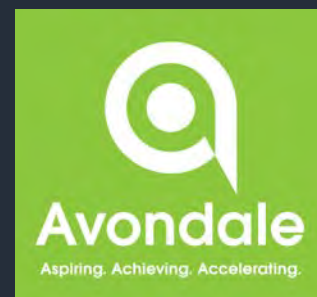




Development and Engineering Services Director



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THE COMMUNITY

Located in Maricopa County just west of Phoenix, the City of Avondale, Arizona is one of the area's fastest growing communities. The City's focus on business and employment attraction has been instrumental in spurring residential growth and economic development. The City also places strong emphasis on quality of life, which has resulted in construction of new parks and amenities. Avondale offers a wide range of housing options; many of its neighborhoods are less than 10-15 years old, and new housing developments are under construction in its southern portion. With a population of approximately 85,000 and a median age of 30 years old, Avondale's population swells each year with the influx of visitors during two NASCAR races at ISM Raceway, which is located

in the southern portion of the city. The City also takes pride in its historic neighborhoods, which is home to many small, independent shops, restaurants and businesses.

Avondale celebrates its cultural diversity and welcomes people and businesses with open arms.

Fulfilling the City Council's desire to bring the community together, Avondale hosts several large scale and smaller community events throughout the year, from the annual CulturePOP and KidsFest in the Spring and the Billy Moore Days Festival in the Fall to movie nights in neighborhood parks.

GOVERNANCE

The City of Avondale (incorporated in 1946) has a Council/Manager form of government. This means that the Mayor and City Council make policy decisions, and the staff, led by the City Manager, implements these decisions. The City Council has established a five year Strategic Plan to create a community that is both family friendly and economically prosperous. The City has identified its core purpose, Making Lives Better, and as such, emphasizes values of being helpful, kind, and professional. With its AAA bond rating, the City has a reputation for its strong, stable government. Indeed, Avondale, Arizona, is a municipal success story.

To learn more about the City of Avondale, go to: www.avondaleaz.gov



THE POSITION

The Development and Engineering Services Director (D&ESD) manages the work of all Planning and Engineering Services divisions and the interface of these functions with other departments; supervising a staff of 40. As part of the City's leadership team, this position will provide professional and technical support to the City Manager's Office, City Council and other boards and commissions. The D&ESD ensures excellent customer service to the existing businesses and residents throughout the City and supports new business and economic development programs while implementing the Strategic Plan, General Plan, Sustainability Plan, Capital Improvement Program, and development initiatives.

Department divisions include: Planning, Building, Engineering, Sustainability, Transportation, Code Enforcement, and Transit.

Essential Functions include but are not limited to the following:

- Make decisions on operational and managerial problems, long-range plans, programs, and capital improvement plans.
- Work across divisions and departments to create a seamless plan review process for the customer while reviewing the general operations of the department to determine efficiencies and best practices, policies, and procedures.
- Oversee the development, preparation, and implementation of the department budget.
- Prepare and present technical information and direction at meetings with City staff and developers and at inter-agency or



regional meetings. Provide technical background and professional opinions to the City Manager's Office and communicate staff recommendations on development-related matters for City Council consideration and approval.

- Oversee in-house planning efforts such as the General Plan Update and other specific plans.
- Guide developers through the development/redevelopment process by coordinating site selection and negotiating land assembly and project funding. Gather public input and create transparency with respect to the City's development projects.
- Oversee the City's Capital Improvement Program and budget, project schedules, funding, construction process, the procurement of goods and services for capital projects, grant applications, and the department operating budget. Assists in resolving contract disputes with design, construction, and development contractors.

- Propose new infrastructure projects, pavement preservation schedules, and oversee the development and ongoing projects and expenditures and the City's infrastructure.
- Provide leadership and participate in major departmental personnel actions including selection, training, motivating, and overall employee development.

THE IDEAL CANDIDATE

The ideal candidate is a consensus builder and collaborator who takes the initiative to resolve issues expeditiously and creates a team-oriented working environment. The successful candidate will be a can-do, high energy leader who can delegate effectively, but is also willing to enthusiastically roll up their sleeves and be a working manager as are all City executives. While technical skills are very important, it will be necessary for this individual to encourage and listen to feedback, work closely with leadership and staff from all departments, and adapt quickly to changing priorities in this fast-paced organization.

Key Attributes and Characteristics:

- Excellent communication and interpersonal skills are necessary to build positive working relationships with the City leadership, staff and partnering departments, professional or peer organizations, various state and federal agencies, as well as vendors and suppliers.
- Solid skill set and comfort level making presentations in front of City Council and community audiences of various sizes and at all levels.
- Strong personnel management and a motivational leadership style; able to delegate authority and responsibility while promoting individual accountability and high performance.
- A teacher and coach with success in employee and staff development.
- A collaborative problem solver; able to form consensus, be organized and decisive, and work with a sense of urgency.
- Calm under pressure, possessing a positive attitude and a good sense of humor.
- An active listener, and responsive to the development community, residents, and businesses.

Qualifications:

- Bachelor's degree in a related field. Master's degree preferred.
- Nine (9) years of municipal government experience in a similar department capacity, managing daily operations, supporting a City's Strategic Plan.
- A background working in a similar sized City and successful experience on large-scale, high profile projects.

SALARY AND BENEFITS

The FY20 salary range is **\$123,254.73 to \$178,719.36**

Core work hours are Monday – Thursday 7:00 AM – 6:00 PM.

The City of Avondale offers a comprehensive health and welfare benefits program designed to meet the needs of its diverse workforce.

To view the full list of benefits, please click here: <https://www.avondaleaz.gov/home/showdocument?id=11102>

APPLICATION AND RECRUITMENT PROCESS

The final filing date is **Friday, October 25, 2019**. To be considered, please submit a resume that reflects the years and months of employment and positions held as well as relevant work experience, a cover letter, and five work related references (who will not be contacted in the early stages of the recruitment). You should also provide the size of budget you've managed and number of staff you've supervised to: <https://executivesearch.cpshr.us/JobDetail?ID=557>

For additional information, please contact:



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CPS HR Consulting
Phone (916) 471-3111
frojas@cpshr.us

Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant. CPS HR Consulting will report the results to the City. The City will then select candidates who will be invited to participate in City interviews. Extensive reference and background checks will be completed on the selected candidate.

