING RELATIONSHIPS AND CREATING OPPORTUNITIES.**



Community planning administers the zoning code. Long-range planning staff prepares updates to the General Plan, develops new and revised policies to guide the City's growth, and adds land area to the City's jurisdiction through annexations.

The Neighborhood Services Division strives to create healthy neighborhoods by improving the quality of life for residents, particularly those with low and moderate incomes. This division distributes Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development (HUD). It serves as the lead entity for the Yuma County HOME Consortium, providing administrative oversight for HOME funding to preserve and create affordable housing throughout Yuma County.

## EDUCATION AND EXPERIENCE

The minimum requirements for this position are a bachelor's degree in urban planning, business administration, or public administration; and at least six (6) years of progressively responsible experience leading community development and/or urban planning programs, including supervisory experience. An equivalent combination of education training and experience may be considered.

Preferred qualifications include a master's degree, professional certification through the American Institute of Certified Planners (AICP), and revitalization experience in a comparable community. A valid Arizona State Driver's License or the ability to obtain one is also required.

Prior experience developing and managing a budget and managing HUD, CDBG, and HOME performance standards and procedures is beneficial. Advanced knowledge of the principles of land use, zoning regulations and affordable housing is essential.

## THE IDEAL CANDIDATE

The City's next Director of Planning and Neighborhood Services is a professional planning and development executive who has exceptional leadership, communication and interpersonal skills. The successful candidate has experience leading a planning department as either a director or assistant director. The ideal candidate embraces innovation and continuous improvement, and places a high value on exceptional customer service.

The Director is a relationship builder who is comfortable interacting with staff, City leadership, community members, and the development community, and can navigate political relationships with ease. This individual has the ability to foster a culture of teamwork, collaboration, and trust.

This individual is a consensus builder who appreciates public engagement and helps find balance and compromise between stakeholders. The Director exercises sound judgment and demonstrates a high level of integrity and ethics.



## COMPENSATION

The salary range for this position is \$113,397 - \$158,603, and the anticipated hiring range is \$113,397 - \$136,000. Salary will depend on qualifications and includes a robust benefits package and relocation assistance. Residency within City of Yuma limits is required within eighteen months of appointment.



## THE COMMUNITY

Yuma is located in beautiful and sunny Southwestern Arizona, where Arizona, California, and Mexico converge. Located halfway between San Diego and Phoenix along I-8, Yuma has a rich culture and heritage rooted in centuries of history. Yumans enjoy a climate that mixes pure desert sunshine with the cool waters of the Colorado and Gila rivers. Yuma is the 11th largest city in Arizona, with an estimated population of 108,000, which nearly doubles during the unparalleled winter months. Yuma is also the county seat for Yuma County, home to approximately 235,000 people.

Yuma is the perfect destination for outdoor enthusiasts and adventurers who bask in its nearly perfect weather with more than 310 sunny days a year! Yuma's enviable setting allows residents to take advantage of outdoor activities year-round, from hiking, biking, golfing, and off-roading to boating, fishing, kayaking, and water skiing. Exciting annual events, festivals, concerts, and world-class cuisine can be found in Yuma year-round. For more information on what Yuma has to offer, please visit [visityuma.com](http://visityuma.com).

Agriculture, military installations, and tourism are the base of Yuma's economy, with agribusiness contributing more than \$3.1 billion to Yuma's economy each year. The area is one of the most productive agricultural centers in the United States and supplies 90% of its winter and leafy vegetables.

Yuma is home to two of the largest military installations in the United States. The U.S. Army Yuma Proving Ground is the nation's premier ground and weapons testing facility. Marine Corps Air Station-Yuma is the country's foremost Marine air base with more than 10,000 active-duty personnel, including pilots, aviation technicians, and aeronautic mechanics.



## APPLICATION AND SELECTION PROCESS

This recruitment will remain open until filled. First review date will be **August 1, 2022**.

For further information regarding the City of Yuma, visit the City's website at [www.yumaaz.gov](http://www.yumaaz.gov) or call Human Resources at (928) 373-5125 to request more information. To apply visit [www.yumaaz.gov/jobs](http://www.yumaaz.gov/jobs) and submit an online application, cover letter, resume, and three professional references.

Applications will be evaluated on training and experience, as provided on the application materials. The most qualified applicants will be invited to participate in a formal interview process.



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