



Colorado

PLANNING AND BUILDING DIRECTOR

SALARY RANGE: \$111,668 - \$187,589

HIRING RANGE: \$111,668 - \$149,629

Plus Excellent Benefits

Apply by
September 10, 2023
Open Until Filled

PROTHMAN



THE COMMUNITY



The Town of Superior is a suburban town located in Boulder County, Colorado, twenty-three miles northwest of Denver and eight miles southeast of Boulder. Superior is four square miles consisting of homes and businesses nestled at nature's edge with plentiful open space. The population of Superior consists of various families and singles with a median age of 33. There is a high value on education, excellence and recreation. The total population is currently at 13,000 residents.

Currently, the Town is in the process of developing Downtown Superior as a pedestrian-friendly civic heart of the community with a mix of residential, commercial and recreational uses. The vision for this area of Town is to integrate the Rock Creek Ranch and Original Town neighborhoods, emphasizing the Colorado live, work and play lifestyle.

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THE TOWN

The Town of Superior is a statutory town with a trustee-manager form of government. The Town has 49 full-time employees, 17 part-time employees and approximately 50 seasonal employees. The organization is structured with the following departments and divisions: Administration, Code Enforcement, Communications and Community Engagement, Public Works and Utilities, Parks, Recreation & Open Space, Human Resources, Planning & Building, Utility Billing, Finance, Municipal Court, Sustainability and Economic Development. The Town provides the following to its residents: utility services (water, irrigation, wastewater, stormwater), municipal court, community events, recreation programs, art, culture, historic preservation, youth services, aquatics, parks, open space, and landscape management as well as traffic circulation street maintenance, and snow removal. The Town has two outdoor pools and a new community center. However, many services are provided through contracts. 2023 budgets total \$55.2 million.

THE DEPARTMENT

The Planning and Building Department guides Superior's development to ensure that the Town remains dynamic, attractive, and livable. The department is responsible for ensuring the safe and orderly development of the Town from the initial planning stages, through development review, to building permitting, contractor licensing, and inspections. The department upholds planning and zoning regulations along with building standards and codes as set forth by the Town to ensure public health, safety and welfare.

Superior's development goals are implemented and maintained by regulating and controlling land uses as well as the location, design, and construction of all buildings and structures within Superior. The department provides direct assistance to residents, businesses, developers and other departments and agencies in all aspects of land use and development.

The department has 3.5 FTEs including the Planning and Building Director, Planner I, Planner III and Planning / Permit Technician. Additionally, the department contracts for building inspection services. The Department has an operating budget of \$1.7 million dollars.

THE POSITION

Under the direction of the Town Manager, the Planning and Building Director supervises and directs the activities, staff and consultants of the Planning and Building Department. Duties include directing current and long-range planning and building permit and construction activities of the Town, including planning, zoning, subdivision and management of land development entitlement and Comprehensive Land Use Plan and Land Use Code amendment processes and building construction processes for the Town. The Director oversees the review of development applications, zoning changes and Comprehensive Plan and Land Use Code amendments.

The Planning and Building Director manages various technical aspects of the Planning and Building Department's functions and applies professional knowledge, personal judgment and independence to address a variety of technical and policy issues within Town standards and guidelines.

This position requires a significant amount of interaction with the public and other governmental officials, ranging from general inquiries to facilitating meetings with development and building professionals, community representatives, Town advisory committees and commissions, intergovernmental agencies, governmental entities and other interest groups.

The Director also manages the preparation and presentation of staff reports to the Town Board, and Planning Commission, and includes attendance as requested at public meetings and work sessions with the Town Board, Planning Commission and other related boards and commissions. This position is exempt under FLSA.



IDEAL CANDIDATE PROFILE

Education & Experience:

- Graduation from an accredited college or university with master's degree in urban planning, public administration, or closely related field preferred.
- Five (5) to seven (7) years of progressively responsible experience performing the previously mentioned, or related duties with a minimum of three (3) years of experience in a supervisory role; or an equivalent combination of education and experience.

Necessary Knowledge, Skills & Abilities:

- Knowledge of principles and practices of public administration, urban planning and building safety.
- Knowledge of management analysis and methods of policy implementation.
- Knowledge of the goals and objectives of the Superior Town Board.
- Knowledge of the structure, policies, procedures and operations of the Town of Superior.
- Knowledge of local government dynamics, the Superior Municipal Code, and the Colorado Revised Statutes relating to government.
- Knowledge of a wide range of land-use related local, State, and Federal plans and regulations in both policy and regulatory situations.
- Skills in working well with people, including employees, management, elected officials, boards and commissions, and members of the general public in challenging situations.
- Skills in communicating complex information effectively with a wide variety of audiences, both orally and in writing.
- Skills in organizing and managing complex tasks or projects to completion, including creatively negotiating barriers, within a fixed time frame.
- Ability to clearly and confidently organize and present information and conduct meetings.
- Ability to evaluate development applications for compliance with local regulations.
- Ability to be flexible and adaptable.
- Ability to work well independently and within a team setting.

- Ability to work proficiently with a range of current software programs, including ESRI ArcGIS, Adobe Illustrator and Adobe InDesign, and Microsoft Office Suite.
- Ability to use standard office equipment, computer equipment and software including word processing, presentation, database management, spreadsheet applications and electronic mail.
- Ability to analyze programs, policies, budgets, and operations.
- Ability to conduct research and surveys, report findings, and present recommendations based on this information.



COMPENSATION & BENEFITS

- **\$111,668 - \$149,629 (Hiring Range)**
- **\$111,668 - \$187,589 (Salary Range)**
- Medical, Dental & Vision
- Life and Disability Insurance
- Flexible Spending Account (FSA)
- Health Savings Account
- Employee Assistance Program (EAP)
- Patient Advocacy
- Wellness Reimbursement
- Retirement
- EcoPass
- Vacation, Medical, and Holiday Leave

To view the detailed benefits provided, please view the attachment found [here](#).

**For more information on the
Town of Superior, please visit:
www.superiorcolorado.gov**

The Town of Superior is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **September 10, 2023** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To **apply online**, go to www.prothman.com and click on "Open Recruitments", select "Town of Superior, CO – Planning and Building Director", and click "Apply Online", or click [here](#).



www.prothman.com

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