



“The Real Southwest”

Director of Planning & Development Services

UNIQUE OPPORTUNITY

The City of Tucson invites you to join an organization focused on providing excellent service to citizens in a safe and sustainable community. The City seeks a professionally respected, innovative, collaborative and results-oriented leader to join the executive team for our progressive southwestern city. This vacancy exists due to the retirement of the long-tenured incumbent, who served the City for 31 years, including 15 as Director.



City of Tucson Government One City One Team!

THE COMMUNITY

With a population of 528,000, the City of Tucson is Arizona's second largest city located approximately 100 miles south of Phoenix and 60 miles from the Mexico border. Tucson's metropolitan area exceeds one million people. With sunny days nearly all year, Tucson is the ideal location for the outdoor enthusiast. The Sonoran Desert and five surrounding mountain ranges offer hiking, biking, horseback riding, bird watching, spelunking, hot-air ballooning, camping, championship golfing, skiing, and countless other recreational opportunities in breathtaking scenery. Tucson is a pedestrian and bicycle-friendly community. Due to the temperate climate, the region is a bicycle enthusiast's paradise and has been designated a *Gold Level Bicycle Friendly Community* by the League of American Bicyclists.

Tucson supports an outstanding variety of cultural activities reflecting the community's rich heritage. Museums and galleries, theater and dance companies, classical and contemporary musical events and festivals are plentiful within this natural desert environment. Recognized as one of the MegaTrend cities of the 21st Century, Tucson is renowned as an emerging center for optics, astronomy and health services. Tucson is home to Davis-Monthan Air Force Base and the University of Arizona, ranked among the top 58 public universities by US News & World Report.

Federal, State, and local governments are significant components of the local economy. Manufacturing employment in Tucson has more than doubled in the past decade. This growth is due to advanced technology companies such as Raytheon Missile Systems, Texas Instruments, and IBM which have made the region a home for their businesses.

The area is served by 14 different hospitals and is a recognized regional medical hub. The metropolitan Tucson area offers four regional shopping malls, numerous high quality hotel facilities and five destination resorts. Cultural diversity, affordable housing, favorable business climate and excellent educational opportunities make Tucson the ideal location to live, work and recreate.

You may enjoy learning more about our beautiful community by watching the following video: Tucson Regional Economic Opportunities "Tucson – What Makes a Place Great"
<http://www.youtube.com/watch?v=zRkVIPdatPI&feature=youtu.be>



CITY ORGANIZATION

The City of Tucson has a Council-Manager form of government. The legislative body is comprised of the Mayor and six Council members who each represents a ward while the Mayor is elected by voters independently of Council. The legislative body establishes the policies for the City. The City Manager is appointed by Mayor and Council and functions as the chief executive officer, carrying out these policies and managing the municipal organization.

PLANNING & DEVELOPMENT SERVICES DEPARTMENT (PDS)

The Planning and Development Services Department (PDS) is experiencing an exciting time in its evolution, undergoing organizational changes, and supporting the progression of Tucson into an increasingly urban, vibrant, and creative desert City. PDS was reorganized in early 2016 through a merger with the City's Office of Integrated Planning while transitioning Code Enforcement to Environmental Services. These changes occurred in conjunction with a retirement incentive that led to the departure of many tenured staff in the department. A new energetic leadership team at PDS has emerged which, over the past several months, has focused on cross-training and team building with staff, customer service improvements, process changes, and technology innovations.

PDS handles all aspects of planning, development review and entitlements, permitting, and construction inspection for the City. "Plan Tucson", the City's General Plan approved by voters in 2013, provides a policy framework to guide planning activities. PDS is a General Fund department of the City with a Fiscal Year 2017 budget of \$5.86 million. PDS has 57 staff members organized into the following work teams:

- Integrated Planning
- Special Districts
- Historic Preservation and Adaptive Reuse
- Zoning Administration
- Entitlements
- Site Review
- Building Review
- Permitting and Records
- Inspections

The PDS Agenda

- Great Place to Work —
- Positive Customer Experience —
- Excellent Reputation —
- Strong Economy and Community —

PDSO issued close to 10,000 residential and commercial building permits in FY 2016, indicative of a continuing increase in development activity, including a large portion focused on infill, re-development, and urban-scale projects occurring in the downtown and University areas along the Sun Link modern streetcar line. In terms of advanced planning initiatives, PDSO is focused on corridor plans and reinvestment overlays, adaptive reuse, efforts to improve quality of life in neighborhoods, and Unified Development Code amendments to streamline the development process. PDSO staff works closely with the City's Office of Economic Initiatives on annexation and economic development efforts, with the City's Real Estate Division on the development of City owned properties, with other City Departments (Water, Transportation, Fire and Environmental Services) who are involved in the development review process, and with Pima County on collaborative efforts across jurisdictions.

For additional information, please see the Department website: www.tucsonaz.gov/pdsd

KEY ISSUES AND PRIORITIES

In preparation for the recruitment of a new Director of Planning and Development Services, the City has identified the following issues and priorities that will need to be addressed by the successful candidate:

Economic Development – The City of Tucson's leadership has placed a strong emphasis on economic development and private sector investment in the community, with a continuing focus on infill development. As such, the new Director will work hand in hand with the City's Economic Development team to seek out future development opportunities through teamwork and collaboration.

Organizational Assessment – Staffing for Development Services is lean, particularly for a city the size of Tucson. The work of PDSO is completed by virtue of a devoted and capable staff in conjunction with partnership relationships with other agencies and the use of contract services. The City seeks a Director who is innovative and creative with the ability to identify the optimal organizational structure and processes to provide PDSO's customers with preeminent services. This will include the successful implementation of a new development software solution.

Stakeholder Relations – Establishing effective new relationships, and building on current ones, will be critical to the success of PDSO. This will require a Director who has the proven ability to work with other regional jurisdictions, including Pima County, neighboring municipalities, and the state in order to build coalitions and productive associations for the region's benefit.

Customer Service/Community Relations – PDSO engages a multitude of stakeholders in the development community, and the PDSO Director is one of the City's most visible/public leadership positions. The Department has made recent and significant strides toward improving customer service and shifting the public's perception that PDSO was not customer/business friendly. The City seeks a new Director who will build on this positive momentum through strong leadership/management and who embraces creative and innovative approaches to improving efficiencies and service delivery. The new Director must be comfortable serving as Department spokesperson – able to project confidence and leadership in addressing public concerns.

DIRECTOR OF PLANNING & DEVELOPMENT SERVICES

The Director is responsible for the leadership and management of departmental operations in order to fulfill long range planning, infill and reinvestment, land use code administration, rezoning, historic preservation, site and building plan review, permitting, and field inspection service requirements of the City. The Director provides leadership as a member of the City's Executive Leadership Team on an organization-wide and community basis to ensure that public services are provided in alignment with the City's strategic objectives.

The Director of Planning and Development Services reports to an Assistant City Manager and serves as a vital member of the City's Executive Leadership Team. The Director is responsible for managing a department with 57 positions. Direct reports to the Director include a Deputy Director, Principal Planner/Special Districts Manager, Historic Preservation Officer, Sustainability Manager (Integrated Planning Team), Section Manager (Zoning & Sign Code Administration and Special Applications Team), Section Manager (Entitlements & Special Exceptions Team), an Executive Assistant and Administrative Assistant.

IDEAL CANDIDATE

The ideal candidate is a creative, sophisticated, and service-oriented development services professional who has outstanding leadership and interpersonal skills, and possesses a solid understanding of planning and economic development. The ideal candidate has a background working directly with an engaged community that includes diverse stakeholders from the development community, neighborhoods, and advocacy organizations and a track record of successful outcomes resulting from public participation. Desirable candidates will have a proven track record of effectively leading change, improving customer service, and building mutually productive relationships with a wide variety of internal and external stakeholders and interest groups. A history of demonstrating a commitment to staff development and empowerment is critical. The City seeks candidates who are progressive, proactive and forward thinking. The ideal candidate will have the proven abilities to work with elected officials and successfully navigate a large, complex organization and community. As the Director interfaces with and makes presentations to the Mayor and Council, strong presentation skills and political acumen are essential ingredients for success in this position. While it is expected that strong candidates will have the technical knowledge and experience in running a substantial organization, candidates must bring a macro-perspective to this position and the role it plays within the larger City government and community.





- Vacation and sick leave program
- Medical and dental programs
- Long-term and short-term disability insurance plans
- Life insurance of \$50,000 with additional coverage available at employee expense
- Voluntary participation in the City's Section 457 deferred compensation plan (ICMA RC)
- Vehicle allowance or use of city vehicle plus city related travel expenses
- Professional development and training opportunities
- Medical and dependent care flexible spending accounts
- Employee assistance program
- Relocation assistance

Education and Experience

Specific requirements are as follows:

A Bachelor's degree in Business or Public Administration, Urban Planning, Engineering, Architecture or related field is required. A Master's degree is strong preferred; AICP is desirable. Seven years of supervisory management experience in operating a multi-functional regulatory agency serving the development and construction community are required.

In addition to the experience and education requirements that are outlined above, City leaders have identified the following additional traits and competencies that the ideal candidate will possess:

- Exceptional interpersonal skills; able to work effectively and collaboratively with numerous internal and external stakeholders
- A professional with a blend of strong technical proficiencies, including detailed knowledge of codes/codes updates, and outstanding people/customer service skills
- Understands/appreciates the impact of development services on economic development initiatives and annexation
- Solutions-oriented; can blend the regulatory aspects of development services with a mindset of working with customers toward a workable solution
- Values professional development and growth; able to mentor and guide staff
- Strong leader and manager who seeks to empower staff while providing appropriate direction and guidance
- Maintains very high ethical standards – a person of exceptional character who naturally earns the confidence and trust of others
- Approachable, with excellent communication skills, both written and oral
- Persuasive, confident and calm under pressure

COMPENSATION AND BENEFITS

The salary range for the Director of Planning and Development Services is negotiable. Actual salary will depend on the experience and qualifications of the successful candidate.

The City of Tucson offers an attractive benefit package which includes:

- Participation in the Tucson Supplemental Retirement System (defined benefit pension plan)

APPLICATION AND SELECTION PROCESS

To be considered for this excellent career opportunity, submit a cover letter with current salary, résumé (showing both years **and** months of positions held), and six work-related references by **Friday, September 16, 2016** to: resumes@cpshr.us

Preliminary screening interviews will be conducted by the consultant in mid September with the most qualified applicants. Those individuals determined to be the most ideally suited for the opportunity will be invited to interview with the City in late October. Appointment is expected shortly thereafter following the completion of thorough reference and background checks to be coordinated with the candidate(s). For additional information about this position please contact Stuart Satow.



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 Website: www.cpshr.us/search

Note: In accordance with City Code, the selected candidate will be required to establish residency within the City of Tucson city limits.

The City of Tucson is an equal opportunity employer that is both child and family friendly, as well as a drug and alcohol free workplace. Diverse candidates are strongly encouraged to apply.

