



**TOWN OF FRONT ROYAL**  
invites applications for the position of:

## Director of Planning and Community Development

---

|                      |                                     |
|----------------------|-------------------------------------|
| <b>SALARY:</b>       | \$78,000.00 - \$124,000.00 Annually |
| <b>DEPARTMENT:</b>   | Planning/Zoning                     |
| <b>OPENING DATE:</b> | 04/12/21                            |
| <b>CLOSING DATE:</b> | 05/20/21 11:59 PM                   |
| <b>DESCRIPTION:</b>  |                                     |

The Town is seeking a Director of Planning and Community Development; a high energy, proactive individual that delivers results, communicates effectively, and demonstrates high levels of integrity. This position provides leadership for the Planning Department and is responsible for developing and administering programs and systems to support and promote high performance strategies to meet organizational needs, vision, and values.

**ATTENTION: DO NOT APPLY ON THIS WEBSITE. Applications submitted through the website will not be accepted.** To apply, email a cover letter with resume, salary history, and five professional references to Ms. Laura McIntosh, Interim Human Resources Director at [lmcintosh@frontroyalva.com](mailto:lmcintosh@frontroyalva.com). Resume review begins May 21, 2021. Finalists will participate in interviews and skill assessments on June 7-8, 2021. Interviews with the Town Manager will follow at a subsequent time. The Town of Front Royal is an Equal Opportunity Employer.

The hiring range is \$78,000 to \$95,000 annually. Base salary and compensation are negotiable based on experience and qualifications. The Town offers a comprehensive benefits package.

### Key Priorities

- Manage consultant and assist staff with the rewrite of the Comprehensive Plan and Zoning Ordinance
- Ensure that Comprehensive Plan and Land Use Ordinance, and site plan approval is predictable
- Create a business-friendly culture by stream-lining the development and inspection services
- Establish a Building Code and Inspection Division
- Aggressively enforce the Town's Blighted Building Program
- Work closely with the newly created Front Royal Economic Development Authority
- Work with the Departments of Finance, Public Works, and Energy to develop a Capital Improvement Plan

### EXAMPLES OF ESSENTIAL DUTIES:

- Provides leadership and strategic direction for determining priorities, goals, and objectives to meet community and environmental planning and code inspection needs. Plans, organizes, and coordinates complex project activities including the development and implementation of Planning Commission recommendations and the Town's comprehensive plan. Evaluates, assesses, and makes recommendations to the Town Manager and Town Council with respect to planning.
- Responsible for serving as the Town's Deputy Zoning Administrator and the overall administration and enforcing the Town's zoning ordinance and code inspection functions to include prioritizing assignments, monitoring and tracking status of inspections, performance management, employee relations, records management, and related activities. Recommends and drafts changes to the Town's zoning ordinance.
- Participates in neighborhood meetings and serves on local planning and zoning boards and committees; represents the Town for the Board of Zoning Appeals and Board of Architectural Review. Conducts workshops for citizens pertaining to code and ordinance requirements.
- Makes field inspections and reviews building and site plans to ensure zoning and property maintenance compliance; informs property owners of violations and issues court summonses; condemns unsafe structures and coordinates demolitions. Investigates and responds to citizen complaints. Testifies in court when required.
- Provides leadership and strategic direction for determining priorities, goals, and objectives to meet community needs by establishing and applying effective code enforcement concepts and systems; establishes programs to meet the requirements of the Virginia Uniform Statewide Building Code and addresses code enforcement concerns.
- Establishes, implements, and evaluates internal systems to effectively meet operating goals and objectives. Develops and evaluates policies and procedures to effectively carry out departmental operations and promotes staff collaboration, innovation, and critical thinking in developing solutions and approaches to departmental issues. Responsible for effective employee relations, diversity, and staff development. Oversees and performs employee evaluations; administers human resource policies and procedures; and determines appropriate personnel actions.
- Develops proposals and reports on environmental and community planning and related issues and presents recommendations to Town Manager, Town Council and to other groups. Responsible for coordinating with Town Manager for placement of planning items on Town Council Agendas; ensures reports, studies, and plans are appropriately processed in accordance with Federal, State, and Town ordinances and policies.
- Responsible for implementing programs that promote communication with the community on a variety of topics. Implements procedures for receiving and processing community inquiries and concerns; establishes effective

relationships with the media; personally, meets with community groups, presentations, and represents the Town at various meetings and functions.

- Represents the Town on local and intergovernmental boards and committees involved with local, regional, and state matters of importance.
- Participates in interagency or other meetings or conferences.
- Develops and recommends resolution on major issues, projects, or programs.
- Provides support to Town Council; makes presentations to elected or appointed officials, regulatory agencies, department heads and staff as well as public or private agencies and groups.
- Oversees administrative matters such as the development and coordination of department budgets, administering expenditures for major programs and projects, conducting special studies and other administrative responsibilities.
- Responds to inquiries from Town Council, employees, businesses, organizations, and the public.
- Performs other duties as assigned.

## TYPICAL QUALIFICATIONS:

**Education Requirements:** A Bachelor's degree in Public Administration, Business Administration, Urban Municipal Planning, Civil Engineer. or a related field; Master's degree is highly desirable and preferred.

**Experience Requirements:** Three to five years of successful leadership at a senior/administrator level in an organization with comparable responsibilities; possessing a broad skill set appropriate to the breadth of local government operations; and consistently increasing responsibilities in career growth. Experience in the private sector as a Land Development Engineer is highly desirable.

**Performance Standard:** Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the Town's values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

### Knowledge:

- Community Planning and Code Enforcement – Comprehensive knowledge of planning principles, Virginia Uniform Statewide Building Code, Flood Management/FEMA, procedures, techniques, and their implications on code inspections, land use and environmental matters. Thorough knowledge of modern business practices including information technology advances and private-partnership with developers and investors.
- Municipal Government Administration – Comprehensive knowledge of modern principles and practices of municipal government administration preferred. Understands highly complex laws, regulations, executive orders, agency rules, and the democratic political process as it relates to Town Council. Knowledge of current trends and practices related to the use of technology.
- Leadership – Comprehensive knowledge of organizational and management practices as applied to the analysis and evaluation of programs, policies, and operations. Knowledge of business and management principles involved in strategic planning, resource allocation, human resource management and leadership.
- Customer Service – Comprehensive knowledge of principles of effective public relations and interrelationships with citizens, private business, and other levels of government. Sets and meets a high level of standards for the provision of services.
- Budget Management – Fiscally conservative and thorough knowledge of the principles and practices of public budgeting, including public finance.

### Skills:

- Judgment and Decision Making – Uses logic and reasoning to analyze, understand, and evaluate complex situations. Identifies the strengths and weaknesses of alternative approaches or solutions to a situation. Exercises appropriate judgment in establishing priorities. Considers the relative costs and benefits of potential actions.
- Interpersonal Relationships – Develops and maintains cooperative and professional relationships with employees, citizens, community, and private organizations, elected officials, boards, and commissions. Handles all interactions with poise, tact, and diplomacy.

### Abilities:

- Coordination of Work – Highly developed ability to manage, organize and direct the work of others; prepares and mentors staff to assume broader leadership roles.
- Communication – Excellent ability to shape and implement policy. Facilitates and synthesizes multiple points of view to gain cooperation through discussion and persuasion. Ability to communicate complex ideas and proposals effectively.

## SUPPLEMENTAL INFORMATION:

### Work Environment

- Office environment, with occasional exposure to outside elements.
- Requires standing, using a keyboard, mouse, and other computer hardware.

### Physical Demands

- This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects.
- Prolonged periods of sitting at a desk and working on a computer.
- Work requires climbing, reaching, standing, walking, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels.

- Visual acuity is required for preparing and analyzing written or computer data, use of measuring devices, operation of machines, and determining the accuracy and thoroughness of work; the worker is not subject to adverse environmental conditions.

---

APPLICATIONS MAY BE FILED ONLINE AT:  
<https://frontroyalva.com/>

102 E. Main St.  
Front Royal, VA 22630  
(540)635-3929

[hr@frontroyalva.com](mailto:hr@frontroyalva.com)

---

Position #00039  
DIRECTOR OF PLANNING AND COMMUNITY  
DEVELOPMENT  
LM