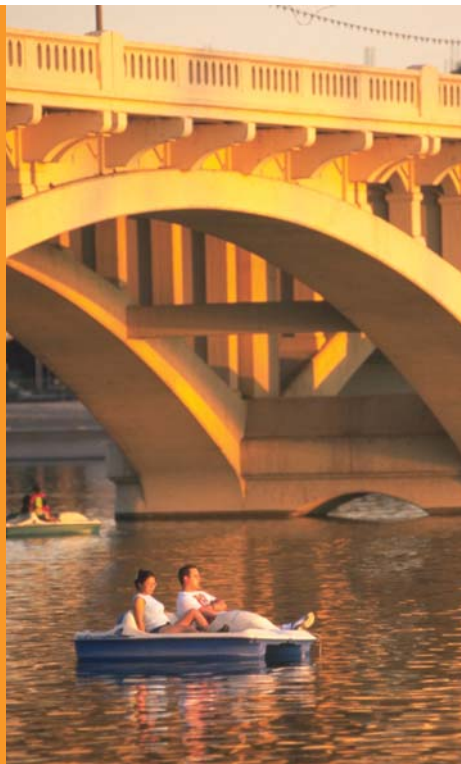


Tempe Community Development Director Recruitment



Opening Date:

October 1, 2012

Closing Date:

November 13, 2012

Annual Salary Range:

\$128,906 - \$158,286

Starting salary negotiable upon offer. The City provides a \$6,000 annual contribution towards deferred compensation.



The City of Tempe is seeking a Community Development Director to oversee Planning, Building Safety, Economic Development, Design and Historic Preservation, Transportation Planning, Neighborhood Revitalization and Redevelopment, Housing Services, Code Compliance and Special Projects.

Minimum Qualifications

Experience:

Eight years of increasingly responsible management/administrative experience in at least one of the following areas:

- Planning
- Economic Development
- Building Safety and Zoning
- Community Development

Education & Certification:

Position requires a Bachelor's degree from an accredited college or university in business management, public administration, planning, architecture or a related field. A Master's degree is preferred.

Salary & Benefits

The city provides an outstanding comprehensive benefits package. Additional benefits include 14 holidays, 27 paid vacation days per year (depending upon length of service); additional 56 hours of executive leave per year; 12 paid sick leave days per year; 12 paid holidays per year; health, dental, life, and vision care coverage plans; up to \$5,000 per year tuition reimbursement; Arizona State Retirement System (ASRS) and deferred compensation plans.

How To Apply

Applicants are required to submit a cover letter, resume (including an e-mail address), and the attached supplemental questionnaire. Submittal of materials must be sent to:

City of Tempe
Human Resources Division
20 East 6th Street
Tempe, AZ 85281

For further information on the City of Tempe or the Community Development Director position, please contact:

Lawrence LaVictoire, Employment Services Manager,
(480) 350-8277

Louis Telles, Senior Human Resources Analyst,
(480) 350-8289

The Community

In the center of the Greater Phoenix Metropolitan Area, Tempe covers approximately 40 square miles and is home to more than 161,000 residents and a workforce of more than 150,000.

Tempe is surrounded by six freeways and is the only Arizona city to have border to border light rail. The majority of the Greater Phoenix Metropolitan Area can reach Tempe within 20 minutes.

Tempe is one of Arizona's oldest communities, with roots dating back to the Hohokam. The city still has buildings from the late 1800s in its downtown. While enjoying dynamic growth, the city has maintained its unique personality and style through a careful and masterful blending of the new with the old. Respecting its heritage and energetically planning for the future, Tempe is a wonderful mix of history and modern urban amenities.

Tempe is home to the nation's largest university - Arizona State University - and Tempe Town Lake - one of the most popular destinations in the state, second only to the Grand Canyon. Tempe is the spring training home for the Los Angeles Angels of Anaheim's. Downtown Tempe offers the original walkable urban downtown district, representing a destination for the independently spirited, a hub for entertainment and an attractive market for entrepreneurial business.

About 25,000 people work in downtown Tempe for companies such as Allstate Insurance, Amazon, Lifelock, Chase and Smith Barney. Major employers in the city include Insight Computers, Arizona State University (ASU), Wells Fargo, Edward Jones and US Airways, as well as an eclectic mix of small and locally-owned businesses.

Tempe is among Arizona's most educated cities. More than 40 percent of our residents over the age of 25 have Bachelor's degrees or above. This lends itself to a creative, smart atmosphere where anything seems possible. People and businesses in Tempe have worked on projects including the Mars Rover, implanted heart defibrillators, solar energy and much more.

Tempe has a distinct identity as an emerging destination city, with all the offerings of a community rich in economics, technology, culture, tourism and educational resources.

The future is bright for Tempe. A project of note for Tempe is the ASU Athletic Facilities District, which

incorporates 700 ASU-owned acres in the downtown area. This development must be managed to complement rather than compete with the existing Mill Avenue District businesses and Tempe Marketplace. The ASU Facilities District is intended to be an Ecodistrict, drawing companies with a sustainability focus to this area. ASU is home to the Global Institute of Sustainability and is the nation's leader in sustainable initiatives for college campuses.

Other large projects include the Discovery Business Campus, a 136-acre development near the ASU Research Park and continued development along Tempe Town Lake and Tempe's light rail line. A streetcar alignment is also being considered.

The Culture

Tempe residents enjoy an unsurpassed quality of life, including more than 150 special events annually, such as one of the nation's largest and best New Year's Eve parties, Rock n Roll AZ Marathon, Tour de Fat Bike Festival, Ironman Arizona and a Fourth of July celebration that regularly draws more than 50,000 people.

Tempe residents are fit and enjoy 175 miles of bikeways, hiking at Papago Park and A Mountain, rowing, sailing and paddling at Tempe Town Lake and horseback riding at Papago Stables.

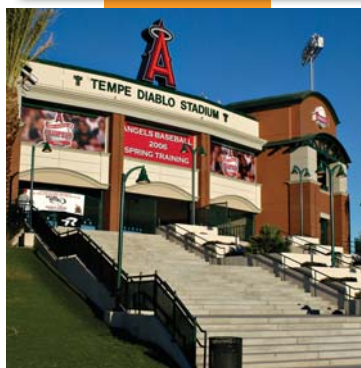
Residents also enjoy Tempe's various cultural and art activities at its many venues that include the Broadway shows at ASU Gammage, Spring Training Baseball, community performances at Tempe Center for the Arts. There are a number of museums in Tempe, such as The Arizona Historical Society Museum, Nelson Fine Art Center and many others regionally, including the world famous Heard Museum.

Tempe's Cost of Living

Tempe's Cost of Living Index: 94.5
Median Home Purchase Price: \$150,000
Median Value of Owner-Occupied Home: \$248,500
Median Rent: \$900
Median Income: \$47,500
(Data from August 2012)

The Position

The role of the Community Development Director is to plan, direct and review the activities and operations of the City's Community Development as well as manage the activities of the Town Lake Operations and Code Compliance programs; and



to provide highly responsible, complex administrative support to City management staff and the City Council.

In addition, the Community Development Director develops and promotes a solid relationship with the general public; City Council; boards and commissions; various employee groups, other City departments; and other municipalities.

Divisions within Community Development include:

Economic Development provides a wide range of services designed to support small businesses as well as Fortune 500 corporations. This division is responsible for business attraction, expansion and retention. It also is a liaison to state and regional economic development groups, the Tempe Chamber of Commerce and other business organizations. This team also finds and coordinates programs to assist businesses with training, education, state incentives and federal tax programs. It is the voice of business for Tempe



Housing Services provides the following services:
Section 8 rental assistance (housing for elderly, disabled, and low-income families;)
Section 8 Homeownership program CDBG/HOME administration Family Self-Sufficiency program Homeownership Down Payment Assistance
Homeless resource coordination Fair Housing activities
Home Improvement Program
Rental Reinvestment Program.

Planning assists customers through the development entitlement process, including the change or adoption of codes, ordinances and neighborhood plans, facilitates the rules and regulations applicable to new development, redevelopment, construction, current planning and property conservation, signs, and provides administrative support for boards, commissions, and the Tempe City Council

Code Compliance is responsible for enforcement of codes and neighborhood enhancement

Building Safety processes the review of building plans and specifications of all proposed construction, issuance of building, fire and engineering permits for development and on-site building inspections

Transportation Planning ensures the safety, efficiency and beauty of Tempe's roads, bikeways and traffic corridors

Neighborhood Revitalization & Redevelopment provides project coordination, management for large private sector, City-owned projects in Downtown Tempe, Apache Boulevard project area, ASU-Tempe Joint Review Committee

Historic Preservation is responsible for archeological and historic properties, sites and districts.

Design and Preservation develops illustrative graphics, design guidelines, architectural/ development concepts and other products utilizing appropriate methodology and technology to support a safe and sustainable community

Special Projects guides and oversees unique projects, such as restoration of the Hayden Flour Mill, and the ASU Athletic Facilities District.

Duties include but are not limited to:

- Administer, plan, and direct the activities of the Community Development Department
- Advise, consult and provide information to the City Manager regarding activities of the Community Development Department and its divisions, including achievements, upcoming council activities, ongoing and upcoming work, the budget and potential issues
- Respond to Tempe City Council inquiries regarding sensitive or high profile issues within the department
- In conjunction with City Manager and Tempe City Council, formulate, develop, maintain and promote a vision for future citywide development
- Direct, oversee and participate in the development of the department's work plan; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures
- Coordinate activities with those of other city departments and outside agencies and organizations; prepare and present staff reports and other necessary correspondence
- Make presentations before the Tempe City Council and other boards, commissions and community organizations

- Supervise and participate in the development and administration of the department budget; direct the forecast of additional funds needed for staffing, equipment materials, and supplies; monitor and approve expenditures; and implement midyear adjustments.
- Communicate and work in partnership with and provide information to the development community and the public regarding current and proposed private and public planning, development and housing projects
- Guide developers through the development/redevelopment process; coordinate site selection, negotiations, land assembly and project funding; oversee projects to ensure compliance with contract and all applicable city codes and ordinances, state and federal law; establish control systems to ensure timely and effective project implementation
- Analyze, develop and present recommendations on complex economic development/redevelopment proposals; provide technical expertise in the formulation of recommendations on financial and development plans for various boards, committees, commissions and the Tempe City Council
- Provide leadership and direction in planning and prioritizing tasks, strategic planning initiatives, and upholding the City of Tempe's stated mission and values
- Administer and direct comprehensive programs; formulate and recommend policies, regulations and practices for carrying out programs; consult with and advise the City staff to coordinate the various phases of the policies, practices, federal regulations, ordinances and resolutions
- Direct and participate in meetings with vendors, contractors, and consultants regarding the administration of work and/or contracts
- Lead the City Manager's initiative to provide focused learning experiences and resources to improve performance and maximize leadership in the workplace
- Provide continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service
- Confer, advise and/or direct division heads on problems relating to activities within their division
- Facilitate the resolution of employee relation issues as well as represent the City of Tempe in matters of concern to associations representing employees

- Advise and assist the City Manager, other departments' management and employees in a variety of work related matters including the interpretation and application of policies and processes
- Respond to media requests in cooperation with Community Relations in regard to Community Development issues and achievements
- Have a strong commitment to value diversity in the Department and the City

Selection Criteria

Applicants whose experience and training most closely meet the needs of the city may be selected for further testing/interviews. Falsifying information or lying during any stage of the selection/hiring process will make you ineligible for new or continued city employment.