



The City of Danville, Virginia



Invites Applicants for

Planning Division Director



Do you believe that planning and community go hand in hand? Are you a collaborator who seeks to create win-win solutions for community goals? Do you want to change the stereotypes of how municipal planning, communities and developers work together?

Danville, VA seeks a unique individual to serve as its **Planning Division Director** and lead a new comprehensive plan that will drive the future of an old mill town as it evolves while modeling, leveraging, mentoring, and motivating committed staff and community members.



The **Planning Division Director** will join a team managing exciting growth and opportunity in implementing the City's vision of economic vibrancy. The successful candidate is customer service-focused and a talented "Jack or Jill of all trades" who has a demonstrated portfolio of success. The next **Division Director** will be a part of implementing a vision for community development - increasing housing availability at all price points and facilitating downtown development while supporting effective zoning and planning through the City. The **Division Director** will be highly visible in the community and perform difficult and complex professional and administrative work in contributing to the current and long-range planning activities for the City under the supervision of the Director of Community Development.



The Community:

With a population of about 43,000 and located in the Piedmont region of south-central Virginia along the North Carolina border, Danville, offers small-town charm as well as the advantages of a city overflowing with energy. It sits strategically on the banks of the beautiful Dan River and has taken advantage of this setting by developing the multiple award-winning Danville River District.



The area offers a wide variety of activities including festivals, special events, concerts, the Danville Otterbots minor league baseball team, and many outdoor activities. Danville's history includes being a regional hub for tobacco and textiles. As those industries declined, Danville reinvented itself to have economic diversity. The community is the home to key employers in manufacturing (e.g. Goodyear Tire and Rubber, Buitoni, Tyson, Morgan Olson, Litehouse, and EBI), Finance (CIT Commercial) and Healthcare (SOVAH, Roman Eagle Memorial). Further, higher education institutions such as Averett University and Danville Community College offer continuing education and learning options in the region. The City will soon be home to a Caesar's Casino and Resort Hotel which represents more than a \$500 million dollar investment in a former mill site less than 40 minutes from downtown Greensboro, NC.

Prior to approval of casino gaming, the City formed an “Investing in Danville” committee, with the purpose of engaging the community on how to best invest new revenues into the long-term success of the City. Improving neighborhoods through planning and economic opportunity were among the priorities listed. This position will play a key role in helping Danville to become a model for an isolated former industrial community that was able to increase wealth for current community members, attract new residents excited about the quality of life and opportunity, and become a tourist destination for more than just the casino resort.

Demographically, the city is 44% Caucasian, 49% African American and 4% Hispanics of any race. With over 50% of the population under 45 years old and one-third under 25, the City of Danville continues to work hard to develop and promote quality of life choices for all ages with focused efforts in K-12 schools, job training, economic development, employment, and recreation. View a short video about the City here:

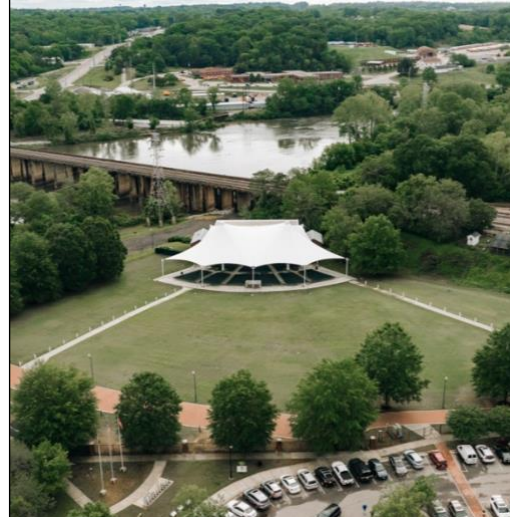
<https://vimeo.com/188848506>.

About the Organization, Department and Position:

Danville is an independent city in the Commonwealth of Virginia and operates under a Council/Manager form of government. With a total budget of \$319M and approximately 1,100 authorized employees working across 13 departments, the City of Danville is uniquely the only municipality in Virginia to operate all four essential utilities - electricity, natural gas, water, and wastewater - plus telecommunications services.

The [Community Development Department](#) is comprised of three divisions: Housing and Development, Inspections and Planning and Zoning. The Planning and Zoning Division plays a major role in meeting the community’s strategic goals and ensuring that new initiatives are implemented through innovative programming, funding, and creative partnerships. The City is in the beginning stages of kicking off a new Comprehensive Planning process with the goal of creating an award-winning plan to shape the future of the City. The Planning Division also acts as staff support for the [City Planning Commission](#), the [Board of Zoning Appeals](#), the [River District Design Commission](#), and the [Commission of Architectural Review](#).

The primary focus of the **Planning Division Director** is to direct the functions of the Division and serve as both the Zoning Administrator and City Flood Plain Coordinator. The **Division Director** will work with the Director of Community Development to engage with the community on critical planning and zoning issues. Other important functions of the Planning Division include providing information to community members on zoning; writing zoning code revisions and ordinances, administering grant programs, and writing applications as needed; investigating and pursuing violations of the zoning code; assisting with preparing the departmental budget (\$1.6M); and serving on and attending regional committees and meetings. This position supervises three direct reports with a budget of \$285K.





Key Priorities:

- Serving as lead staff member on the development of a new comprehensive plan to include coordination with consultants and stakeholders with the goal of producing an award-winning plan.
- Facilitating the development of a new zoning ordinance.
- Working collaboratively to educate and engage stakeholders in the development, execution, evaluation, and support of City planning projects.
- Delivering and fostering a climate of excellent customer service; and,
- Building relationships across Community Development divisions and modeling effective leadership through initiating and supporting an action plan for staff professional development, mentoring, and support to enhance professional skills and employee engagement.

Minimum Qualifications: A bachelor's degree in urban planning, architecture, public administration, business administration or closely related field is required while a master's degree is preferred. A minimum of 5-7 years of progressively responsible planning and development experience, including prior supervisory experience is required along with knowledge of building and zoning code administration and enforcement. Three or more years of relevant municipal planning experience is preferred. A valid VA State Driver's License is required.

The Successful Candidate:

- excels at innovative problem solving, seeking win-win solutions while keeping strategic goals in mind;
- proactively and successfully builds partnerships with community, regional and inter-governmental stakeholder groups;
- embraces engagement in the community to clearly and proactively communicate City values and initiatives to stakeholders;
- is an empowering manager dedicated to building a cohesive division as well as the development of individual employees;
- is extensively knowledgeable about comprehensive planning, transportation planning, land use management, affordable housing, historic preservation, sign code, zoning codes, permitting, and other critical planning competencies;
- understands state and local government zoning rules and regulations;
- demonstrates skills in long-range planning, ordinance development, and comprehensive plans;
- is highly organized and efficient in managing a growing workload;
- values accountability while holding realistic and fair expectations of self and others; and,
- possesses excellent and effective written, interpersonal and presentation competencies to effectively engage community members and groups, staff, and the board and council members.

Salary and Benefits: The hiring range for this position is \$79,000 - \$104,000, depending on experience and qualifications. The City of Danville's excellent benefits package can be viewed [here](#).

To apply, please visit

<https://www.governmentjobs.com/careers/developmentalassociates> and click on the **Planning Division Director – Danville, VA**. To learn more about the selection process, visit <https://developmentalassociates.com/client-openings/>, select “*Client Openings*” and scroll down to “*Important Information for Applicants*.” All applications must be submitted online via the Developmental Associates application portal – NOT the City Employment Application portal, nor any other external website; it is not sufficient to send only a resume. Resumes and cover letters must be uploaded with the application. Applicants should apply by July 24, 2022. Successful semi-finalists will be invited to participate in virtual interviews and skill evaluation on August 25-26, 2022. Candidates are encouraged to reserve these dates for virtual meetings should they be invited to participate. All *inquiries* should be emailed to hiring@developmentalassociates.com. The City of Danville is an EOE.

The recruitment and selection process is being managed by Developmental Associates, LLC

