

# City of New Bern



**...is seeking a proven, motivated, results-driven professional to serve as its next...**

## Director of Development Services

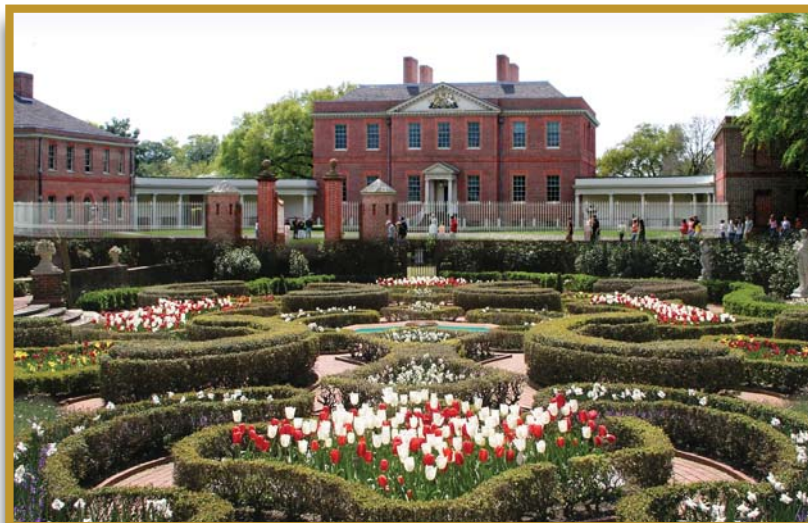
New Bern, North Carolina (population 29,634), is a picturesque and progressive historic community uniquely situated at the confluence of the Neuse and Trent Rivers, thirty-eight miles from the Atlantic Ocean. New Bern is North Carolina's premiere historic city where its citizens enjoy a great quality of life and visitors can take a step back in time to explore and experience a culture rich in history and tradition.

Founded in 1710 by Baron Christopher de Graffenried of Bern, Switzerland, New Bern is the second oldest town in North Carolina and the first state capital. In a city rich in history, Tryon Palace Historic Sites and Gardens offers a taste of life in Colonial America. New Bern offers architectural beauty and charm of our four National Register Historic Districts, a historic revitalized downtown, and history through technology and innovation at the recently opened NC History Education Center.

New Bern is an up and coming venue for the arts and artists. Downtown has many galleries and art studios, live music, active local theatres, festivals, and special events year round.

New Bern is fortunate to have many parks and is adjacent to the Croatan National Forest which offers hiking, camping, and other outdoor activities. New Bern is conveniently located close to pristine beaches and quaint fishing villages.

In 2010, New Bern celebrated its 300th Anniversary with many wonderful events, concerts, festivals, parades, and so much more. New Bern continues to mix the historic past with the professionals of the 21st century, creating a delightfully pleasant community in which to work, live and play.



## POSITION AND ORGANIZATIONAL PROFILE

The City's current Director of Planning, Inspections and Community Development will be retiring in the Spring 2012. The new Director of Development Services will work during a brief transitional period with the retiring Director. The Department has been restructured into a Development Services Department with a centralized process which will result in increased efficiencies. This creates an extraordinary career opportunity for an experienced professional who is a strong visionary leader and strategic planner. The new Director must be able to create and sustain an organizational climate that promotes quality customer service in all departmental operations. He/she must be a strategic planner who is able to build positive relationships and earn the confidence of City leaders and staff as well as external stakeholders.

The City, operating with an annual budget of approximately \$130 million, is governed by the Mayor and 6-member Board of Aldermen elected for four (4) year terms. The Director of Development Services is appointed by and works under the general supervision of the City Manager. The Director of Development



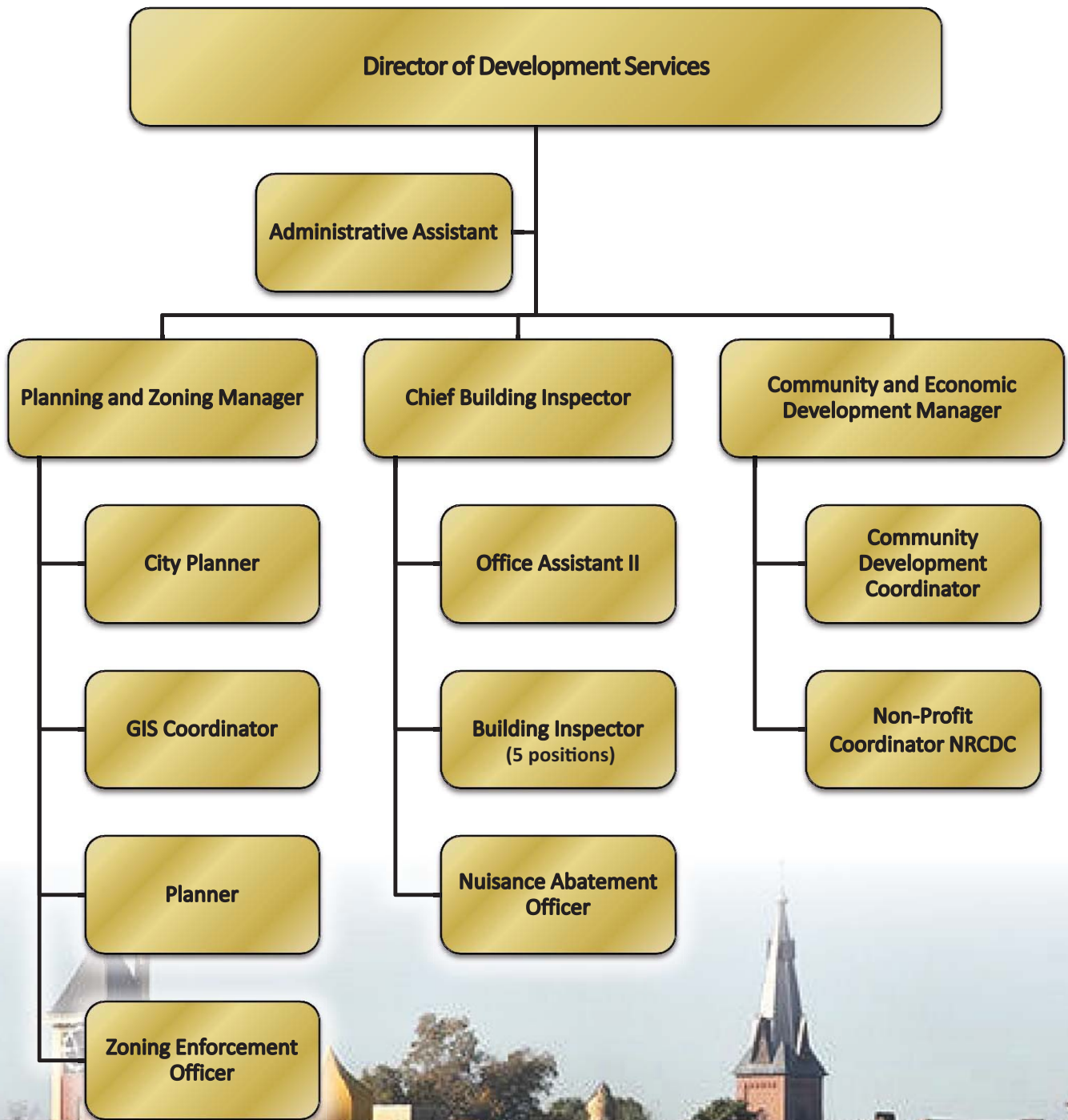
Services serves as a member of the Management Team which is comprised of the City Manager and nine Department Heads.

The Director of Development Services performs complex professional and administrative work directing the activities of the City's Development Services Department. The Director oversees the Planning and Zoning, Community and Economic Development and Inspections Divisions of the City.

### Additional responsibilities include but are not limited to:

- Leads the City's current and long range master planning efforts, including plan development and implementation.
- Plans, organizes and directs the administration of the City's land use plans and regulations, construction and housing codes, planning and GIS functions, community and economic development and hazard mitigation programs, historic preservation and non-profit housing corporation;
- Facilitates the development and implementation of department goals, objectives, policies and ordinances;
- Confers with developers, other agencies, and the general public in acquiring information and coordinating planning and zoning matters;
- Prepares grant applications and pursues additional sources of funding for department programs;
- Prepares comprehensive written reports; prepares annual reports for State or Federal agencies;
- Monitors developments related to planning, building, community and economic development, grant programs and code enforcement; evaluates their impact upon City operations and recommends policy and procedural modifications;
- Represents the City on various committees and boards dealing with transportation, community and economic development, planning and zoning, and hazard mitigation;
- Prepares annual budget request and monitors expenditures

# DEVELOPMENT SERVICES ORGANIZATION CHART



## CANDIDATE PROFILE

The successful candidate will be an experienced professional development manager with a demonstrated record of effectiveness in municipal organizations. He/she will have significant experience in:

- Community Redevelopment
- Public/Private Partnerships
- Streamlined Development Process
- City Comprehensive Planning
- Form-Based Zoning Code

In addition, the successful candidate must possess comprehensive knowledge of:

- The advanced principles and practices of urban planning, community and economic development, inspections, zoning and code compliance programs;
- Economics, municipal finance and sociology as they apply to urban planning and community and economic development;
- Organizational and management practices as applied to the analysis and evaluation of concepts of strategic planning;
- Principles and practices of municipal budget preparation and administration;

The ideal candidate must possess the ability to interpret and analyze technical and statistical information and to prepare and present technical oral and written reports. He/she must be able to analyze problems, identify solutions, implement recommendations and project consequences of actions. The candidate must also be able to establish and maintain effective working relationships with City and other government officials, other agencies, associates and the general public.

## POSITION REQUIREMENTS

Requirements for this position include a Bachelor's degree from an accredited college or university with major course work in urban planning, regional planning, public or business administration or related field. Masters degree is preferred. The ideal candidate must have 8-10 years of increasingly responsible experience in municipal planning and community and economic development including considerable supervisory experience.

## COMPENSATION AND BENEFITS

The salary for this position is up to \$135,225. Starting compensation will be based upon the successful candidate's qualifications and experience. The City provides a comprehensive benefits package.

## APPLICATION PROCESS

Qualified candidates should submit their resume to City of New Bern, Director of Human Resources, PO Box 1129, New Bern, NC 28563. The position is open until filled. However, the initial review of resumes will take place on November 21, 2011. The first phase of the interview process will take place in the first week of December with an anticipated start date of early Spring 2012.

**The City of New Bern is firmly committed to the principles of Equal Opportunity for all.**

