invites your interest in the position of

COMMUNITY DEVELOPMENT DIRECTOR

annual base salary up to $135,000.00
MINIMUM QUALIFICATIONS

- Six years of increasingly responsible experience in planning, community development, public administration or a related field, including at least two years of administrative and supervisory responsibility.

- An education equivalent to a Bachelor’s degree from an accredited college or university with major course work in resource management and planning, public administration, or a related field.

- A Master’s degree in a related field and AICP certification highly desired.
THE IDEAL CANDIDATE WILL:

- Be masterful at affecting exceptional organizational outcomes.
- Be well versed in principles and practices of governmental planning, planning law, and planning and zoning concepts.
- Lead with confidence and assurance.
- Have great judgment, and sound decision making skills.
- Seek out opportunities to develop solutions to challenges.
- Perform well under pressure.
- Execute a vision aligned with organizational goals.
- Be an engaging strong presenter and orator.
- Promote staff development and team work.
- Operate within a strong ethical framework and strive to uphold public trust.
- Successfully manage department budget and address budget challenges.
- Use effective negotiation skills to influence positive resolutions to conflicts.
- Anticipate challenges and identify strategic solutions to keep stakeholders well informed.
- Have experience addressing complex issues in public settings and governmental hearings.
- Use effective negotiation skills to influence positive conflict resolutions.
- Have the ability to work successfully in organized team efforts and assist in problem solving work related issues for continuous improvement in work efforts.
- Stay current on relevant literature and recent developments in the field of public planning and regulations and procedures affecting local planning agencies.
- Have the ability to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations.
- Have the ability to effectively communicate with a wide range of business and community leaders, residents, developers, community activists, City Council and Commission members, and other agencies and government representatives.
- Have a proven professional track record for using interpersonal strengths and versatile communication styles to build rapport and influence others.
- Have experience in balancing the needs of residents, business owners, and visitors in a high-volume tourism community.
THE DEPARTMENT
The Community Development Department has thirteen full-time employees and an operating budget of approximately $2.8 million annually. The department carries out five primary functions: city planning, building permits and inspections, code compliance, and affordable housing. The Planning Division has oversight of long range planning policies, processing applications for parcel and subdivision map changes, site plan and design reviews to promote compliance with the City’s design guidelines and principles, and the processing of conditional use permits. The division is also responsible for administering the zoning ordinance, promoting high-quality urban designs, and fostering careful consideration of historic resources.

The Planning program plans and regulates all land uses and development within City limits, informing and educating property owners, residents, and business owners of the City’s vision, and land use and development policies and procedures. The Planning staff review and process various applications and permits such as zone change requests, development proposals, subdivisions, appeals and variances, administrative waivers, conditional use permits, temporary use permits, and sign permits and provide support to the Planning and Zoning Commission, Historic Preservation Commission, and the Board of Adjustment. The staff also provide research and technical assistance related to zoning codes, land use, housing, historic preservation, and demographics. Additionally, they are responsible for maintaining and implementing the Community (general) Plan and Community Focus Area (specific area) Plans.

The Building Safety program is responsible for issuing all residential and commercial building permits in accordance with the adopted and amended building codes. This work includes processing and reviewing construction plans, conducting inspections, and coordinating this work with several other departments. Building Safety also partially or wholly processes applications and payments for off-premise signs, temporary signs, liquor licenses, wastewater permits, and right-of-way permits.

The Code Enforcement program is responsible for the enforcement of City codes regulating land use matters, public nuisances, public health, safety and welfare issues, building standards, and other City ordinances and ensuring compliance in a timely manner within the limits of the law.

Housing is a new program area identified as one of the City Council’s current priorities and is intended to better understand existing housing conditions, explore options for the expansion and preservation of affordable homeownership and rental opportunities in Sedona, provide provisions for access to safe, decent, affordable housing, and encourage public-private partnerships in the development and creation of affordable and/or workforce housing.
### The Community

**The City of Sedona was incorporated** in 1988 and is one of the western United States’ premier tourism, recreation, retirement, viticulture, and art centers, all of which contribute to its economic base. Its history is that of a rural ranching community, far off the beaten path, yet the beauty of the region became known through the motion picture industry with many classic films, commercials, and television shows filmed in the rural area surrounding the city. Characterized by massive red-rock formations, as well as the contrasting riparian areas of Oak Creek Canyon, the area encompassing this beloved community is considered as beautiful as many of our national parks.

Located in the high southwestern desert under the rim of the Colorado Plateau at an elevation of 4,500 feet, Sedona is blessed with four mild seasons, and plenty of sunshine and clean air. The year-round population of Sedona is approximately 11,000 residents, while the seasonal/visitor population often triples that number on a regular basis.

### Sedona

**has something for everyone:** world-class resorts to small, family-run motels, fine restaurants, outstanding shops, and diverse art galleries. The beauty and climate of the area (now encouraging a growing viticulture industry) make sightseeing and hiking, golf, tennis, horseback riding, and Jeep touring year-round activities.

The citizens of Sedona are proud of their beautiful environment and work diligently to preserve its uniqueness and special qualities. Central to this effort is the role of volunteers and their interest in working with the City to help control their own destiny through participation. Many say volunteerism is a profession in Sedona, with retired corporate executives, educators and private entrepreneurs using it as a vehicle to stay engaged.

The Sedona-Oak Creek Unified School District strives for excellence, and other charter, boarding and special skills schools also serve students in the area. Yavapai Community College has a campus in Sedona, and Coconino Community College also offers its curriculum to local students. Northern Arizona University is located in nearby Flagstaff, and Arizona State University in Tempe is approximately 100 miles away.

A full complement of public services are rendered by impressive institutions such as Keep Sedona Beautiful, Sedona Public Library, Sedona Creative Life Center, Sedona Arts Center, Sedona Historical Society, and Sedona Humane Society, plus a long list of extremely effective charitable organizations and service clubs. The Sedona Medical Center specializes in primary healthcare, emergency services, and cancer treatment.
The City will select candidates to participate in an interview process in Sedona within weeks of the closing date. This recruitment is open until filled.

Deadline to Apply: March 19, 2021

Tel: 928-203-5189
Email: HumanResources@SedonaAZ.gov
Website: www.SedonaAZ.gov

The City of Sedona offers a competitive benefit package that includes:

- Arizona State Retirement System with matching employer contributions
- 100% City-paid health, dental, and vision coverage for employee
- Substantial contributions to health, dental and vision coverage for dependents
- HSA health plans available with generous City allowances provided
- City provided $50,000 group term life insurance
- Deferred compensation plans – Optional IRS 457 plans
- Vehicle stipend up to $250/month
- 96 hours of PTO time
- 110 hours of vacation accrual during first three years
- Eleven paid holidays
- Wellness programs
- Short-term disability
- Cell phone stipend

The base salary for the Community Development Director ranges up to $135,000.00 annually.

To be considered for this exceptional career opportunity, please submit your résumé, cover letter, and a list of six work-related references (who will not be contacted without prior notice) by Friday, March 19, 2021.

Your résumé should also reflect the size of staff and budgets you have managed.

Please email your materials electronically as one file to:

HumanResources@SedonaAZ.gov

The City will select candidates to participate in an interview process in Sedona within weeks of the closing date.

This recruitment is open until filled.

Deadline to Apply: March 19, 2021

Tel: 928-203-5189
Email: HumanResources@SedonaAZ.gov
Website: www.SedonaAZ.gov