



DEPARTMENT OF HUMAN RESOURCES
CITY & SCHOOLS

DIRECTOR OF COMMUNITY DEVELOPMENT

The City of Staunton, located in the heart of the Shenandoah Valley, is seeking highly qualified applicants for the position of Director of Community Development. Come join our highly professional team dedicated to serving this dynamic city and its citizens. For more information about the Community Development Department, please visit [Community Development Department](#). The City of Staunton offers highly competitive compensation and benefits. Staunton, with a relatively low cost of living, is known for its history, architecture, arts and cultural and culinary delights. "One of the prettiest and most progressive towns in the South" and "20 charming mountain towns to visit this fall"—*Southern Living*

The City of Staunton is seeking an innovative leader who will direct and manage the operations and activities of the Community Development Department. The position provides vision and collaborative leadership to a multi-disciplined department with the overall responsibility to promote the sustainable development of the City in a way that enhances the tax base, protects the environment, respects the City's history, enhances its beauty, encourages business investment, balances private property rights with public purposes and provides an environment of opportunity for all citizens and the community-at-large. The position manages a staff while performing complex and difficult professional and administrative work involving urban planning, affordable housing, city revitalization, commercial development and redevelopment, public-private joint ventures, inspections and code enforcement, and environmental management.

The position is responsible for coordinating, overseeing and evaluating a variety of functions, activities, programs and services related to planning and zoning processes and applicable laws, building code and permit procedures, erosion and sediment control administration, affordable housing policies and principals, as well as working knowledge of public administration, public relations, and management, i.e., supervision, budgeting, and project management. Additionally, the position ensures the efficient and effective administration of the City's federally funded programs such as the HUD Community Development Block Grant (CDBG), and State and Federal Brownfields Assessment funds.

The individual will have a comprehensive knowledge of modern principles and practices of planning and community development and the principles and practices of public and business administration including personnel administration. The individual will have the ability to: establish and maintain effective working relationships with elected officials, city employees, and the general public; prepare clear and comprehensive financial and administrative reports and; plan, organize, supervise and carry out complex research projects, negotiate in the public interest and balance conflicting interests.

The Director of Community Development will be responsible for the following:

- Providing overall vision and leadership to the department through the proactive, equitable and consistent use of human and financial resources which emphasizes collaboration with other City departments and the community;
- Supporting staff in a number of holistic community development activities including land-use planning, development and redevelopment projects, zoning administration, building code enforcement, historic preservation, neighborhood initiatives, sediment control regulations, housing and related programs;
- Interpreting and analyzing statistical and technical information in the formulation and presentation of long-range and short-range development and compliance plans;
- Providing for appropriate representation on local and regional boards and commissions;
- Preparing proposals, grants, RFP's, financial analyses, and other reports as required;
- Advising the City Manager/Assistant City Manager/Department Directors on all phases of planned growth to ensure coordination among all agencies of city government;
- Coordinating grant activity related to community development, including federal and state government and

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City: 540.332.3825 (office) 540.851.4020 (fax) Schools: 540.332.3920 (office) 540.332.3924 (fax)

- private foundations;
- Working closely with the Department of Economic Development and other departments to promote private investment in the City;
- Promoting efforts to enhance quality of life in the City through context sensitive design, environmental conservation, sustainable development and redevelopment, and the provision of safe, functional, and aesthetically pleasing public infrastructure;
- Collaborating with public, private, and non-profit leadership of the City, surrounding localities, state and federal governments;
- Monitoring the City's progress in achieving objectives stated in the Comprehensive Plan;
- Attending City Council meetings and work sessions involving community development and related issues;
- Coordinating staff support for a wide variety of boards, commissions and committees including the Planning Commission, Bicycle and Pedestrian Advisory Committee, Board of Building Code Appeals, Historic Preservation Commission, Lewis Creek Watershed Advisory Committee, and Board of Zoning Appeals. Preparing and delivering speeches, articles, reports and other presentations to inform and educate the public on development in the City;
- Overseeing the preparation of annual operating budgets, monitors department budget performance, and collaborating with other departments to prepare and revise Capital Improvement Plan proposals;
- Coaching, evaluating, assisting, and, when necessary, providing progressive discipline to department employees;
- Receiving citizen inquiries or complaints and responding appropriately and;
- Serving as a member of the City's Management Team to plan, execute and evaluate organization-wide strategies that achieve City Council's vision and goals and important community needs.

Required: Graduation from an accredited college or university with a Bachelor's degree in urban planning, economics, public administration or a related field; or the equivalent amount of training and experience in community development. Master's degree in urban planning, public administration, or related field preferred. Over eight (8) years of progressively responsible professional experience in planning or a related field with at least five (5) years of responsible supervisory and administrative experience.

This position is required to work evenings and weekends meeting with business and industry representatives as well as attending meetings of various City boards and commissions including City Council meetings. A Virginia Driver's license with a good driving record is required. Excellent benefits include participation in the Virginia Retirement System, paid-time off, group life insurance, medical insurance, professional dues, and conference expenses. Relocation allowance provided. Criminal background check is required.

For a complete job description, please contact Jonathan Venn, Chief Human Resources Officer.

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| FLSA: | Exempt |
| Grade: | 23 |
| Hiring Range: | Very Competitive Salary: DOE/DOQ |
| Start Date: | On or around March 2024 or negotiable |
| Reports To: | City Manager |

The recruitment will remain open until filled. Interested applicants should submit an online application, cover letter and resume, no later than **January 20, 2024**.

Jonathan Venn, Chief Human Resources Officer
City of Staunton/Staunton City Schools
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