

CITY OF HASTINGS, NEBRASKA

POSITION ANNOUNCEMENT

Director of Development Services



This Director of Development Services will report to the City Administrator and assume a strategic role in the overall leadership of the City of Hastings. The Director of Development Services will oversee the day-to-day operation of the department including the major functions of planning, zoning, permit administration, plan review, code compliance, and community block grant.

OUR COMMUNITY

The City of Hastings (population 25, 000) is located approximately 15 miles south of I-80 in south central Nebraska. It is the largest municipality in Adams County and is the county seat. The city has a total area of just over 13.6 square miles, and is served by excellent transportation systems consisting of two railroads, three federal highways, and a four-lane expressway that connects Hastings to Interstate 80.

The Hastings trade area includes 90,000 persons. There are more than 1,400 businesses in the Hastings area including manufacturers, domestic and foreign wholesalers, and retail and service establishments. Industrial areas include the 3.500-acre Hastings Industrial Park East, 123-acre Industrial Park West, and 60-acre Industrial Park North.

Hastings Public Schools as well as Catholic and Lutheran parochial schools offer students excellent educational opportunities. Hastings College, a private liberal arts college, and Central Community College, a two-year technical college, are also located in Hastings.

Downtown Hastings has experienced significant growth in the past five years. A number of upper level housing units have been developed into unique loft style units for lease as well as large owner occupied loft units. Downtown is home to specialty retail, unique dining, and wonderful entertainment.

The City provides all the usual municipal services and in addition operates a municipal electric power utility and gas system. The City has an extensive system of Parks and Recreation facilities including Brickyard Park and Amphitheater, Lake Hastings Recreational Area, Duncan field baseball stadium, and Aquacourt Water Park. The Nebraska Softball Association tournament facility and the Nebraska Softball Hall of Fame are located in Hastings. The Hastings Museum and Lied Super Screen Theatre bring more than 100,000 visitors to Hastings each year.

Additional information about the City of Hastings can be viewed at our web site at www.cityofhastings.org.

THE GOVERNMENTAL STRUCTURE

Hastings was founded in 1872 and incorporated in 1874. Hastings has a Mayor-Council form of government with administrative responsibility concentrated in a City Administrator.

The Mayor is elected at large and serves a four-year term. He receives a salary of \$10,000 per year for the part-time job. The Mayor presides at all meetings of the City Council and votes only in the case of a tie. The Mayor has the power to approve or veto any ordinance, resolution, order, by-law, award of or vote to enter into any contract or the allowance of any claim. A 2/3-majority vote of the Council is required to override the Mayor's veto.

The eight-member City Council is composed of a Place 1 and Place 2 representative from each of the four voting wards of the City. All Council members serve a four-year term. The Place 1 seats are elected at the same election as the Mayor. The Place 2 seats are elected at the election held two years later, resulting in staggered terms of office. Council members receive a salary of \$5,000 per year. The City Council, as the local legislative body, adopts ordinances and determines policy, which directs the City government.

From its membership, the City Council elects a Council President and Council Vice President for the purpose of establishing a succession of office in the event the Mayor is absent from the City or incapacitated.

The City Administrator, who is appointed by the Mayor and City Council, is responsible for the overall operation and supervision of the governmental functions within the policy directives of the Mayor and City Council.

THE DEPARTMENT

The Development Services Department was established in 2000 to consolidate the various development functions under one department director to help facilitate growth and development in the Hastings community. This most recent position description requires that the Director also serve as the City Planner in addition to the general oversight of the other functions which include: building inspection and code enforcement, electrical inspection, gas/plumbing inspection, and permits services. There are a total of five full-time positions in the department including the Director.

THE POSITION

The Development Services Director, who is appointed by the Mayor and approved by the City Council, is responsible for the following duties:

- Supervise department personnel, including assigning and reviewing work, overseeing department and employee goals and their implementation, hiring, training, terminating, and disciplining employees as necessary.
- Responsible for the long range planning of the City, working with various departments to ensure the Comprehensive Plan and Elements are maintained according to City Council/City Administration direction and budgetary requirements. Elements include but are not limited to Land Use Plan, Parks Master Plan, Utilities Master Plan, Mobility Plan, Economic Development Plan, and Annexation Plan.
- Prepare annual work plans for the department to identify and accommodate the community needs regarding planning and neighborhood development and revitalization.
- Attend and participate in meetings of the City Council, the Planning and Zoning Commission, Board of Adjustment, and a variety of special purpose committees; provide information, advice regarding planning, and development activities.
- Recommend changes to the City Code concerning zoning, subdivision, sign, building and other development codes; ensure City compliance with appropriate codes.
- Advise City officials on planning and development laws, codes, regulations, procedures, and policies.
- Prepare annexation plans in accordance with state law, including timetables, City Council resolutions, public notices, service plans, analysis and recommendations, ordinances, and exhibits.
- Administer the Community Development Block Grant program for the City including grant writing, project management, and record maintenance.
- Coordinate and streamline the development process.
- Manage the compilation of demographic data, making projections and estimates.
- Maintain up-to-date knowledge of relevant laws and ordinances, including reading and responding to correspondence and technical reports, and preparing reports when necessary.
- Prepare and manage annual departmental budget.
- Work with outside consultants to provide the information needed to prepare their reports.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Direct and manage special planning projects.

COMPENSATION AND BENEFITS

The salary range for the position is \$68,725 - \$94,897 dependent upon qualifications. Additionally, the candidate selected will enjoy an excellent benefit including vacation, medical leave, health insurance, life insurance, paid holidays, and retirement.

QUALIFICATIONS

Qualified candidates will have

- Bachelor's degree in Community and Regional Planning, Public Administration or a closely related field;
 - A minimum of five years of professional planning or community development experience, including two years in a supervisor or administrator capacity; and
 - A valid driver's license with an acceptable driving record.
- State of Nebraska Community Block Grant Administrator certification must be obtained within one year of date of hire.

Preferred Qualifications include:

- An American Institute of Certified Planners (AICP) certification
- Master of Community and Regional Planning, Public Administration, Business Administration, or closely related field

IDEAL CANDIDATE

The successful candidate will have a record of demonstrated leadership, preferably in a similarly-sized or larger department, who is approachable with an open management style that supports staff development and teamwork. The ideal candidate is a professional who promotes excellent customer service in department operations. As a member of the City's management team, the Director will be required to work in cooperation with all senior departments.

Experience developing and implementing a comprehensive plan, department budget, and Community Development Block Grants is essential. The ideal candidate should be a confident public speaker with experience addressing the media, community groups, and other audiences.

The successful candidate will have high professional standards, will maintain his/her technical competence, and will enhance the competence of subordinates through continuing education and professional development.

The Director will be expected to communicate openly and honestly, to be a team player, to be open to new ideas, and to fully participate in the City's goal of growing our community. The Development Services Director must have the ability to analyze problems, identify solutions, make recommendations, encourage a creative, balanced approach to solving challenges – the ideal candidate asks how we can, not why we can't.

HOW TO APPLY

The position will remain open until filled with a first review date of December 15, 2016. Interested candidates must submit a cover letter, resume with references and salary requirement to the following:

kwoolery@cityofhastings.org

OR

City of Hastings
Human Resources
220 N Hastings Avenue
Hastings, NE 68901
402.461.2313
Fax: 402.461.2304
www.cityofhastings.org



Top candidates may be asked to complete a written supplemental questionnaire to elaborate on areas of expertise and demonstrate their ability to communicate effectively.

BACKGROUND INVESTIGATION

A background investigation will be made of the top candidates who remain in consideration after interviews have been completed. Care will be taken to conduct background investigations in a professional manner and not embarrass the candidate. Candidates may be required to make full disclosure of their financial affairs.

This recruitment will be handled with strict confidentiality until finalists are chosen. References will not be contacted until mutual interest has been established. Confidential inquiries should be directed to Kim Woolery, Human Resources Technician at 402-461-2313 or at kwoolery@cityofhastings.org.

EOE/M/F/D/V. The City of Hastings participates in the E-verify system and is a Drug/Alcohol Free Workplace.