

THE CITY OF CHARLOTTESVILLE, VIRGINIA



IS SEEKING A DYNAMIC, INNOVATIVE
AND PROGRESSIVE LEADER IN PLANNING AND
DEVELOPMENT TO SERVE AS

**DIRECTOR OF
NEIGHBORHOOD DEVELOPMENT SERVICES**



The Community

The City of Charlottesville is located in West Central Virginia, approximately 120 miles southwest of Washington, D.C. and 70 miles northwest of Richmond, Virginia. Situated within the upper Piedmont Plateau at the foothills of the Blue Ridge Mountains and at the headwaters of the Rivanna River, Charlottesville was established as a town in 1762 by the Virginia General Assembly and was incorporated as an independent city in 1888. As a result of eight annexations, the most recent of which was in 1968, the City is 10.4 square miles.



Charlottesville serves as the economic, cultural, and educational center of a multi-county region. In 1981, the United States Census Bureau recognized the Charlottesville area as a Standard Metropolitan Statistical Area (SMSA). The SMSA includes the City of Charlottesville and the counties of Albemarle, Fluvanna, Greene, and Nelson. In 2017, the population of the City was estimated to be approximately 49,000 and the Charlottesville SMSA population of over 200,000.

Charlottesville was the home of two U.S. Presidents, Thomas Jefferson and James Monroe. During their terms as Governor of Virginia, they lived in Charlottesville and traveled to and from Richmond. The University of Virginia, founded by Jefferson and one of the original Public Ivies, straddles the city's southwestern border. Monticello is three miles southeast of the city and is, along with the University of Virginia, a UNESCO World Heritage Site, attracting thousands of tourists every year.

The City has ample health care resources. The University of Virginia's Health Sciences Center provides world renowned medical research, health care, and training. Martha Jefferson Sentara Hospital has a well-regarded comprehensive women's health center, oncology center, and a strong community focus.

Whether you are looking for an outdoor adventure such as hiking, biking, paddling, and camping, or you prefer fine dining, shopping or the arts, the unique and picturesque experience of Charlottesville is sure to win you over. Its scenic beauty, brick-lined Downtown Mall, and wine choices from 30+ local orchards and vineyards in the region are bonuses to a charming yet innovative community. Popular annual events include the Dogwood Festival, First Night Virginia, the Virginia Film Festival, the Virginia Festival of the Book, the Tom Tom Founders Festival, the Festival of Cultures, the African-American Cultural Arts Festival, among many others that occur throughout the year. The City has received many notable awards and recognitions and is consistently at the top of everyone's "best lists" including the "Best Place to Live in America" and "Best Small Cities in the U.S."

City Government

The City operates under the City Manager/Council form of government. The City of Charlottesville voters elect a five-member Council to serve at-large as the City's legislative and governing body. Members serve staggered four-year terms, and they select one Councilor to serve as Mayor and one as Vice-Mayor for two years. Municipal elections are held in November in odd-numbered years. The Mayor presides over meetings, calls special meetings, and serves as the ceremonial head of government. The City Council appoints the City Manager, Director of Finance, City Assessor, Clerk of Council and members of major policy-making Boards and Commissions. Council makes policy in the areas of city planning and finances, human services, public safety and justice, public utilities, and transportation and has specific powers to pass ordinances, levy taxes, collect revenues, adopt a budget, make appropriations, issue bonds, borrow money, and provide for the payment of public debts. Administrative and executive duties are performed by the City Manager. Two Deputy City Managers assist the City Manager in the operational and financial aspects of all City functions, coordinate interdepartmental activities and assist with assignments relating to the planning, direction, control, evaluation of the operations and programs of the City Government, relations with City Council, and the coordination of the City's operating and capital improvement budgets.

Charlottesville is an engaged community with a variety of citizen advisory groups, commissions, task forces, and ad hoc committees, which assist the City Council by studying specialized areas of interest and making recommendations



for Council action. These range from the Planning Commission and the BAR to the Parks and Recreation Commission. As noted, civic engagement is a strong value in the City of Charlottesville. The City government continually creates venues for all citizens, with a special emphasis on those who are traditionally under-represented in civic processes, to become involved. This commitment to inclusive civic engagement ensures that social equity is built into the development of public priorities and policies.

The City is a full-service city with approximately 993 full-time staff, and FY 2020-21 General Fund operating budget of \$191.1 million, and an FY 2020-21 Capital Improvement Plan budget of \$25.7 million. The FY 2019-20 budget reflects the continued delivery of high-quality governmental service that citizens, businesses, and visitors rely upon daily within the constraints of the current economy. As an independent

City, Charlottesville does not have the same boundaries as nor is subject to taxation by any county and is not liable for any county debt. The City is financially stable and has a AAA bond rating.

The City's Neighborhood Development Services Department

The Charlottesville Neighborhood Development Services mission is to create a quality-built environment for the Charlottesville community. The Department currently operates with 25 full-time employees, with a total FY21 operating budget of \$2,406,657. The core programs and services include:

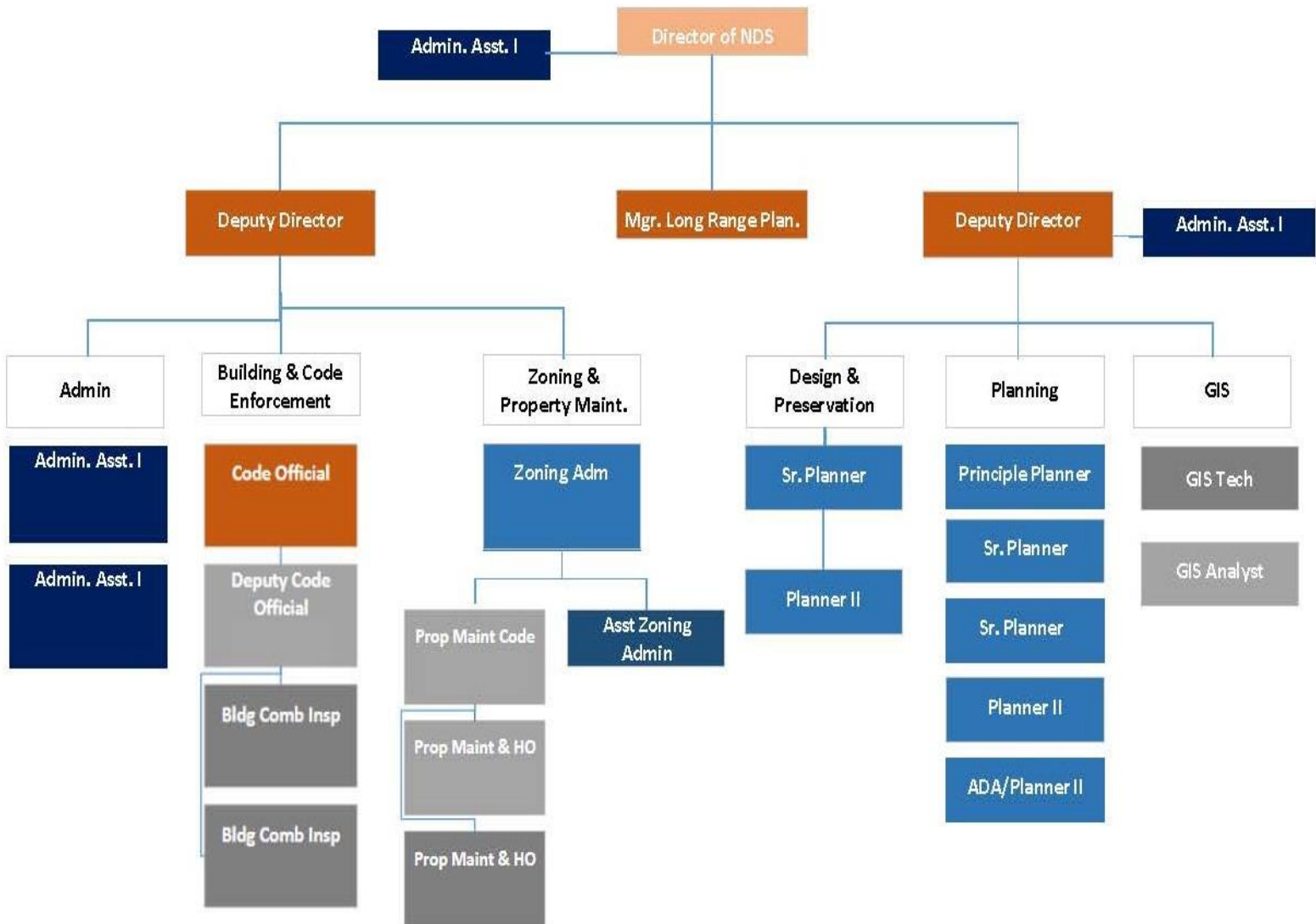
- **Customer Service Administration:** responsible for providing administrative support for the Department. Managing the front desk which includes scheduling inspections, accepting plans, issuing permits, accounts payable function and answering phones.
- **Planning:** ensuring that approved development complies with city City's adopted land use plans. Includes areas of general planning, urban design, ADA coordination, management of boards and commissions, development review, GIS analysis and mapping, long range planning, historic preservation, and regulation and development and enforcement.
- **Property Maintenance:** responsible for enforcement of Virginia Uniform Statewide Building Code (USBC) and applicable city code requirements, investigating building and site complaints and conditions of buildings.
- **Zoning Administration:** responsible for administration and enforcement of zoning and other related ordinances, ensuring compliance with pertinent laws and ordinances, investigates and inspects zoning cases, reviews and certifies building permits, sign permits, and provisional use permits ensuring zoning codes are properly applied and conducts site visits to ensure compliance.
- **Building Code Enforcement/Inspections:** responsible for the enforcement of the Virginia Uniform Statewide Building Code as combination residential and commercial building inspections, reviewing building plans and site plans, providing permit application information and inspection of buildings during construction, alteration or repair for compliance with building code requirements and for application of safe construction practices.
- **Housing and Grants Administration Support:** Department provides support to staff that administers the program. Program includes the management of the City's affordable housing programs and federal Entitlement Administration (CDBG/HOME) funds. The program staff participate in the identification, planning, development, and implementation of new and/or modified programs/policies/ordinances that would promote and enhance affordable/workforce housing goals and objectives of the City.

- **Management:** provides oversight and leadership of the department activities, budget development and personnel in addition to responsibilities for day to day activities

Additional duties include overseeing grants and federally funded programs, such as the Community Development Block Grant (CDBG), as well as coordinating staffing for the City Planning Commission, Board of Architectural Review, and various other city boards and task forces. The Department also provides services to the Thomas Jefferson Planning District Commission (TJPDC), Joint Land Use Planning Environmental Committee (LUPEC) with Albemarle County and University of Virginia, and the Virginia Department of Transportation (VDOT).

City of Charlottesville, Virginia Organizational Chart

Department of Neighborhood Development Services



City of Charlottesville, Virginia

Director of Neighborhood Development Services Profile

The Neighborhood Development Services Director will demonstrate a commitment to customer service and maintain an open-door policy. Effective communication and interpersonal skills are imperative to interact effectively with and gain the respect and trust of the staff, city personnel, citizens and City Council. The candidate will effectively direct two deputy directors, set and achieve goals and monitor performance. The candidate must be politically astute and effectively able to analyze issues, gather facts and make appropriate, timely decisions. The ideal candidate must have experience and knowledge with all aspects of Planning and Development operations and a proven track record in managing a complex organization while demonstrating the ability to work with many stakeholders in a highly engaged community. Reports to the City Manager through a Deputy City Manager.

Specific Duties and Responsibilities

The Director of Neighborhood Development Services will manage a department of talented employees whose duties include Long Range Planning, Urban Design and Planning, Zoning, Building Inspections, GIS, Property Maintenance, and Historic Preservation. The Director will have the opportunity to work with a City Council, City Staff, and Residents who are committed to enhancing the quality of life for all who live, work, and play in Charlottesville, serving as a critical advisor to the City Council and City Staff. The Director serves, or supervises a staff liaison, on several boards and commissions including the Planning Commission, Board of Architectural Review, PLACE Design Task Force Thomas Jefferson Planning District Commission, Metropolitan Planning Organization, and others. The position develops and implements planning and development projects, while demonstrating expertise in developing successful comprehensive planning and an understanding of and appreciation for evolving planning practices such as form-based code and small area planning.

The Director of NDS is an integral part of the City's management team:

- Serves as the leader in the development of strategies, policies and practices, and procedures regarding strategic land-use management approach to conducting business; supervises plan review, building inspection, and code enforcement; and establishes other sound land-use management practices as needed.
- Develops and recommends long-term land-use policies designed to ensure sustainability to meet long-term capital requirements.
- Advises departments on strategies to accomplish near and long-term capital projects.
- Works collaboratively with economic development and other city staff to ensure a timely and efficient review process
- Works with the City Manager's Lead Team (Department Directors) on policy development and leadership training.
- Manages the full range of divisions in the NDS Department, with expertise in managing the preparation of the City's Comprehensive Land-Use Development and strong mentoring skills in planning and development.

Education and Experience

- A Bachelor's degree from an accredited college or university with major course work in planning administration or related field;
- At least five (5) years of management responsibility must be demonstrated, with a particular emphasis on municipal planning and management of a comprehensive plan, standards and design, and zoning regulations;
 - (A Master's Degree may substitute for two (2) years of experience.)
- Expertise in project reporting is expected, with a good understanding of the process;
- Experience in serving as a prime spokesperson on planning and development matters, especially working with outside agencies and developers;
- Prior experience should include involvement in day-to-day development and monitoring of project-based and department level budgets, knowledge of development practice and control of project performance, development and oversight of accountability, development of long-range development forecasts;

- Strong leadership skills in building a team-oriented environment including supervisory experience, experience in the successful use of technology to enhance performance and expertise in a high level of concise, accurate communication with elected City and appointed officials and staff are imperative.
- Preference qualifications include a Master's degree in Planning or Design, Public or Business Administration is preferred with substantial experience in planning with designation as an AICP, A minimum of ten (10) years of progressively responsible local expertise in land-use planning, prior Departmental Director experience, and residency within the City of Charlottesville is preferred but not required.

Desired Characteristics, Skills and Traits

The Director will be capable of motivating and providing sound professional guidance to a highly competent staff. And the director should be:

- An active manager, with excellent people skills, who has had success working with a wide range of planning issues;
- Analytical with the ability to analyze the performance levels of various components of the NDS Department and make changes where necessary;
- Highly disciplined and accomplished planning professional, intimately familiar with municipal planning and development through direct work experience;
- A leader with a vision who motivates employees to reach higher levels of performance;
- A good listener, who values the input of residents, business owners and employees;
- An individual who values and practices personal and professional integrity, honesty and ethics;
- A professional who will support organizational goals, values and objectives set forth by the City;
- A skilled manager capable of resolving and negotiating conflicting priorities/opinions without showing favoritism;
- An action-oriented, consensus builder and team leader comfortable in working with inclusive processes;
- A person who has the strongest commitments to providing and bettering the quality-of-life, general environment and programs for Charlottesville residents;
- A professional with superior organizational management skills accompanied by a high energy level; and
- A person with strong marketing and persuasive skills, who will engage in proactive discussion with all segments of an active citizenry and highly participative community.
- Commitment to inclusive, diverse and equitable principals both internal to the organization and external to the community.

Compensation and Benefits

The starting salary will be between \$100,000 and \$150,000 annually, dependent on education and experience level of the candidate. The City offers an outstanding program of employee benefits, including the option of participation in a Defined Benefits or Defined Contribution Retirement Plan. The opportunity to live and work in one of the most dynamic, challenging and culturally rich communities in the United States is an added benefit for the successful person. Reasonable relocation assistance will be available.

- **Medical Benefit:** Medical insurance is available through Aetna. Employees can choose from 3 options. Employee premium costs are based on plan selection. Spouse and dependent coverage is available but the cost of the premium is not subsidized. Coverage is effective on the first of the month following date of hire. Plan options and costs are determined each fiscal year and are subject to change.
- **Dental Insurance:** Provided through Delta Dental at no cost for employee only coverage. Spouse and dependent coverage is available but not subsidized.
- **MetLife Vision Insurance:** The City's medical insurance through Aetna covers an eye-exam. Additional optional coverage under MetLife is available and participation is voluntary. The cost depends on the selected coverage type, employee only or dependent coverage.

- **Life Insurance:** The City provides basic term life insurance in an amount equal to two times your annual salary. The City pays the premium. You may also purchase additional life insurance.
- **Cancer/Accident/Disability Insurance** is available for purchase.
- **Vacation and sick leave** are accrued on a monthly basis. Vacation accrual is based on length of service. City executives have a beginning accrual rate of 3 weeks per year of service. Accrual is on a per pay period basis. All employees accrue 4.62 hours of sick leave per pay period. In addition, you will have immediate access to 20 hours of discretionary leave that you can use for any purpose. Employees who leave employment with the City in good standing are eligible to receive compensation for any unused vacation time up to the maximum accrual limit. There is no cash compensation for unused sick leave. However, employees participating in the City's defined benefit retirement plan can convert a percentage of their unused sick leave for additional service credit.
- **Holidays:** City employees receive 14 paid holidays per calendar year (13 observed, 1 floating).
- **Flexible Spending Accounts** for health, dependent care, and transportation/parking expenses.
- **Educational Assistance:** The City currently will pay up to \$1,200 per fiscal year towards undergraduate, or up to \$2,000 towards graduate level courses, for courses taken at approved institutions that qualify as career development. Funds are approved at the beginning of the fiscal year.
- **Retirement Plan Options:** You may choose one of two retirement plan options offered by the City: Defined Benefit or Defined Contribution. The Defined Benefit Plan pays a monthly benefit for life at retirement based on your years of credited service and your average compensation while you are working at the City. Employees contribute 5% of base salary to this plan. With the Defined Contribution Plan, an account is established on your behalf and your account grows through contributions from the City and earnings from investments you select. The defined benefit requires 5 years of service to vest. Vesting in the Defined Contribution plan is immediate. The City makes contributions to both plans. The current contribution rate to the Defined Contribution plan for executives is 21.96% as of July 1, 2020. The contribution rate will be reduced to 19.5% on July 1, 2021.
- **Long Term Disability:** The City provides long term disability insurance at no cost. If unable to work due to illness or injury, the plan replaces 60% of your basic monthly earnings up to a maximum of \$6,000 per month. There is a 90-day elimination period.
- **A Deferred Compensation Plan (457):** Participation is voluntary. The employee on a pre-tax basis makes all contributions. ICMA is the administrator for the City's plan.
- **Employee Assistance Program.** The program is confidential and available to employees and family members at no cost.

Application and Selection Process

Applications for the position must be submitted online at www.charlottesville.gov/jobs. Resumes will not be accepted in lieu of the online application. The application deadline is April 2, 2021 at 5pm EST. Please also submit with your online application a cover letter, résumé, salary history and five (5) professional references with your online application.

Following the closing date, applications will be screened based on the criteria as described. Candidates with relevant qualifications and who are identified as best qualified based on their provided information will be contacted to schedule preliminary interviews. The candidate pool will then be narrowed further, based on the preliminary interviews, to the next stages of the process to include but not limited to additional interviews, background inquiries, and reference checks.

The City of Charlottesville is an Equal Opportunity Employer and Values Diversity at all Levels of its Workforce.

