

Arizona

# DIRECTOR OF COMMUNITY DEVELOPMENT

## UP TO \$148,500

*Plus excellent benefits including:  
Available Hybrid Work Schedule, Extra Vacation Upfront, and Relocation Reimbursement!*

Apply by  
**September 25, 2022**  
*(Open Until Filled)*

**PROTHMAN**



## SEDONA, ARIZONA



Located approximately one and a half hours north of Phoenix in Yavapai and Coconino Counties in the high southwestern desert under the rim of the Colorado Plateau at an elevation of 4,500 feet, Sedona is blessed with four mild seasons, and plenty of sunshine and clean air. Because of its stunning natural surroundings, this small community of roughly 9,700 residents has become one of Arizona's premier centers for international tourism, recreation, retirement, luxury resorts, and the arts. The City of Sedona's main attraction is its array of red sandstone formations, which appear to glow in brilliant shades of orange and red when illuminated by the rising or setting sun. The red rocks form a popular backdrop for many activities, ranging from spiritual pursuits to the hundreds of hiking and mountain biking trails. Characterized by the massive red-rock formations, as well as the contrasting riparian areas of Oak Creek Canyon, the area encompassing this beloved community is considered as beautiful as many of the surrounding national parks.

Since its incorporation in 1988, the City of Sedona has become one of the western United States' premier tourism, recreation, retirement, viticulture, and art centers, all of which contribute to its economic base. The region's seasonal population often triples the number of residents on a regular basis. The region's history is that of a rural ranching community, far off the beaten path, yet the beauty of the region became known through the motion picture industry with many classic films, commercials, and television shows filmed in the rural area surrounding the city.



Sedona offers residents and visitors alike a little bit of everything from world-class resorts to small, family-run motels, fine restaurants, outstanding shops, and diverse art galleries. The beauty and climate of the area make sightseeing and hiking, golf, tennis, horseback riding, and Jeep touring year-round activities.

The Sedona-Oak Creek Unified School District strives for excellence, and other charter, boarding and special skills schools also serve students in the area. Yavapai Community College has a campus in Sedona, and Coconino Community College also offers its curriculum to local students. Northern Arizona University is located nearby in Flagstaff, and Arizona State University located in Tempe is approximately 100 miles away.

The citizens of Sedona are proud of their beautiful environment and work diligently to preserve its uniqueness and special qualities. Driven by a conviction in the future of their community and a dedication to volunteerism, Sedona's residents are also active in the City government.

### THE CITY

Operating on a 2023 total budget of \$105.7 million with 177.5 FTEs, the City of Sedona is administered under the Council-Manager form of government. The City Council consists of six councilors and a mayor. The six council members are elected at large and serve four-year overlapping terms. The Mayor is elected by the citizens and serves a two-year term. The City's departments include Arts & Culture, City Attorney's Office, City Manager's Office, City Council, Community Development, Economic Development, Housing, Human Resources, Financial Services, Information Technology, City Clerk's Office, Municipal Court, Parks & Recreation, Police, Public Works, Sustainability, and Wastewater. In addition, the City tracks other costs that are of a more city-wide nature in the budgetary department, General Services and in recent years has added transit, housing and sustainability programs. The City encompasses an area of 18.5 square miles, approximately half of which is under jurisdiction of the U.S. Forest Service, is a part of two counties, and is traversed by two state arteries. There is no property tax levied by the City, and currently, the City predominantly operates from state shared revenue and other local sources of revenue, including city sales and bed taxes.

## THE DEPARTMENT

The Community Development Department has 14 full-time employees, 1.5 temporary employees, and an operating budget of approximately \$2 million annually. The department carries out five primary functions, which include city planning, building permits and inspections, and code compliance.

The Planning Division has oversight of long-range planning policies, processing applications for parcel and subdivision map changes, site plan and design reviews to promote compliance with the City's design guidelines and principles, and the processing of conditional use permits. The division is also responsible for administering the zoning ordinance, promoting high-quality urban designs, and fostering careful consideration of historic resources.



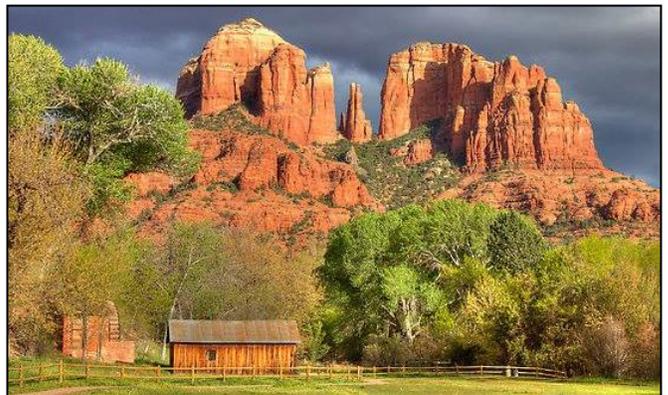
The Planning program plans and regulates all land uses and development within City limits, informing and educating property owners, residents, and business owners of the City's vision, and land use and development policies and procedures. The Planning staff review and process various applications and permits such as zone change requests, development proposals, subdivisions, appeals and variances, administrative waivers, conditional use permits, temporary use permits, and sign permits and provide support to the Planning and Zoning Commission, Historic Preservation Commission, and the Board of Adjustment. The staff also provide research and technical assistance related to zoning codes, land use, historic preservation, and demographics. Additionally, they are responsible for maintaining and implementing the Community (general) Plan and Community Focus Area (specific area) Plans.



Sedona is currently in a multi-year planning effort to update the City's Community Plan. This plan is required by AZ state law and must be adopted or updated every 10 years. The current Sedona Community Plan was completed in 2013. This planning effort will set the city's ten year vision, and establish the roadmap for city decision-making and policy-setting during that ten-year horizon. The Community Plan update is also one of the most important and comprehensive citizen engagement efforts the city undertakes.

The Building Safety program is responsible for issuing all residential and commercial building permits in accordance with the adopted and amended building codes. This work includes processing and reviewing construction plans, conducting inspections, and coordinating this work with several other departments. Building Safety also partially or wholly processes applications and payments for off-premise signs, temporary signs, liquor licenses, wastewater permits, and right-of-way permits.

The Code Enforcement program is responsible for the enforcement of City codes regulating land use matters, public nuisances, public health, safety and welfare issues, building standards, and other City ordinances and ensuring compliance in a timely manner within the limits of the law.



## THE POSITION

Under the direction of the City Manager, the Director of Community Development plans, directs, manages, and oversees the activities and operations of the Community Development Department, providing highly responsible and complex administrative support to the City Manager, City Council, and appointed public bodies. The Director of Community Development is responsible for the administration of policies and procedures for long range planning, current planning, development review, development services, code enforcement, and building safety, and is the City liaison for Planning and Zoning, Historic Preservation, and the Board of Adjustment. This position will also develop and implement Community Development Department goals, objectives, policies, and priorities for each assigned service area, and will establish, within City policy, appropriate service and staffing levels, monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures, and allocate accordingly.

For a full job description and to view all of the essential functions of this position, please view the attachment found [here](#).

## IDEAL CANDIDATE PROFILE

### Education & Experience:

A bachelor's degree in from an accredited college or university in resource management and planning, public administration, or a related field, and six (6) years of increasingly responsible experience in planning, community development, public administration, or a related field, along with at least two (2) years of administrative and supervisory experience is required.

A Master's degree in a related field, and AICP certification is highly desired.



### Necessary Knowledge, Skills & Abilities:

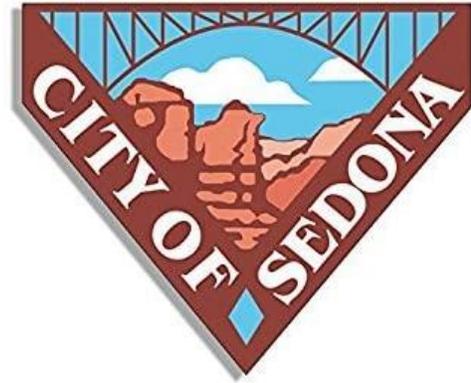
- Proven skills with affecting exceptional organizational outcomes.
- Knowledge of the principles and practices of governmental planning, planning law, and planning and zoning concepts.
- The ability to lead with confidence and assurance, have great judgment, and make sound decisions.
- Experience seeking out opportunities to develop solutions to challenges.
- The ability to perform well under pressure, execute a vision aligned with organizational goals, and be an engaging strong presenter and speaker.
- Experience promoting staff development and teamwork, and a proven ability to operate within a strong ethical framework, striving to uphold public trust.
- The ability to successfully manage department budget and address budget challenges.
- Effective negotiation skills, and experience influencing positive resolutions to conflicts.
- The ability to anticipate challenges and identify strategic solutions to keep stakeholders well informed.
- Experience addressing complex issues in public settings and governmental hearings.
- The ability to work successfully in organized team efforts and assist in problem-solving work-related issues for continuous improvement in work efforts.
- A willingness to stay current on relevant literature and recent developments in the field of public planning and regulations and procedures affecting local planning agencies.
- The ability to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations.
- Experience effectively communicating with a wide range of business and community leaders, residents, developers, community activists, City Council and Commission members, and other agencies and government representatives.
- A proven professional track record for using interpersonal strengths and versatile communication styles to build rapport and influence others.
- Have experience in balancing the needs of residents, business owners, and visitors in a high-volume tourism community.

## COMPENSATION & BENEFITS

- **Up to \$148,500 DOQ**
- 100% City-paid health, dental, and vision coverage for employee.
- Substantial contributions to health, dental and vision coverage for dependents.
- HSA health plans available with generous City allowances provided.
- City provided \$50,000 group term life insurance.
- Deferred compensation plans – Optional IRS 457 plans.
- Arizona State Retirement System with Matching Employer Contributions.
- Vehicle stipend up to \$250/month.
- 96 hours of PTO time.
- 110 hours of vacation accrual during first three years.
- Eleven paid holidays.
- Wellness programs.
- Short-term disability.
- Available Hybrid Work Schedule.
- Extra Vacation Upfront.
- Relocation Reimbursement.

For more information on the  
City of Sedona, please visit:

[www.sedonaaz.gov](http://www.sedonaaz.gov)



The City of Sedona is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **September 25, 2022** (first review, open until filled). Applications, supplemental questions, resumes, and cover letters will only be accepted electronically, and can be uploaded once logged in. **To apply:** go to [www.prothman.com](http://www.prothman.com), click on “Open Recruitments” select “City of Sedona, AZ – Director of Community Development” and click “Apply Online” or click [here](#).



[www.prothman.com](http://www.prothman.com)

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