



# City of Minot

## COMMUNITY DEVELOPMENT DIRECTOR

**\$114,194 - \$139,134**

*Plus Excellent Benefits*

*Apply by*

**June 10, 2018**

*(First Review, Open Until Filled)*

**PROTHMAN**



**WHY APPLY?**



Located in north central North Dakota, Minot is an exceptional community with beautiful neighborhoods, friendly residents, and a healthy economy. The City encompasses 27 square miles of land representing the best of both worlds—the technology and cultural opportunities of a big city and the friendliness and security of a small town.

The City is going through unprecedented growth and change and is looking for a dynamic and energetic individual who can lead the city's Community Development Department through these changes. If you are an enterprising public-sector professional who desires to work for an energetic community with a bright future, this is the right position for you!



**THE COMMUNITY**

Founded in 1887, Minot became known as the "Magic City" many decades ago when it experienced rapid growth, attributed to expansion of the railroad. North Dakota was founded on agriculture which today remains as the number one economic industry. Recent estimates have placed the population at 50,000 residents, with an additional 5,600 individuals residing at Minot Air Force Base located 13 miles north of the City.

Today, the City is again facing an exciting time of fast paced growth with the development of the Bakken oil formation in western North Dakota. The state now ranks as number two in the nation for oil production. Oil industry activity has assisted Minot and North Dakota in maintaining a very low unemployment rate and drawing in other industries to the area.

Just an hour from the Canadian border and close to Bismarck and Rugby, Minot is a major trading center for the area. The Souris River goes through the middle of town, carving a picturesque valley in the middle of the flat prairie. North Dakota's four seasons present many options to explore family friendly recreational activities, including golf, fishing, swimming, biking, and skiing. Residents have access to excellent medical care and top-notch education, with a variety of public and private schools.

The City of Minot supports a wide range of community activities and events involving visual arts and theater, shopping, dance and music. Minot is proud to be home to the Norsk Hostfest, North America's largest Scandinavian festival. The Minot Park District consists of 21 different parks, well maintained trails through the city, public and youth golf courses, a swimming pool and splash pads and the Roosevelt Park Zoo, one of the top zoos in the region. The North Dakota State Fair Center is home to many large events, including the North Dakota State Fair, rodeos, college hockey games and more.

Minot residents take pride in their friendly people, clean and attractive environment, low crime rate, active arts community, quality education, recreational activities, reasonable cost of living, and small-town values.

**THE CITY**

The City of Minot is a full-service city with 423 full-time personnel and has a total combined operating and capital budget of \$143.4 million for 2018. City departments include: Airport, Assessor, Auditorium, City Manager, City Attorney, Clerk, Engineering, Finance, Fire, Human Resources, Inspections, Library, Mayor, Officer of Resilience, Park District, Planning, Police, Public Works, Recreation, Cemetery, Sanitation, Street, Traffic, Water Billing, Water/Sewer, and Municipal Court.

Minot currently operates under the Council-Manager form of government, with 6 members elected at large to staggered 4-year terms, and a voting mayor. Four council seats are up for election in June of 2018, including the Mayor Chuck Barney's seat, whom is not seeking re-election. All three current council members are seeking re-election.



## THE DEPARTMENT

In early 2018, the City of Minot combined the planning and zoning division and building plan review and inspection division to be overseen by the newly formed Community Development Director. This action was taken in an effort to streamline requirements for current and future development and to provide more effective and efficient service.

The Planning and Zoning Division is responsible for interpreting and implementing the City zoning ordinance, management of the federal Brownsfield grants, other planning studies and is involved in several activities related to the National Disaster Resiliency grant program. Other duties of the division include: community development, planning and coordination, planning commission agenda creation, comprehensive plan implementation, zoning ordinance code enforcement, and renaissance zone program administration. The Planning and Zoning Division consists of 4 FTEs including the Community Development Director position and 1 PTE.



The Building Plan Review and Inspection Division is primarily overseen by the building official, and is responsible for the code review, permitting and code inspection of all buildings built within the City and its extraterritorial jurisdiction. Other duties include issuance of building, plumbing, electrical and mechanical permits, inspection of dangerous buildings and nuisances, education and testing of trade contractors, and issuance of contractor, tobacco, taxi, mechanical amusement and other licenses. The Building Plan Review and Inspection Division consists of 10 FTEs.

The department operates on a 2018 budget of \$1,440,267.

## THE POSITION

Under the direction of the City Manager, the Community Development Director supervises and oversees the activities and operations of the Department including planning and zoning, building plan review and inspection, and code enforcement. The Director develops and implements departmental policies and procedures, responds to inquiries and requests relating to the City's community development programs, reviews status of major projects and provides technical and professional guidance and assistance to other City departments as needed.

### Other responsibilities include:

- Provide administration and oversight in all aspects of the Community Development Department's essential program and division responsibilities, including but not limited to current and long-range planning, comprehensive planning, zoning and land use policies and planning, building plan review, building inspections, code compliance, permit processing, affordable housing and community livability and resiliency.
- Develop, interpret and administer applicable codes and ordinances, ensure compliance with Federal, State, and local laws, ordinances, rules, and regulations, and draft code provisions or amendments to correct deficiencies or effect compliance with new laws or regulations.
- Define development review processes and procedures to promote divisional areas of responsibility and provide oversight of the Development Review Team.
- Determine and implement change improvements to processes as need to become more efficient, transparent and customer service oriented.

- Review annexation policy and procedures surrounding the extension of Two-Mile Extraterritorial Area for potential improvements and develop plans or programs to satisfy future needs for Department or City services.
- Develop, monitor and manage annual budget to assure the department operates within budget appropriations. Prepare annual and long-range budget projections and evaluate and administer comprehensive fee schedule for department activities.
- Develop organization-wide and department-wide goals and objectives and organizational performance standards.
- Perform personnel duties such as selection, motivation, development, training, evaluation, discipline and discharge of employees. Establish employee performance standards, counsel employees as appropriate and promote and implement manager and supervisor development activities.
- Advise various councils, boards, commissions and elected officials in department related issues. Serve as City's liaison with other City Departments as needed, the Development Community, Home Builders Association, Minot Area Development Corporation, and other stakeholders.
- Serve as a member of the City's Senior Management Team to address overall policy issues under guidelines established by the City Council and the City Manager.
- Represent the department to various committees, commissions, community groups, City Council and the public. Respond to complaints, concerns and issues. Coordinate and support a wide variety of advisory commissions and groups. Represent department on City-wide task teams. Represent the City on regional and state-wide committees and in legislative matters.



## OPPORTUNITIES & CHALLENGES

**National Disaster Resilience Competition Funding Awarded:** The City of Minot was awarded \$74.3 million through the Housing and Urban Development National Disaster Resilience Competition. The Community Development Director will work closely with the NDR Program Manager on identified projects to successfully utilize funds as appropriated. These funds have been identified for use in projects to develop flood risk strategies, build resilient neighborhoods and foster economic resilience.

**Community Development Directors Crucial Role in City Development:** The individual in this role will be responsible for the oversight of development standards, to assure they are applied in a way that the City receives the design, scale and minimum impacts expected by the community. Standing up to lower quality development, while permitting quality development that achieves the outcomes expected, will require a balance point in the process. The objective will be to apply integral techniques to move marginal quality proposals to quality projects that are acceptable and able to be permitted.

**Community Development Directors Role as an Executive Team Member:** The new Director has oversight of one of twelve departments City-wide, and is considered a part of the Executive team. The Community Development Director must be a team player with other department heads while asserting his/her own department's beneficial involvement in the organization. He/she must develop relationships and organizational resources to produce quality results.

**IDEAL CANDIDATE**

**Education and Experience:**

The position requires a bachelor’s degree in urban or regional planning, building or construction management, community or economic development, public or business administration, or a related field. Candidates must have eight (8) years of progressively responsible community development or planning experience, including four (4) years in a supervisory position. A master’s degree in a related field is desirable. Candidates must have or obtain a North Dakota driver’s license within one month of appointment.

**Necessary Knowledge, Skills and Abilities:**

- Thorough knowledge of principles of community development, community revitalization and urban planning, including federal, state and local government policies and procedures associated with community development.
- Knowledge of planning and zoning terminology, practices, and concepts, including building codes and construction terminology and a general understanding of building construction practices.
- Considerable knowledge of principles and practices of supervision, training and personnel management, and knowledge of the methods and techniques of research and analysis.
- Knowledge of the principles of budgeting and financing.
- Knowledge of real estate terminology, laws, practices and regulations, including specialization such as housing, zoning, historic preservation and economic development.
- Knowledge of computer applications including Microsoft Office, Internet applications, database management or GIS.
- Proven management skills and ability to manage day-to-day operations.
- Effective and persuasive leadership comfortable with all levels of staff, public and others.

- Strong written and oral communication skills including experience presenting information to government entities and various committees.
- Strong interpersonal and public relations skills. Knowledge of citizen involvement techniques and processes.
- Strong organizational, problem-solving and negotiation skills.
- Ability to exercise sound and independent judgment within general policy guidelines.



**COMPENSATION & BENEFITS**

- **\$114,194 - \$139,134 DOQ**
- Medical
- Optional Dental and Vision
- Retirement
- Annual Leave
- Sick Leave
- 9 City Paid Holidays
- Life Insurance
- Long-Term Disability



**Please visit:  
www.minotnd.org**

The City of Minot is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **June 10, 2018** (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 "submit your application" and follow the directions provided. Resumes, cover letters and supplemental questions can be uploaded once you have logged in.



**www.prothman.com**

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