

**Open to the Public
As of November 27, 2018**

Director of Planning and Community Development

Primary Function

The Director oversees all operations of the City's Department of Planning and Community Development and leads a team of 42 full- and part-time staff. The Director develops short- and long-term planning initiatives that align with the City's strategic priorities; oversees the preparation and/or revision of ordinances and other policies; oversees land use, land development, zoning, business and economic development issues; and works to maintain relationships with public and private organizations involved in the department's work. Experience with urban design and the ability to engage in interdisciplinary aspects of planning in relation to community, other City departments essential. The Director is a member of the Mayor's Executive Team.

Key Leadership Competencies

The successful candidate will possess a leadership style reflecting their ability to effectively lead a team marked by strong morale, sharing wins and successes, fostering open dialogue and ensuring accountability. Additionally, the successful candidate must be able to build rapport quickly and easily with a broad range of stakeholders both internally and externally, demonstrating a bias toward action and consensus building.

The candidate will be noted for their problem-solving abilities and sound decision-making to effectively and efficiently carry out the work of the department.

Underscoring this style is integrity. The successful candidate will be known as someone who is trustworthy and seen as an individual who genuinely cares and is motivated by service to the community.

Ensuring equity and fairness in all facets of principle duties and responsibilities is critical.

Education, Training and Experience

- Eight or more years of progress experience in municipal or community development with considerable supervisory and administrative responsibility is required.
- Master's degree in urban planning or related field is required.

Licenses and Certificates

- Possession of a valid Pennsylvania State Driver's License is required.
- AICP certification preferred.

Salary: \$94,088.29 - \$150,296.88, dependent upon qualifications

Full-Time; Excellent City benefit package

Applications will be accepted until the position is filled.

The City Job Application and full job description are available at www.cityoflanasterpa.com/city-job-listings

The City of Lancaster is an Equal Opportunity Employer

City of Lancaster Job Description



Job Title:	Director, Planning & Community Development	Job Code:	2074
Department:	PCD	FLSA:	Exempt
Pay Grade:	1021	Effective Date:	1/1999
Reports To:	Mayor	Revision Dates:	11/2018

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Principle Duties & Responsibilities

- Oversees all planning, land development, and urban development initiatives, both short- and long-term, in conjunction with community and other City departments.
- Integrates sustainability into planning efforts to ensure long-term environmental, social, and economic viability of the City.
- Provides for the appropriate protection of the City's historical assets and natural resources to maintain the City's unique character.
- Ensures that all relevant building codes are properly administered and enforced.
- Oversees the administration of City housing assistance programs and the federal application process for the Community Development Block Grant, HOME, and Emergency Solutions Grant Programs.
- Interprets City codes, regulations, plans, policies, and functions as needed.
- Regularly evaluates the effectiveness of existing ordinances, policies and proposes updates and revisions as needed.
- Serves as the City's principal liaison with the Pennsylvania Department of Community and Economic Development as well as a variety of boards, commissions, and authority's related to the work of the Department.
- Identifies and recruits volunteers with relevant expertise to serve on boards, commissions, and authorities.
- Works in close partnership with key stakeholders representing business, housing, community development, finance, and others to advance the City as a whole.
- Identifies financing sources for development projects and assists developers/owners to finance projects.
- Implements development projects that lead to long-term economic benefit to the City through the expansion of the tax base, increased revenue of the City, and the creation of jobs for City residents.

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Knowledge, Skills, and Abilities

- Knowledge of the principles and practices of municipal planning and urban development, building inspection, code enforcement, economic development and related community development

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Department:	PCD	FLSA:	Exempt
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- Knowledge of the various ordinances, codes, and regulations pertaining to planning, zoning, public works and urban renewal, including applicable federal, state, and local law and regulations
- Knowledge of principles and practices of public administration including budgeting, managing, and leading staff
- Knowledge of the organization and functions of elected City Council and appointed and/or elected boards, commissions, and authorities.
- Strong meeting facilitation skills.
- Strong time and task management skills; ability to prioritize work
- Strong analytic, negotiation, and problem-solving skills.
- Genuine commitment and sensitivity to residents and community issues.
- Respect for economic and culture diversity, experience working with diverse groups of people.
- Commitment to transparency through disclosure, clarity, and accuracy in communications.
- Outstanding written, oral, and presentation communication skills with ability to make effective presentations on controversial or complex topics to the public.
- Ability to plan, direct and integrate broad, comprehensive planning and community development initiatives.
- Ability to analyze complex planning and community development issues and problems, evaluate alternative solutions and develop sound conclusions, recommendations and course of action.
- Ability to work with and support external partners to effectively to leverage resources and advance shared goals.
- Ability to plan and coordinate departmental activities and programs with internal and external stakeholders.
- Ability to foster and promote collaborative, positive, team-oriented work environment – both internally within and across departments and externally with community stakeholders.
- Ability and experience in working as a highly-motivated, self-directed, and independent, yet team-oriented individual.
- Ability and experience in working as a problem solver.
- Ability to read, write, speak and comprehend English. Spanish language skills desirable.
- Ability to adapt to new or changed situations and to show flexibility in making improvements in work processes and operations.
- Ability to exhibit customer-centered behaviors and to focus on customer needs.
- Proven ability to utilize Microsoft suite of applications and other standard office equipment.

Education, Training and Experience

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Environmental Conditions

- Indoors, environmentally controlled.
- Requires some local travel.