



# The Town of Culpeper, Virginia

is seeking candidates for the position of

## Director of Planning & Community Development

### The Culpeper Community

In an age where many communities often resemble everywhere else, the Town of Culpeper has managed to maintain a unique identity and distinctive appearance. The Town has an intact and thriving downtown that attracts people from around the region. The Town is proximate to Northern Virginia, Fredericksburg, Charlottesville and Richmond; however, it is a self-sustaining market center in the upper Piedmont region of Virginia. The Town was established by the Virginia House of Burgesses on February 22, 1759. The location of the Town, with its high ground, ample water supply and proximity to the mountains, was described in 1759 by a young George Washington as a "high and pleasant situation."



### Location

Centrally located between Washington, DC, and the home of Thomas Jefferson in Charlottesville to the south, lies Culpeper, the ideal mustering point for great Virginia adventures. Nestled in the Piedmont River Valley between the Rappahannock and Rapidan Rivers, the Culpeper area offers outstanding outdoor adventures, a well-preserved historic downtown with quaint boutiques, restaurants, gourmet shops, and antique stores, and beautiful Virginia countryside.

### Education

Culpeper County offers six (6) elementary schools, two (2) middle schools and two (2) high schools. Several private schools are also located within the county.

Workforce development is available at nearby Germanna Community College, offering 1 and 2-year programs. The Germanna Community College Workforce Development & Technology Training Center is a 40,000 square foot \$9.2 million facility located on a 100-acre site and is designed to provide maximum flexibility in serving educational, training, business and community needs.

### Population and Demographics

The Town of Culpeper supports a diverse population: 65.79% White, 19.43% African American, 4.56% from two or more races, 1.14% Asian, 0.32% Native American, 0.36% Pacific Islander, and 8.41% other race per the most recent US Census. The total population for the Town is 18,619 according to the most recent US Census. The median income for a household in the Town of Culpeper is \$60,724 and the per capita income is \$31,974.

### About Town Government

The Town of Culpeper operates under the Council-Manager form of government. The Town Manager is responsible for the administration of town government services and activities. All Town department directors report to the Town Manager, with the exception of the Town Clerk and Town Attorney. The Town of Culpeper provides a full range of governmental services for its citizens. Services provided include police protection, sanitation services, construction and maintenance of streets and other infrastructure, recreational activities and events. In addition to general government activities, the Town's electric, water and wastewater utilities provide services to Town customers. The Town operates with a Fiscal Year 2020 budget of \$46,611,920 and a staff of 191 positions. The Town is rated by Moody's Investor's Service as Aa2 and by Standard and Poor's Rating Group as AA credit for the purpose of debt issuance.

### The Planning and Community Development Department

The Town of Culpeper's Planning and Community Development serves the public by providing current and long range planning services; updating the Comprehensive Plan; processing a variety of applications such as rezonings,

variances, site plan reviews, zoning permits, conditional use permits, appeals, findings of architectural compatibility, subdivision/plat approvals, water and sewer tap assessments, nuisance and property complaints. In addition, the department advises citizens and interested parties on matters concerning land development, zoning controls and relevant ordinances and laws. The department, under the direction of the Town Manager, operates with an annual budget of \$732,534 and includes a staff of seven (7) full-time employees who are responsible for planning and zoning matters, the processing of development applications and in promoting economic development, providing support to various Authorities, Boards, and Commissions, and GIS.

**Planning and Community Development Department Organizational Chart**

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Town of Culpeper, Virginia  
**Director of Planning & Community Development**

### **Candidate Profile**

The successful candidate will be skilled at working in a fast-paced environment managing a wide variety of complex projects. The candidate shall have the ability to provide strong and effective leadership and vision to department staff and interact effectively with citizens, the Town Manager, the Town's department directors and elected officials.

This position will work closely and coordinate with a multitude of established public boards, commissions and regulatory agencies on all aspects of planning. These groups and individuals include the Planning Commission, Parking Authority, Architectural Review Board, Parks and Recreation Commission, Joint Board of Zoning Appeals, Public Transportation Board, and other committees as assigned.

Current Top Priorities for the Director of Planning & Community Development include:

- 1) Providing leading to the planning staff and the Town's consultant team throughout the development of a new unified development code that incorporates elements of form-based code and aligns with the goals of the Town's Comprehensive Plan; and
- 2) Management of numerous federal and state funded transportation projects at various stages that include grant application submissions, planning and engineering design, and construction.

This position will be extremely important in helping to preserve and maintain the Town of Culpeper's outstanding quality of life, while being tasked with interpreting and assessing development and redevelopment proposals as they relate to the Town's Comprehensive Plan. Candidates should have experience working for a growing and diverse community, possess a record of exceptional leadership, and exhibit an ability to adapt to change in a fast-paced environment. The Director of Planning & Community Development will be expected to mentor and develop employees for future leadership, possess unquestioned personal and professional ethics, and maintain the highest levels of integrity and transparency in managing all planning responsibilities. The ideal candidate will believe in and instill a culture that embraces change, continuous improvement, and provides exceptional customer service for everyone. To be considered, applicants should understand all facets of planning and how land use can ultimately impact and affect infrastructure. Candidates must have the ability to review site plans for compliance with zoning standards, present data concisely, create maps, and prepare written staff reports. The selected candidate will place a high priority on tracking and processing applications in a complete and timely manner ensuring that deadlines are met, and that customers are provided clear and accurate communication and direction by the staff. The ideal candidate must also be able to confidently make verbal presentations to senior management, boards and commissions, elected officials, economic development agencies, business and civic leaders, citizens and others as needed.

### Education and Experience

Bachelor's degree in urban planning, landscape architecture or a related field required; Master's degree preferred. Certification by the American Planning Association Institute of Certified Planners (AICP) and a minimum of seven years progressively responsible experience in governmental planning and zoning including at least four years supervisory experience also required.

### Knowledge and Skills Required

Thorough knowledge of the theory, principles and practices of urban and regional planning and zoning; thorough knowledge of the principles and practices of civil engineering as they relate to planning and subdivision control and design; ability to plan projects and manage related designs, estimates and specifications; ability to manage a complex development review process of rezoning applications, conditional use permits and site plans and to make comprehensive recommendations on complex land-use decisions; ability to establish and maintain effective

working relationships with Town officials, associates, contractors and the general public; ability to communicate complete ideas effectively, orally and in writing.

### **Compensation and Benefits**

The salary range for this position is \$95,128.67 - \$152,205.86, based on qualifications and experience. Comprehensive benefits package includes medical, dental, and vision insurance, participation in the Virginia Retirement System, vacation and sick leave, group life insurance, paid holidays, professional membership dues and professional development opportunities.

### **Application Process**

Full position description and online application are available at [www.culpeperva.gov](http://www.culpeperva.gov). For more information, please contact Mary Brunner, Human Resources Director, at [mbrunner@culpeperva.gov](mailto:mbrunner@culpeperva.gov).

**APPLY NOW**

*The Town of Culpeper is an Equal Opportunity Employer*