



Chapel Hill

North Carolina



Invites your interest in the position of

Planning Director



Position Opening: The Town of Chapel Hill, North Carolina, seeks a proactive and creative collaborator to be our next **Planning Director**. The **Director** will lead a team of competent and dedicated staff in responding to the community vision around challenges of growth. With an organizational culture of collaboration and teams, the Town of Chapel Hill is committed to citizen engagement and the Planning department plays a critical role in working with a diverse and participatory community, regional partners, the University System, and the Council to achieve strategic goals.

About the Community: Chapel Hill, NC, is a multicultural university town with a population of almost 60,000 that frequently appears in national “best place to live” listings and was recently recognized as **one of the best towns in the U.S. by the Guardian**. As home to the nation's first public institution of higher learning and 2017 NCAA Men’s Basketball champions, Chapel Hill is a picturesque community of 21 square miles filled with trees, historic and mid-century architecture and a thriving downtown.

Chapel Hill is a recognized pioneer in education, research, and innovation. This is a place where ideas are born. Chapel Hill is also home to brilliant minds, award-winning restaurants, innovative businesses, outstanding public schools, and a vibrant music and performing arts scene. Historic homes and modern condos coexist beautifully here, all connected by open spaces and free public transportation.

Located in the beautiful piedmont region of central North Carolina, Chapel Hill sits within a few hours of the coast and the beautiful Blue Ridge Mountains and is less than a 30-minute drive from Research Triangle Park and the RDU International Airport. Our major employers are the University of North Carolina at Chapel Hill and UNC Health Care. These thriving institutions help account for a stable employment base that is consistently rated above state and national benchmarks. Our emerging entrepreneurial community is led by LaUNCH, an internationally recognized business accelerator program and collaborative venture of the Town, Orange County, and University.

We are home to a diverse, welcoming community in which 17% of our residents were born in countries outside the United States. Demographically, the racial composition of the town in the 2010 census was 73% white, 12% Asian, and 10% black. About 6.4% of the population was Hispanic or Latino of any race. Chapel Hill has a relatively young population with a median age of 25.7 years old. Chapel Hill is considered North Carolina’s best-educated municipality, with 73% of adults possessing a bachelor’s degree or higher.

Chapel Hill offers a small-town culture with metropolitan amenities with a community that is home to a dynamic, multi-cultural arts scene, including many museums, music and performing arts venues, galleries, festivals and athletic events. While passionate about the Tar Heels and Carolina Blue, Town residents are also green in terms of sustainability and community character. Our community enjoys pedestrian- friendly neighborhoods, greenways and trails, and more than 700 acres of parks and open space.

Why Chapel Hill?

- Equidistant from mountains and beaches
- Minutes away from Research Triangle Park with access to research and tech companies
- Home to University of North Carolina – CH
- Fare free bus system
- Well-educated and diverse citizenry
- Community-minded businesses
- Political activism and public engagement
- James Beard award winning restaurants
- Seasonal festivals and community events
- Active, local music scene
- Iconic Downtown
- National champion Tarheel basketball team
- Passion for Carolina Blue!



Chapel Hill by the Numbers

- Population: 59,376 residents, 29,135 UNC enrollment
- Median Age: 25.7
- Budget: \$113 Million for all funds
- Property Tax Rate: 52.4 cents / \$100 assessed value
- Public Schools: Ranked No. 1 in North Carolina and No. 202 nationally out of 10,754 districts (Niche.com, 2018)
- Chapel Hill Transit: 7 million fare free rides / year
- Parks, Open Space and Greenways: 740+ acres
- Safety: 14% Decline in major crimes over 5 years, 4.3 Minute average Fire Fighter response time
- Median Property Value: \$421,197
- Affordable Housing Stock: 1,062 subsidized units
- Race and Ethnicity: White 73%, Asian 12%, Black 10%, Hispanic or Latino of any Race 6.4%
- Cultural Diversity: 17% born outside United States
- Education: 73% earn Bachelor or greater
- Number of Nobel Prize winners: 2!

About the Organization: Operating under a Council-Manager form of government, our organization's RESPECT values (Responsibility, Equity, Safety, Professionalism, Ethics, Communication, and Teamwork) are the basis for our choices. They are reflected in our behavior and decisions every day. They are our compass as we accomplish our mission and objectives. As a result, residents have consistently rated Chapel Hill as "high-performing" in [biennial community surveys](#). Due to a solid economic base in and around Chapel Hill and careful management of resources, the Town of Chapel Hill has bond ratings of AAA and consistently wins awards for its annual budget and financial report.

Chapel Hill's [strategic focus](#) for the future is guided by the community vision established in the [Chapel Hill 2020 Comprehensive Plan](#) and is incorporated into the organization's [departmental business plans](#).

More information about the [Town](#), its mission and its core values of RESPECT can be found [here](#) (or copy <http://www.townofchapelhill.org/town-hall/departments-services/human-resource-development/mission-and-values> into your browser).



About the Department: The Planning Department includes three divisions: Current Development, Long Range Planning, and Transportation Planning. The Department is responsible for promoting a strong community and vital public realm, preserving and enhancing Chapel Hill's diverse neighborhoods, fostering quality environments, involving stakeholders in planning for the Town's future, and helping the Town's government administer its programs and operations consistent with the community's vision for a sustainable future. The Planning Department accomplishes its work with 12 dedicated employees and a budget of \$1.7M.

Our Values

Responsibility

We acknowledge that our duties impact the jobs of many other employees. We take ownership over our roles within the organization as a way to demonstrate our consideration for the time and efforts of our fellow employees as well as pride in our own work.

Equity

Although we may hold different roles in the organization, we all work toward the common goal of serving the Town and the Town's residents and customers. Therefore, we seek and support policies and actions that are administered consistently and fairly to everyone regardless of rank, tenure or personal background.

Safety

We strive to maintain our own mental and physical well-being and the well-being of those around us. We are dedicated to a work environment that minimizes risk of injury or accident. We are also dedicated to an environment that provides for honest and courteous discussion of workplace issues without fear of repercussion.

Professionalism

We are committed to the excellence and accountability of our own performance as well as the performance of the organization. We carry out our jobs efficiently and effectively, are open to feedback about our performance and show a willingness to learn.

Ethics

We conduct ourselves in a way that is consistent with and deserving of the level of trust that has been placed in us by the community members of Chapel Hill.

Communication

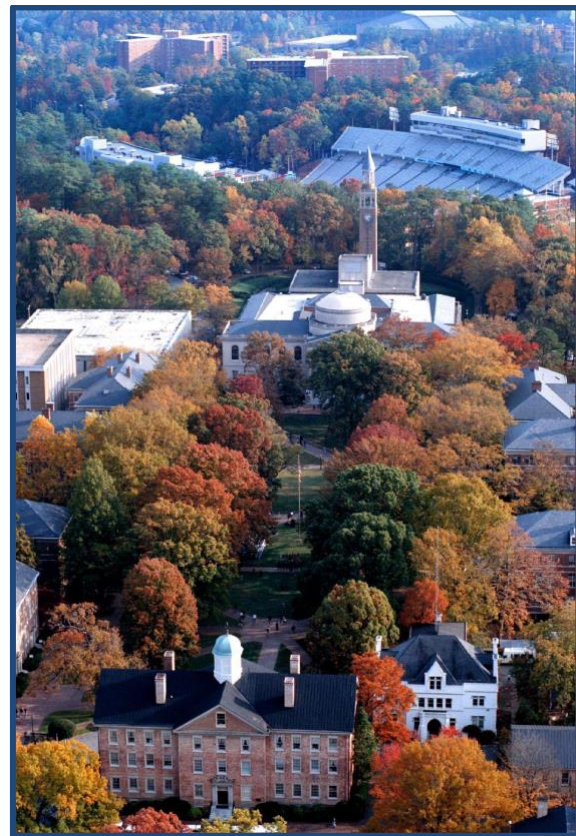
We take part in constructive dialogues and set clear goals and expectations so we may better understand our roles in the workplace. Our organizational values serve as a common language when discussing each other's decisions and actions.

Teamwork

We participate in a cooperative work environment in order to support each other in our service to the community. We encourage an environment that fosters innovation and creativity.



About the Position: This position plays a key role in overseeing development projects through the coordination and administration of the Town's land use, neighborhood and historic preservation, and transportation and connectivity policies and regulations. This is an advanced professional, administrative and leadership position. The **Director** reports to the Town Manager and works with the Office for Housing and Community to coordinate the Planning Department's work with other initiatives in the Town. The position is responsible for leading and directing the Planning staff in coordination with other Town Departments. The **Director** appears before the Town Council, advisory boards and commissions, and public groups; represents the Manager's interests and assists the Manager in carrying out directives and recommendations of the boards and commissions and the Council.



Education and Experience: Qualified candidates will have any combination of education and experience equivalent to graduation from an accredited college or university with a Master's degree in urban planning, architecture, public administration, business administration or closely related field; at least 3 years of supervisory experience; extensive progressive responsibility with managerial experience in urban planning and community development; or any equivalent combination of acceptable education and experience which provides applicable knowledge, abilities, and skills. The Town hires with its core values in mind, seeking like-minded people to manage the present and craft the future of Chapel Hill.

The Successful Candidate:

- builds partnerships with community, regional and inter-governmental stakeholder groups;
- embraces and enjoys engagement in the community to clearly and proactively communicate Town values and initiatives to stakeholders;
- excels at innovative problem solving, seeking win-win solutions while keeping strategic goals in mind;
- communicates well including one on one, in small groups, and public speaking to citizens, elected officials, community groups, and staff;
- has experience establishing budgets and business plans including developing, planning, organizing, and directing all of the staff and activities to meet the established goals;
- is knowledgeable about and will administer sound planning, land use management, and transportation planning programs for the Town;
- has an extensive track record of successfully building and collaborating with cross-functional teams, removing barriers and building bridges to achieve organizational goals;
- evaluates existing organizational, service and staffing structures and works with the planning team to maximize clear and coherent practices both internally and externally to meet the strategic objectives of the Town; and,
- is an empowering leader equally dedicated to maintaining a cohesive team throughout the department as well as the development of individual employees.



Salary and Benefits: The hiring range is \$100,000 - \$125,000. Base salary and compensation are negotiable based on experience and qualifications. Benefit information can be found at <https://www.townofchapelhill.org/town-hall/departments-services/human-resource-development/employee-benefits>.

To apply, please go to <http://www.developmentalassociates.com>, and click on the **Planning Director – Chapel Hill** link on the home page. All applications must be submitted online via the Developmental Associates application portal – NOT the Town portal, nor any other external website; it is not sufficient to send only a resume. Resumes and cover letters should be uploaded with the application. Application review begins August 5, 2020. Semi-finalists will participate in virtual assessments September 10-11, 2020. The time commitment for virtual assessments, not including prep time is 3 hours. We encourage applicants to hold these dates should they be invited to participate. Final interviews with the leadership team will take place after that point. All *inquiries* should be emailed to hiring@developmentalassociates.com. EOE.



Developmental Associates, LLC <http://www.developmentalassociates.com/> is managing the recruitment and selection process for this position.



Employee Offered Benefits

- Health Insurance
- Dental Insurance
- Retirement Health Savings Plan
- Paid Time Off (Vacation, Sick, Holidays, Parental Leave, Funeral Leave)
- Local Government Retirement System
- Supplemental Retirement Plans (5% contribution to NC 401K and Optional 457 Deferred Compensation Plan).
- Disability Insurance (Short Term, Long Term, Optional Voluntary Short Term)
- Life Insurance
- Employee Assistance Plan
- Credit Union
- Free Parking
- Wellness Clinic
- Gym Membership
- Annual longevity payment after year 5