



JOB POSTING
CITY OF FRANKFORT
Planning & Community
Development Director

As Kentucky's Capital City, Frankfort is committed to preserving its unique history while taking a proactive approach to building its future. We promote an enhanced quality of life, work and play by providing professional services in a responsive, timely and compassionate manner that meets and exceeds expectations of all our citizens.

Our employees enjoy a supportive work environment, offering work/life balance and a real opportunity to make a difference.

Planning and Community Development Director, Frankfort, KY
Full time position

The purposes of this position are to plan, organize, conduct, and supervise a comprehensive land use, planning and development program for the community including: zoning enforcement and administration, planning, building inspections, subdivisions, open space, grants, economic development and affordable housing. Considerable independent judgment must be exercised in administering and managing the city's development process and maintaining and improving the efficiency and effectiveness of all areas under his/her direction and control. This position reports to the City Manager and oversees a staff of six.

Key responsibilities include:

- Coordinates the development and implementation of strategies for the revitalization of the City's neighborhoods; facilitates collaborative linkages between City government, neighborhood and community organizations to strengthen families, neighborhoods and the community.
- Evaluates municipal development and neighborhood needs; conducts studies, develops information and makes preliminary recommendations on community development matters, including recommendations for changes in subdivision, zoning maps and zoning regulations.
- Prepares cost-benefit analysis of proposed projects and programs.
- Applies demographic research and forecasting techniques in the development and evaluation of plans and programs.
- Supervises and makes field visits to potential development and construction sites and evaluates compliance to determine if enforcement action is warranted.
- Appears in court to defend or advance the City's position when necessary.
- Analyzes the effectiveness of land use controls and makes short term and long term recommendations. Designs, prepares and recommends land use plans and regulations

- Prepares specifications for consulting services and oversees, supervises and coordinates consulting services in planning, engineering, housing, and economic development.
- Confers with and provides explanation, technical advice, and information to developers, attorneys, and the public on city programs and regulations.
- Prepares and administers state and federal grant applications; monitors expenditures
- Plans, organizes, directs, coordinates and evaluates all activities and programs of the department.
- Formulates departmental goals and objectives.
- Oversees all building, electrical, zoning, & planning functions; development review, subdivisions, flood management, and long range planning activities.
- Plans, directs and coordinates personnel activities; administers discipline and supervises employee relations
- Assists in recruitment, selection, promotion and training of departmental personnel.
- Authorizes purchase requisitions within established limits.
- Supervises and assists in research, analysis, and presentation of information to Planning Commission, Architectural Review Board, Nuisance Code Board, and the Board of Zoning Adjustments.
- Insures compliance with Kentucky Building Codes, National Electric Code, Existing Structure Code, One and Two Family Dwelling Code, and applicable Municipal Codes.
- Prepares memoranda and reports on activities of the department; supervises others in report preparation.
- Ensures that accurate records are prepared and maintained on departmental activities.
- Understanding of TIF, enterprise zones, and other economic development incentives.
- Reports to executive and legislative branches as requested.
- Performs public relations activities.
- Other duties as assigned or required.

Successful candidates will have:

- Thorough knowledge of the principles, objectives and techniques of community development, neighborhood development, urban planning, zoning, building inspections, wetlands, and land use.
- Thorough knowledge of the legal framework affecting planning, development, and regulatory processes. Ability to interpret federal and state program regulations.
- Ability to supervise and perform technical research on planning problems.
- Ability to present complex technical information clearly and concisely in oral, written, and graphic form.
- Ability to analyze situations with multiple variables and devise appropriate responses.
- Solid judgement and initiative in effectively managing department.
- Ability to establish realistic budget plans and demonstrate fiscal accountability.
- Ability to work cooperatively with people of diverse cultural identities.
- Maintains a respectful, diverse and inclusive work environment where decisions and transactions are transparent and objective.

Work Experience Requirements:

Five years related work experience, including a minimum of two year's managerial experience. Graduate work in a related field will substitute for the experience on a year-for-year basis.

Education Requirements:

Professional community and/or neighborhood development experience and a Bachelor's Degree in Public Administration, Business Administration, Urban Planning or closely related field. A Master's degree in a related field and AICP certification preferred. Any equivalent combination of experience and training which provides the essential knowledge, skills, and abilities will substitute for the college education on a year-for-year basis.

Special Requirements:

Must possess and maintain a valid Commonwealth of Kentucky driver's license. Residency in City of Frankfort preferred (moving expenses to be agreed upon if candidate is relocating).

Benefits

Employees receive a comprehensive benefits package including pension benefits, medical, dental, vision, life, disability insurance, paid leave, voluntary 401(k) and 457 options, and tuition reimbursement.

How To Apply

Interested candidates should submit the following items by 4:00 p.m., Thursday, May 31, 2018

- Cover letter, specifying salary requirements
- Resume
- City of Frankfort application (available on the City of Frankfort website)

Please note that satisfactory completion of a drug test and background check, including credit history, is a condition of employment.

Please submit all documents to:

City of Frankfort, Kentucky
Attn: Human Resources Department
P.O. Box 697
Frankfort, KY 40602

The City of Frankfort is an Equal Opportunity Employer and Values Diversity.