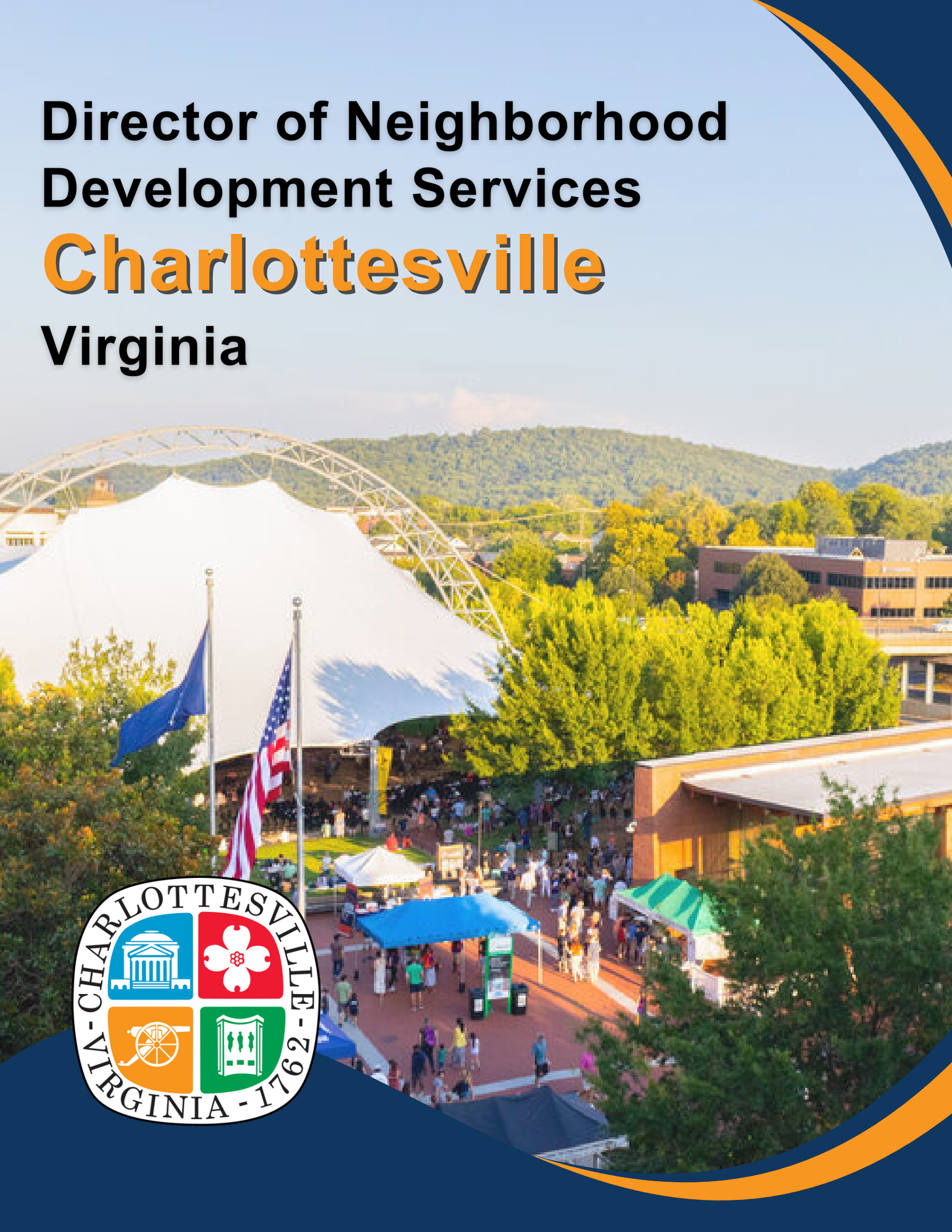


Director of Neighborhood Development Services

Charlottesville

Virginia





Our Vision:

To be a place where everyone thrives.

Our Mission:

The City of Charlottesville is a diverse and compassionate organization dedicated to providing excellence in public service for a resilient and sustainable community.

The City of Charlottesville is seeking an experienced professional to serve as the **Director of Neighborhood Development Services**. This position performs complex professional and administrative work overseeing and directing the programs, activities, and staff of Neighborhood Development Services Department, which includes planning, urban design, zoning, building inspections, property maintenance, GIS, and historic preservation. Work is performed with broad functional areas, a high degree of independent judgement, and a strategic focus. Reports to the Deputy City Manager for Operations.

This recruitment profile provides background information on the community and its government operations. It also outlines the qualifications, experience, compensation, and benefits. Including the knowledge, skills, and abilities determined to be necessary and desirable for successful performance as the **Director of Neighborhood Development Services**.

To be considered, qualified candidates are encouraged to submit an online application at www.charlottesville.gov/jobs by the posting's closing date and time. **Please include with your online application a cover letter, resume, and at least five (5) professional references.**

This job opportunity is advertised with a closing date of "Continuous." If interested in being considered, an application should be submitted as soon as possible. Applications will be evaluated on a continuous basis. Interviews will be conducted as soon as possible during the recruitment with candidates who are best qualified. Applications may no longer be considered once a candidate to fill the position is identified. This job announcement will close when the position(s) have been filled and may close at any time. **First review of applications will begin on Friday, April 12, 2024.**

Inquiries relating to the Director of Neighborhood Development Services position may be directed to:

Human Resources

P.O. Box 911 Charlottesville,

VA 22902

Email: HR@charlottesville.gov

Phone: (434) 970-3490



Photo by @aerowingva

THE COMMUNITY

The City of Charlottesville is located in West Central Virginia, Approximately 120 miles southwest of Washington, D.C. and 70 miles northwest of Richmond, Virginia. Situated within the upper Piedmont Plateau at the foothills of the Blue Ridge Mountains and at the headwaters of the Rivanna River, Charlottesville was established as a town in 1762 by the Virginia General Assembly and was incorporated as an independent city in 1888. As a result of eight annexations, the most recent of which was in 1968, the City is 10.4 square miles.

Charlottesville serves as the economic, cultural, and educational center of a multi-county region. In 1981, the United States Census Bureau recognized the Charlottesville area as a Standard Metropolitan Statistical Area (SMSA). The SMSA includes the City of Charlottesville and the counties of Albemarle, Fluvanna, Greene, and Nelson. In 2018, the population of the City was estimated to be approximately 48,117 and the Charlottesville SMSA population of over 200,000.

Charlottesville was the home of two U.S. Presidents, Thomas Jefferson, and James Monroe. During their terms as Governor of Virginia, they lived in Charlottesville and traveled to and from Richmond. The University of Virginia, founded by Jefferson and one of the original Public Ivies, straddles the city's southwestern border.



Designed by TownMapsUSA.com

Monticello is three miles southeast of the city and is, along with the University of Virginia, a UNESCO World Heritage Site, attracting thousands of tourists each year.

The City has ample health care resources. The University of Virginia's Health Science Center provides world renowned medical research, health care, and training. Martha Jefferson Sentara Hospital has well-regarded comprehensive women's health center, oncology center, and a strong community focus. Whether you are looking for an outdoor adventure such as hiking, biking, paddling, camping, or you prefer fine dining, shopping, or the arts, the unique and picturesque of Charlottesville is sure to win you over. It's scenic beauty, brick-lined Downtown Mall, and wine choices from 30+ local orchards and vineyards in the region are bonuses to a charming yet innovative community.

Popular annual events include the Dogwood Festival, First Night Virginia, the Virginia Film Festival, the Virginia Festival of the Book, the Tom Tom Founders Festival, the Festival of Cultures, the African American Cultural Arts Festival, among many others that occur throughout the year. The City has received many notable awards and recognitions and is consistently at the top of everyone's "best lists" including the "Best Place to Live in America" and "Best Small Cities in the U.S."

CITY GOVERNMENT

The City operates under the City Manager/Council form of government. The City of Charlottesville voters elect a five-member Council to serve at-large as the City's legislative and governing body. Members serve staggered four-year terms, and they select one Councilor to serve as Mayor and one as Vice-Mayor for two years. Municipal elections are held in November in odd-numbered years. The Mayor presides over meetings, calls special meetings, and serves as the ceremonial head of government. The City Council appoints the City Manager, Director of Finance, City Assessor, Clerk of Council and members of major policy-making Boards and Commissions.

Council makes policy in the areas of city planning and finances, human services, public safety and justice, public utilities, and transportation and has specific powers to pass ordinances, levy taxes, collect revenues, adopt a budget, make appropriations, issue bonds, borrow money, and provide for the payment of public debts. Administrative and executive duties are performed by the City Manager.

Charlottesville is an engaged community with a variety of citizen advisory groups, commissions, task forces, and ad hoc committees, which assist the City Council by studying specialized areas of interest and making recommendations for Council action. These range from the Planning Commission and the BAR to the Parks and Recreation Commission. As noted, civic engagement is a strong value in the City of Charlottesville. The City government continually creates venues for all citizens, with a special emphasis on those who are traditionally under-represented in civic processes, to become involved. This commitment to inclusive civic engagement ensures that social equity is built into the development of public priorities

The City is a full-service city with approximately 1000 full-time staff, an FY 2023 - 24 General Fund operating budget of \$228 million, and an FY 2022- 26 Capital Improvement Plan budget of \$116 million. The FY 2023 - 24 budget reflects the continued delivery of high-quality governmental service that citizens, businesses, and visitors rely upon daily within the constraints of the current economy. As an independent City, Charlottesville does not have the same boundaries as nor is subject to taxation by any county and is not liable for any county debt. The City is financially stable and has a AAA bond rating.

CITY OF CHARLOTTESVILLE, VIRGINIA



ESTABLISHED 1762



Photo by @aerowingva

STAY SAFE

OPERATING & CAPITAL IMPROVEMENT
BUDGET
ADOPTED FOR THE FISCAL YEAR
2023/2024

STAY POSITIVE

STAY HEALTHY

CITY OF CHARLOTTESVILLE

CITY OF CHARLOTTESVILLE VIRGINIA 1762

Click here for details on the City's current adopted budget.

Essential Duties & Responsibilities:

Responsibilities of the Director of NDS include:

- Supervising employees whose duties include but are not limited to Long Range Planning, Urban Design and Planning, Zoning, Building Inspections, GIS, Property Maintenance, and Historic Preservation.
- Supervises, coaches, trains, motivates, and evaluates the performance of staff; interviews, selects, assigns work, and administers disciplinary action to subordinate employees in accordance with established personnel policy and procedures. Establishing professional standards for work quality, quantity, performance, and accountability.
- Serving as a critical advisor to the City Council and City Staff on the areas mentioned above, as well as serving as a prime spokesperson on planning and development matters.
- Serving as, or supervising a staff liaison, to a variety of boards and commissions including the Planning Commission, Board of Architectural Review, Thomas Jefferson Planning District Commission, Metropolitan Planning Organization, and others.
- Leading a process of development review that is compliant with the ordinances and policies of the City, advances the Comprehensive Plan, and efficiently advances development projects through the permitting process.
- Day-to-day development and monitoring of project-based, development practices and control of project performance, development and oversight of accountability, development of long-range development forecasts, and development and oversight of department budget.
- Developing and implementing planning and development projects in an urban setting and project reporting to city management, committees, community groups, and/or Council.
- Demonstrating expertise in developing successful planning processes with attention to community engagement methods.

- Reviewing and updating of the Development Code and other ordinances to ensure the outcomes continue to advance the goals of the Comprehensive Plan and that the Code represents best practices in ordinance form and drafting.
- Demonstrating an understanding of and appreciation for evolving planning practices such as form-based code and small area planning.
- Performs related functions as assigned.

The Director of NDS as an integral part of the City's management team:

- Serves as the leader in the development of strategies, policies and practices, and procedures regarding strategic land-use management approach to conducting business; supervises plan review, building inspection, and code enforcement; and establishes other sound land-use management practices as needed.
- Develops and recommends long-term land-use policies designed to ensure sustainability to meet long-term capital requirements.
- Advises departments on strategies to accomplish near and long-term capital projects.
- Works collaboratively with economic development and other city staff to ensure a timely and efficient review process.
- Works with the City Manager's Lead Team (Department Directors) on policy development and leadership training.
- Manages the full range of divisions in the NDS Department, with expertise in managing the preparation of the City's Comprehensive Land-Use Development and strong mentoring skills in planning and development.
- Performs related functions as assigned.

The City of Charlottesville is an Equal Opportunity Employer and values diversity at all levels of its workforce.

Key Traits for Success:

- Strong commitment to providing and bettering the quality-of-life, general environment, and programs for Charlottesville residents.
- Commitment to engage in proactive discussions with an active citizenry and highly participative community; listens and values the input of residents, businesses, and employees.
- Support organizational goals, values, and objectives set forth by the city.
- Thorough knowledge of principles and practices of planning, code compliance and enforcement.
- Thorough knowledge of applicable state and local government policies, procedures, laws, regulations, and ordinances.

Education & Experience:

- A Master's degree in Planning, Public Administration, or Business Administration **AND** at least six (6) years of supervisory/management responsibility with an emphasis on municipal planning and management of a comprehensive plan, standards and design, and zoning regulations.

OR

- A Bachelor's degree from an accredited college or university with major course work in Planning, Architecture, Public Administration, or related field **AND** at least eight (8) years of supervisory/management responsibility with an emphasis on municipal planning and management of a comprehensive plan, standards and design, and zoning regulations.

OR

- Any equivalent combination of education and experience may be considered in lieu of the specific requirements listed above.

Certifications/Licenses/Other Requirements:

- Required to successfully pass a pre-employment background check and pre-employment drug screen.
- Virginia Driver's License and must meet the city's driving eligibility requirements **OR** be able to provide own transportation to/from out of office engagements.

Preferred Qualifications:

- Designation as an AICP desired.
- Ten (10) or more years of progressively responsible local expertise in land-use planning desired.
- Prior Departmental Director experience desired.

To view the full position details, please visit:

www.charlottesville.gov/jobs



Compensation & Benefits:

The preferred hiring range for this position is between \$130,000 to \$174,720 Annually. Starting offer is based on applicable education, experience, and internal equity. This is a full-time, exempt, position which provides excellent benefits including 13 paid holidays plus 1 floating holiday, paid vacation and sick leave, health insurance options with employer contribution, employer-paid life insurance, City's retirement options, gym membership reimbursement, tuition reimbursement, and continuing education/training opportunities. **As a department head, the incumbent will receive 80 hours of discretionary leave per calendar year.** Relocation assistance may be available.

- **For a general summary of benefits offered by the City,** please visit, <https://www.charlottesville.gov/1047/Employee-Benefits>.
- **The City of Charlottesville manages its own retirement system and does not participate in VRS,** however the City has a Portability Agreement with VRS and there are certain provisions that must be met. For questions pertaining to the Portability Agreement, please contact the City's Benefits Administrator at 434-970-3462.

Application & Selection Process:

To be considered, qualified candidates are encouraged to submit their online application at www.charlottesville.gov/jobs.

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