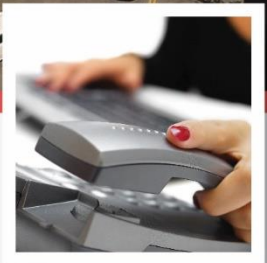
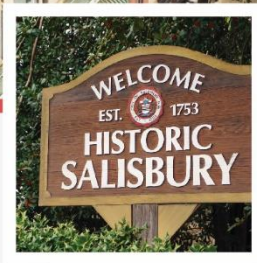
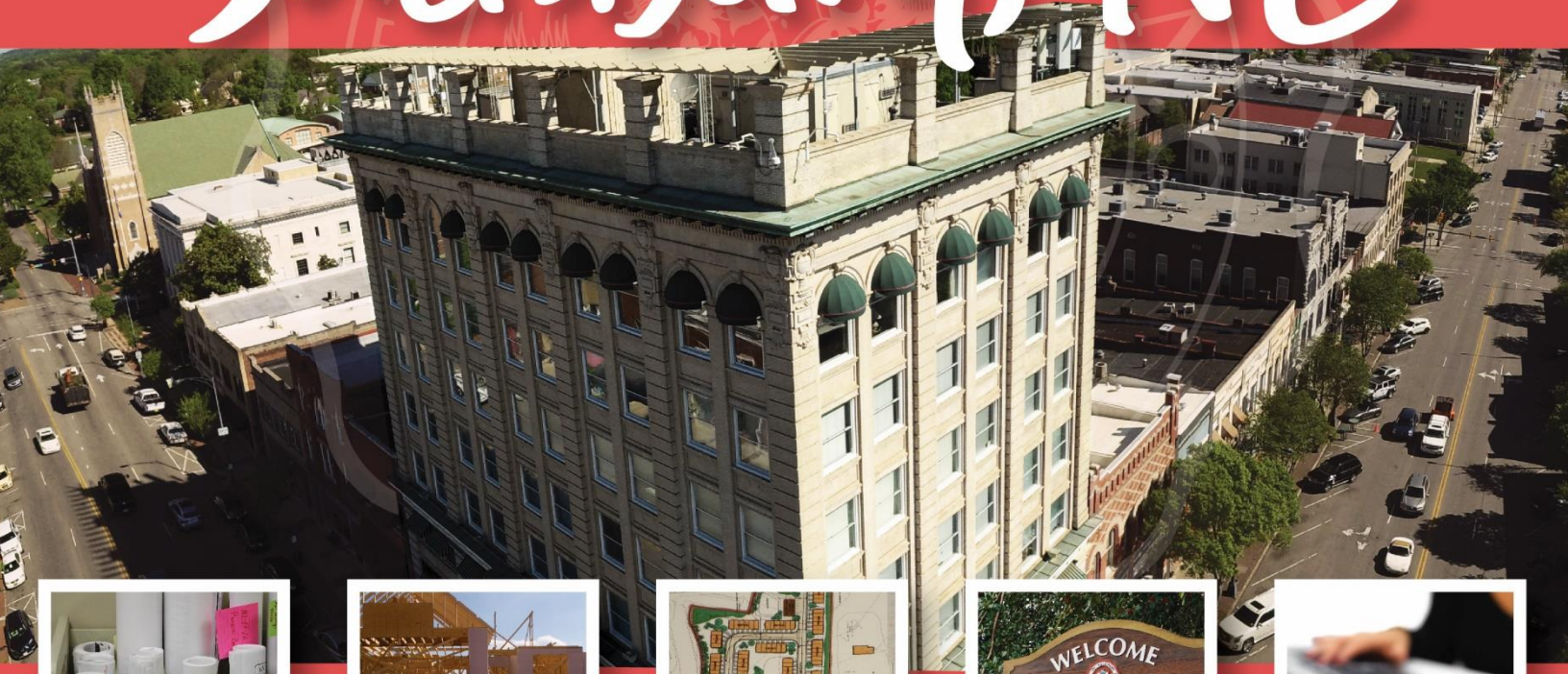


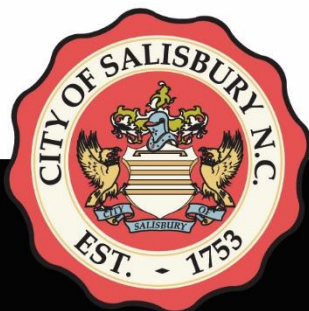
BE THE DIFFERENCE IN *Salisbury, NC*



The City of Salisbury, North Carolina is seeking an experienced, creative, and strategic leader to serve as our **first**

Land and Development Services Director

An excellent opportunity to implement, lead and develop a new department and team for Salisbury!



SMALL TOWN LIFE BIG CITY

Opportunities

MISSION STATEMENT

To enhance Salisbury's status as a great historic city that provides a safe, livable environment for present and future generations.

OUR FOCUS AREAS



COMMUNITY
PARTNERSHIPS



ECONOMIC
PROSPERITY



INFRASTRUCTURE
/HUMAN CAPITAL



PUBLIC
SAFETY

OUR CITY MANAGER



"We provide meaningful services which impact each person who lives, works or visits in Salisbury. For city staff, each day is a chance to 'Be the Difference!' We value our excellent employees and offer opportunities for growth and advancement while promoting work-life balance.

Salisbury is a diverse and inclusive community and I encourage you to join our team."

- City Manager Jim Greene, Jr.

OUR ORGANIZATION

The City of Salisbury is a dynamic place to work with 450 full-time positions available. We are an equal opportunity employer, dedicated to providing "Excellent Service Always" to our residents, visitors, and workers through a full range of municipal services including law enforcement, fire protection, zoning and code enforcement, public works services, and water and sewer systems.

We have a strong work culture that is built on the ability to handle critical and stressful events successfully, and we are committed to meeting the high expectations of our residents for engagement and service.

Our council-manager form of government is led by the Mayor and four at-large council members, who are responsible for setting policy, approving financing, and appointing officials and members of various boards and commissions. We have a strong financial foundation, a Standard & Poor's rating of AA-, and a Moody's rating of A3. We have received the Distinguished Budget Presentation Award from the Government Finance Officers Association (GFOA) 31 years in a row.

If you are looking for a rewarding career in a city with a strong sense of community and high quality life, consider joining the team at the City of Salisbury. Our diverse and dedicated workforce is committed to making a positive difference in our community.

OUR COMMUNITY

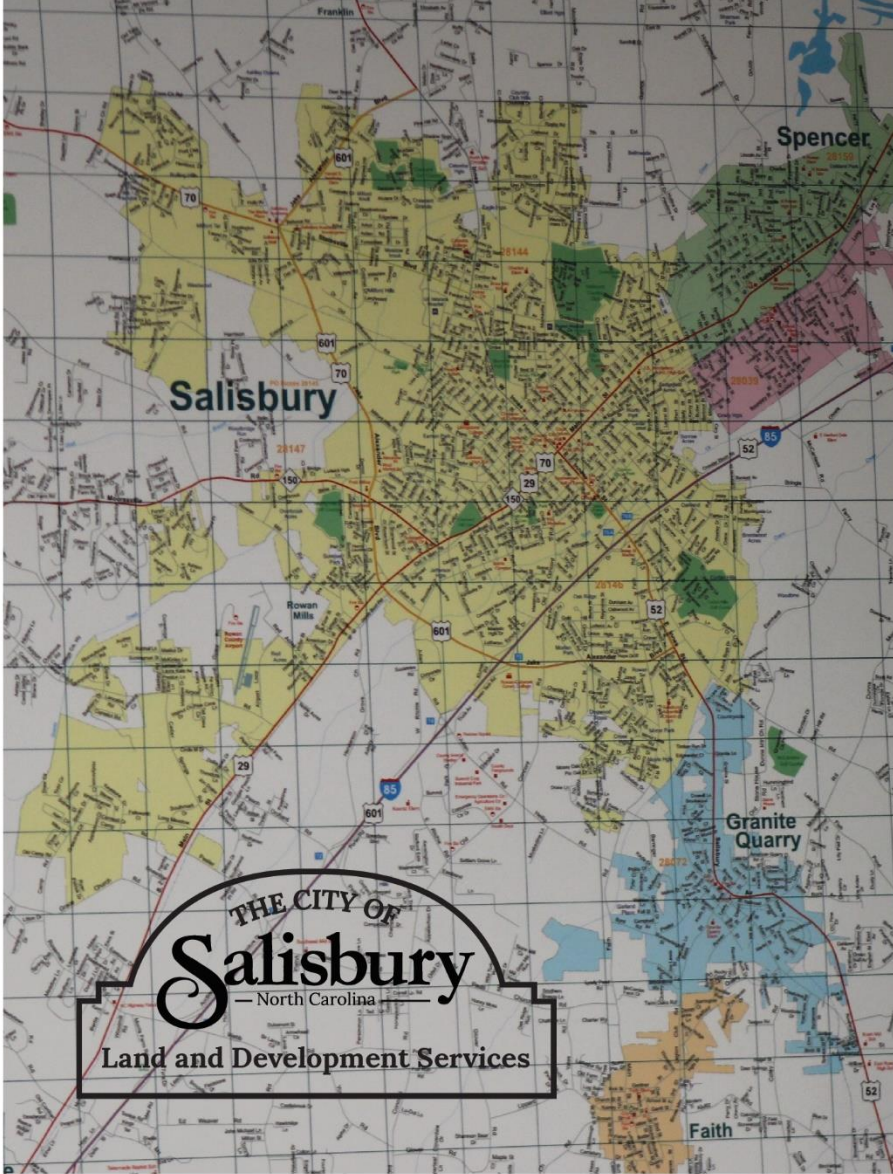
The City of Salisbury is located in the Piedmont region of North Carolina, along several major economic routes including Interstate 85, 35 miles northeast of Charlotte and southeast of Winston-Salem. Salisbury being well-connected to many major cities is on trend for future development and growth.

It is also home to a diverse population of 37,000 community members that value arts and culture, with a rich tradition of civic volunteerism and support for arts education. In addition to a variety of entertainment options and four higher learning institutions, Salisbury is a place where residents can live, connect, learn and play. The city is dedicated to preserving its history while embracing technology, growth, and sustainability.

Salisbury is a welcoming community that values inclusivity and diversity. The city actively promotes a wide range of experiences for people of all cultures and ages:

- | | | |
|---------------------------------|---------------------------------|-------------------------|
| • Performance theaters | • Golf courses | • Restaurants |
| • Symphony | • Greenways & trails | • Breweries |
| • Art galleries | • Yoga & fitness studios | • Shops |
| • Museums | • Parks & sports complex | • Parades |
| • Four higher education schools | • Yadkin river & High Rock lake | • Festivals (Cheerwine) |





OPPORTUNITIES

Newly formed Department
Establish and lead a new department that focuses on managing growth and development.

Organization and Operational Effectiveness
Lead and enhance land and development services by promoting creative and timely customer service.

Collaboration
Work closely with developers and teams to encourage quality growth as prioritized by City Council.

Leadership
Serve on the City's Management Team and collaborate with all departments and City Council for strategic and equitable growth.

Cultivator
Shape Salisbury's future by evaluating, improving, and creating ordinances and strategies to pursue smart growth principles and community vision.

LAND AND DEVELOPMENT SERVICES DEPARTMENT

Land and Development Services Department is responsible for managing and overseeing current and long-range development efforts, development services, annexations, plan review, and zoning to ensure that all development in the City of Salisbury meets all applicable codes and ordinances.

This is a new department for the city that will work closely with the development community to provide responsive, thorough, accurate assistance and service.

Salisbury is experiencing a wave of growth, and this department will lead the city's efforts to promote and ensure quality and equitable growth.

 salisburync.gov

  @CitySalisburyNC

IDEAL CANDIDATES

The ideal candidate should be an established leader in the land and development services field with comprehensive knowledge of the modern principles, practices, and techniques of land and development administration and management, including recruitment, training, and operations related to the land and development services divisions. The city desires an energetic leader with proven ability and passion to engage staff and shape the culture of an organization while integrating policy and best practices. Additionally, this leader should have the desire to engage the development community and work together to address concerns. Consistent, timely and accurate customer service is expected.

The ideal candidate should be a creative leader bringing innovation to the Land and Development Services Department with the ability to solve problems, think strategically, identify alternative courses of action, provide recommendations, and leverage technology to improve services.

The new director should have experience working collaboratively to enhance the values of customer service, inclusiveness and teamwork. While managing this new department, the director will need to work collaboratively with other departments for effective service delivery.

Employee relations and communication is a priority. The ideal candidate should be approachable, open-minded, and willing to be hands-on with employees to create a positive atmosphere for employees within the department. Capacity and interest to be an effective mentor and leader for staff to inspire excellence is also desired.

RESPONSIBILITIES AND DUTIES

- Develops, plans, implements, and manages department goals, objectives, policies, and procedures necessary to provide assigned engineering, land & development services.
- Along with other staff, acts as a resource for new businesses, land developers and investors, including problem solving in the area of plan approval, permitting, and licensing; provides technical expertise and responds to complex questions to resolve conflicts.
- Directs, oversees, and participates in developing a goal-oriented department work plan; assigns and coordinates work activities, projects, and programs; monitors workflow; reviews and evaluates completed work, methods, and procedures of the Development Services Department.
- Manages the daily operations of the Land & Development Services Department and serves as a member of the City's management team; responds to inquiries and requests from City Manager, elected officials and other City departments.
- Interprets and enforces land development ordinances; assists staff with problem-solving, verifying permit and plan approval requirements.
- Prepares ordinances and legislation for land use and zoning matters; creates maps and summaries to communicate findings.

- Reviews and approves major and minor site plans for residential and commercial development to ensure consistency with the Land Development Ordinance and coordinates additional approvals with other departments.
- Advises and presents to City Council in areas of zoning, development ordinances and annexations.
- Manages development review process for legislative and quasi-judicial proposals.
- Prepares the annual department budget; projects future needs, monitors expenditures, tracks expenses, and provides general budgetary oversight.
- Performs personnel functions including hiring, disciplinary actions and performance appraisals; coaches' employees for professional development and ensures staff have the resources and training needed to do their job.
- Manages and coordinates work of consultants and special studies; oversees public engagement activities and serves as primary press contact for the department.
- Works with various committees and commissions, including the Planning Board.
- Addresses legislative issues such as annexation, local bills and statutory charges; monitors the General Assembly when in session.
- Participates in department staff meetings, administrative meetings and status updates with the City Manager.
- Promotes land & development efforts through participation in community and statewide organizations.

KNOWLEDGE, SKILLS, AND ABILITIES

- Considerable knowledge of local regulations, zoning, land use, and other ordinances and codes.
- Ability to work collaboratively with the development services team and customers to resolve problems creatively and efficiently.
- Considerable knowledge of the state and federal law impacting development and land.
- Considerable knowledge of governmental laws, programs, and services pertinent to the community and economic development.
- Considerable knowledge of the environmental and socio economic implications of the land development process.
- Considerable skill in the collection, analysis, and presentation of technical data and land & development recommendations, and in working with others in a joint cooperative manner that supports department and City goals.
- Thorough knowledge of modern and effective long and short-range land use and development planning principles and practices.
- Working knowledge of management techniques as applied to municipal government.
- Ability to organize, supervise, and direct professional staff members and perform administrative functions such as budgeting and staffing.
- Ability to establish and maintain effective working relationships with City staff members, community groups, federal, state, regional, and City officials, and the general public.
- Ability to direct the preparation of comprehensive reports and studies.

- Ability to express ideas effectively in oral and written forms and present technical reports.
- Ability to demonstrate flexibility and adapt to changing management/City Council priorities and unexpected events without service disruption.

EDUCATION AND EXPERIENCE

Graduation from an accredited college or university with a Bachelor's degree in municipal planning, engineering, geography, land use, public administration, or related field and considerable experience in municipal planning, management, development services and/or community development work, to include supervisory and leadership experience, or equivalent combination of education and experience.

SPECIAL REQUIREMENTS

- Possession of a valid North Carolina driver's license.
- Preferred or ability to obtain American Institute of Certified Planners certification.

HIRING RANGE AND BENEFITS

\$85,212.63 - \$121,853.95 – Depending on Experience

The City provides a comprehensive benefits package as part of the total rewards program to support employees through important events in their life, to enhance their life outside work, and to help them plan and prepare for the future. The City also participates in the North Carolina Local Governmental Employees' Retirement System (NCLGERS). Benefits include a sign-on bonus of \$2,000 and 4% city contribution into 401K. See additional information about the [City's benefits](#).

HOW TO APPLY

Qualified candidates should complete a profile and submit their application, resume, and cover letter online by visiting our website at www.salisburync.gov/careers.

Closing Date: March 10, 2023

For questions, please contact Human Resources Department at (704) 638-5217 or email humanresources@salisburync.gov.

The City of Salisbury prohibits discrimination on the basis of race, color, national origin, sex, veteran status, sexual orientation, religion, age or disability in employment or the provision of services. The City of Salisbury is a Drug Free Workplace.