

The City of Sedona



invites applications for the position of

Community and Economic Development Director





The Position

As the Community and Economic Development Director, you will work closely with the general public and development community, administer capital projects, and provide information on the comprehensive plan, mapping system, engineering standards, municipal code, land use policies, and statewide planning goals.

Activities include:

- ◆ Long range and current planning and development for the maintenance and orderly growth of the City
- ◆ Codes through review of plans for building permits and inspections of projects
- ◆ Administering capital projects and improvements; participation in site plan review, design, plan checking and inspection of new public facilities
- ◆ Representing the Community and Economic Development Department to other City departments, elected officials and outside agencies; coordinating department activities with other departments and outside agencies and organizations
- ◆ Working closely with a small staff in a hands-on manner
- ◆ Communicating and engaging with the single concerned citizen as well as large groups of very involved and active residents

Candidates must have six years of increasingly responsible experience in planning, economic and community development, public administration or a related field, including at least two years of administrative and supervisory responsibility. American Institute of Certified Planners (AICP) certification preferred.

Educational requirements include equivalency to a Bachelor's Degree from an accredited college or university with major coursework in land use planning, geography, architecture, landscape architecture, public administration, economics, environmental studies, engineering, business management or closely related courses and three years in a supervisory capacity, or an equivalent combination of education and/or experience.



Job Description Highlights

- ◆ Balances the needs of residents, business owners, and visitors in a high volume tourism community
- ◆ Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of community and economic development and city management
- ◆ Oversees the Engineering staff and activities, within the Community and Economic Development Department, to meet community and regulatory requirements
- ◆ Meets regularly with Community Development, Economic Development/Business Relations, and Engineering staff to discuss and resolve workload and technical issues; reviews work in progress in order to anticipate technical and management problems; provides leadership, direction and coaching
- ◆ Maintains regular contact with consulting engineers, construction project engineers, city, county, state and federal agencies, professional and technical groups and the general public regarding division activities and services
- ◆ Effectively communicates with a wide range of business and community leaders, residents, developers, community activists, City Council and Commission members, other agencies and government representatives
- ◆ Meets with businesses in order to develop and maintain positive relationships and maintain communications to resolve business needs. Works with local Chamber to provide support to existing businesses
- ◆ Anticipates challenges and identify strategic solutions to keep stakeholders well informed
- ◆ Oversees the preparation of new City ordinances and the amendment of existing ordinances, the municipal code and the Community Plan; ensures conformance to City plans and regulations through code enforcement strategies; provides for appropriate protection of the City of Sedona's natural resources and the preservation of the community's unique character
- ◆ Analyzes problems, identifies alternative solutions, projects consequences of proposed actions and implements recommendations in support of goals
- ◆ Promotes interdepartmental teamwork and collaboration
- ◆ Analyzes existing economic situations relative to business attraction and expansion; reviews modern techniques for business attraction and retention; negotiates and resolves sensitive and controversial issues
- ◆ Serves as a resource for the public, including the development and economic community, property owners, businesses, community organizations, and the general public
- ◆ Manages the development and implementation of economic change through retention, expansion, and the attraction of commerce industry



Compensation & Benefits

The salary range for the position is \$87,023- \$118,899. Final starting compensation for the successful candidate is negotiable, depending upon experience, qualifications and professional achievements.

In addition, this position is eligible for a host of wide-ranging benefits including the following:

- ◆ Vacation Days
- ◆ Paid Holidays
- ◆ Flex Leave
- ◆ Health Plan - Choice of dental, vision and medical plans. City contributes 100% toward the employee's premium
- ◆ Flexible Spending Accounts
- ◆ Arizona State Retirement Contributions
- ◆ Cell Phone Allowance
- ◆ Deferred Compensation Program - variety of plans available for employee participation
- ◆ Life Insurance – \$50,000 per employee
- ◆ Short Term Disability Insurance
- ◆ Employee Assistance Program
- ◆ Car Allowance

Background Check

- ◆ Prior to appointment, all candidates must successfully pass a confidential background investigation.

How to Apply

Applicants may apply online at www.SedonaAZ.gov by following the Job link, and selecting the Community and Economic Development Director job posting.

For those applicants unable to apply online, please call 928-203-5038 in order to request a paper application.

This is a confidential recruitment and will be handled accordingly throughout the various states of the process.

Candidates should be aware that references will not be contacted until mutual interest has been established.

The recruitment of this position may be considered open until filled and the interview process may be accelerated at the discretion of the City Manager once a highly qualified pool of candidates has been established.

Candidates are encouraged to include a cover letter and a comprehensive resume with their City application. The selection process may also involve a supplemental questionnaire.

Confidential inquiries are welcomed to Human Resources by calling 928-203-5189 or via email to HumanResources@SedonaAZ.gov.





The Community

Sedona is approximately one and a half hours north of Phoenix in Yavapai County. It serves as a premier international tourist center as well as home to over 10,000 residents.

Sedona was named after Sedona Arabelle Miller Schnebly (1877–1950), the wife of Theodore Carlton Schnebly, the city's first postmaster, who was celebrated for her hospitality and industriousness. Sedona's main attraction is its array of red sandstone formations. The

formations appear to glow in brilliant orange and red when illuminated by the rising or setting sun. The red rocks form a popular backdrop for many activities, ranging from spiritual pursuits to the hundreds of hiking and mountain biking trails.



Sedona is a city where community works together in partnership for the benefit of

all. The City is known for its astonishing natural beauty, festivals, art exhibits, International Film Festival, and exceptional climate. Visitors and residents enjoy hiking, shopping, fine dining, performances, and much more.

Art and culture are a way of life in Sedona with community theaters, festivals, Yavapai Community College, and Northern Arizona University in close proximity. Neighboring attractions include Oak Creek Canyon, Slide Rock, Cathedral Rock, and Lower Red Rock Pass.

Sedona is located at an elevation of 4,500 feet and has mild winters and summers. Originally founded in 1902, the City was incorporated in 1988.

The City is committed to enhancing the reputation of local government through quality service delivery. Currently there are eight departments and approximately 115 employees.

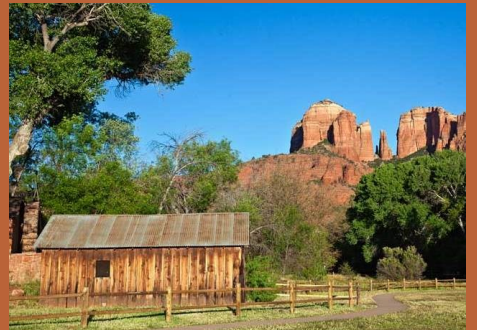
The History

The first documented human presence in Sedona area dates to 11500 to 9000 B.C. It was not until 1995 when a Clovis projectile point was discovered in Honanki which revealed the presence of the Paleo-Indian. Around 9000 B.C., the pre-historic Archaic people appeared in the Verde Valley. These people were hunter-gatherers and their presence in the area was longer than in other areas of the Southwest, until 300 A.D.

Around 650 A.D., the Sinagua people entered the Verde Valley. Their culture is known for its art such as pottery, basketry and their masonry. They left a multitude of rock art, pueblos and cliff dwellings such as Montezuma Well, Honanki, Palatki and Tuzigoot. The Sinagua eventually abandoned the Verde Valley about 1400 A.D.

The first Anglo settler, John J. Thompson, moved to Oak Creek Canyon in 1876. The early settlers were farmers and ranchers.

Oak Creek Canyon was well known for its peach and apple orchards. In 1902, when the Sedona post office was established, there were fifty-five residents. In the mid-1950s, the first telephone directory listed 155 names.



Sedona began to develop as a tourist destination, vacation-home and retirement center in the 1950s and most of the development seen today was constructed in the 1980s and 1990s. Today, Sedona is a vibrant community in the heart of Arizona.

City of Sedona

A Full-Service City

Few communities in the world rival the City of Sedona for the quality of life experienced by its residents and visitors. Supported by superlative city services, exceptional public safety, beautiful natural surroundings, and its artistic communities and galleries, Sedona is universally acclaimed as one of the most notable destinations in the world.

A talented and dedicated workforce provide a full range of city services that set an enviable standard in local government.

