



BOZEMAN^{MT}

COMMUNITY DEVELOPMENT DIRECTOR
City of Bozeman, MT

About Bozeman, MT

Nestled in the Rocky Mountains, with a population of just over 56,000, the City of Bozeman has topped the charts for fastest growing micropolitans in the U.S. and now officially holds the status of a “metropolitan” community. Spurred on by rapid growth the city touts a robust economy, world class university, and a thriving international airport.

Home to Montana State University, Bozeman is a dynamic growing community. The City’s economy is supported by regional trade, tourism, higher education, and many high-growth industries such as photonics and optics, outdoor recreation, bioscience, manufacturing, technology, and healthcare. The region has drawn numerous tech start-ups looking for a Silicon Valley alternative, and Bozeman has become the high-tech center for the state.

Bozeman is a welcoming, diverse community that has received numerous awards and accolades over the years, including Time Magazine’s, “World’s Greatest Places 2023,” and the 2023 Livability Top 100 List of Best Places to Live In The U.S.!

Bozeman is an ideal location for outdoor enthusiasts, from hiking and skiing to mountain biking and fishing, Bozeman offers a variety of outdoor recreation amenities. Bozeman residents are within easy distance of several cross country and downhill ski centers and trails in the region. The City of Bozeman parks system consists of 42 public parks, 52 miles of trails, numerous sports fields and open spaces, ice rinks, off-leash dog parks, and three community garden areas. Yellowstone National Park is just 90 minutes from Bozeman and offers an endless variety of activities and stunning vistas.





City Government

The City of Bozeman operates under a city commission-city manager form of government. The City Commission is composed of four members and a Mayor who are all elected at-large. At every regular city election, a mayor is elected for a term of four years and serves as a Deputy Mayor and a Commissioner for the first two years of the term and Mayor for the balance of the term.



The Position

The Community Development Director provides leadership and plans, organizes, and directs the operations and activities of the Community Development Department, including Development Review, Long-range Planning, and Building Inspection. The work is performed under the administrative direction of the City Manager, but extensive leeway is granted for the exercise of independent judgment and initiative.

Responsibilities and Duties

- Plans, organizes, directs, and evaluates the work of professional and administrative personnel in implementing the expressed goals, policies, and directives of the department, including working closely with elected and appointed officials to accurately gauge policy directives and needs;
- Develops policies and procedures designed to increase the efficiency and effectiveness of departmental operations;
- Addresses all related planning and zoning processes;
- Develops and administers the department budget, including ensuring departments stay within approved budget, developing annual work programs, identifying human and capital resources needed to complete identified tasks;
- Serves in a highly visible position to foster meaningful discussion with the public and create effective forums for public input, education, and relations, while moving the Department's programs forward;
- Updates City Manager on any major shift in policies or procedures and recommendations for future development;
- Coordinates the regulatory processes between private development interests and the adopted policy;
- Performs professional planning duties in long-range planning activities, including the preparation of comprehensive plans, conducting research, preparing reports, and presenting findings at public meetings and to City officials;
- Coordinates State and Federal grant applications, as well as monitoring and reporting;
- Supports relationships between the City and participants in the development process by promoting an environment of consensus building and conflict resolution in and among staff and participants;
- Represents the department in media and strategic communications on relevant issues, communicating programs, policies, and activities;
- Oversees various aspects of personnel administration within the department, including hiring, termination, grievance procedures, and coordination of employee training;
- Provides status reports to City Manager on departmental operations, finances, workload indicators;
- Maintains public contact, including receiving and answering complaints or questions regarding various aspects of departmental services;
- Completes and maintains records and files of required reports, correspondence, and documentation;
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audiovisual materials to become and remain current on the principles, practices, and new developments in assigned work areas;

Knowledge, Skills, and Abilities

- Comprehensive knowledge of the theory, principles and practices of community development, land use planning, and urban redevelopment;
- Comprehensive knowledge of the demographics of the surrounding region;
- Comprehensive knowledge of available real estate, transportation, education, health, public safety, public utility, and social services resources in local and surrounding region;
- Comprehensive knowledge of planning and zoning activities and relevant ordinances and regulations;
- Comprehensive knowledge of surveys, statistical methods, and GIS technologies;
- Thorough knowledge of current principles and practices of public administration;
- Thorough knowledge of budgetary principles within municipal government;
- Ability to maintain knowledge of current rules, regulations, and policies established by State and local government pertaining to land use planning and community development;
- Ability to establish and maintain forms and procedures necessary to meet minimum submittal requirements established by the State and City;
- Ability to apply State and local regulations and policies fairly and equitably to specific land use development proposals;
- Ability to perform and oversee financial auditing and reporting procedures within the City;



Education and Experience

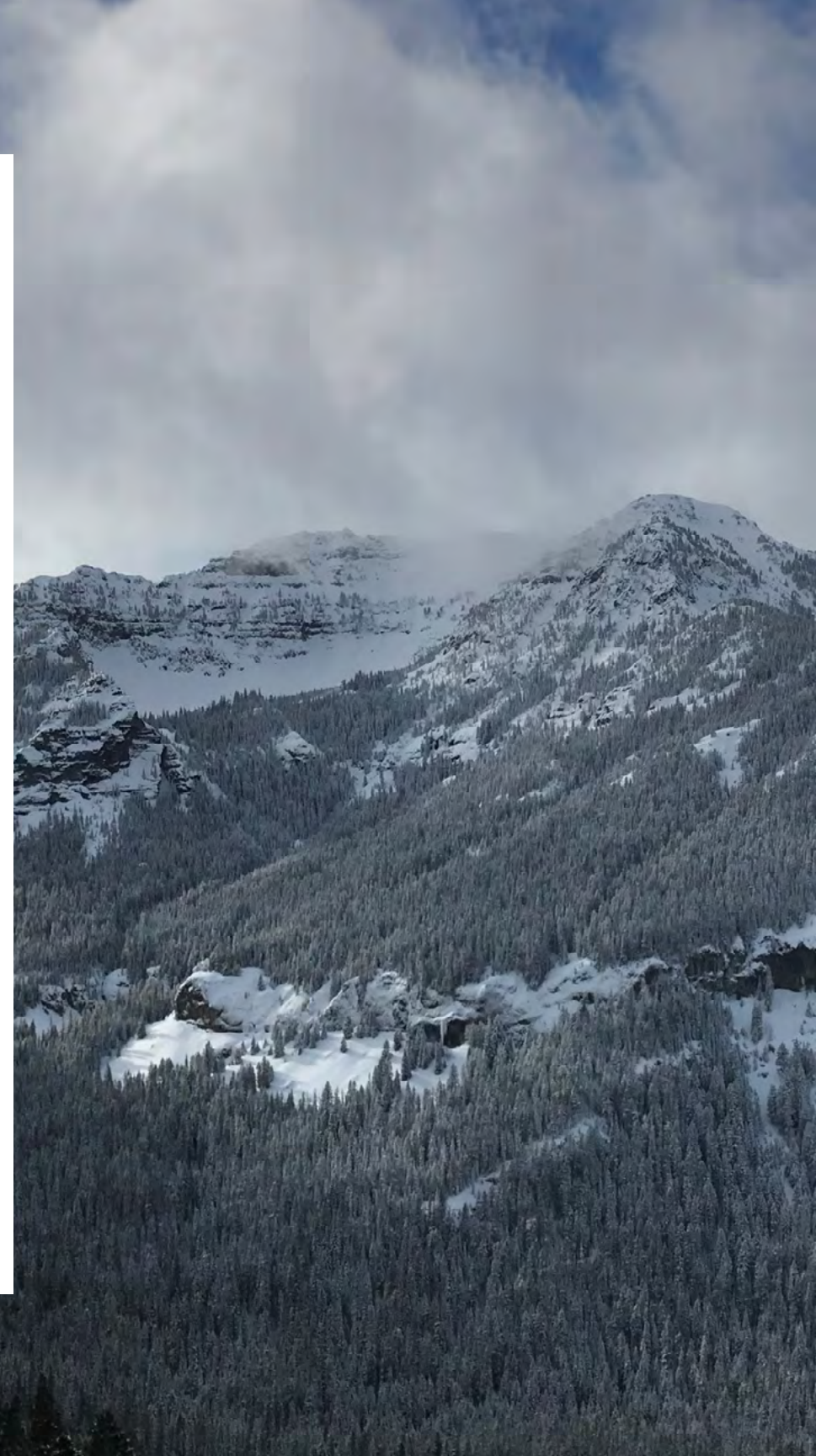
Qualified applicants will have a Bachelor's degree in Public Administration, Business Administration, or a closely related field and at least seven years' experience in public management, preferably in the public sector at the local level of any government; ICMA involvement is preferred. Any combination of experience and training which provides the equivalent scope of knowledge, skills, and abilities necessary to perform the work will be considered.

The Ideal Candidate

The ideal candidate will work closely with the City Manager to carry out the City Council's initiatives and set the tone and vision for the employees of the city. The ideal candidate will be an established or up-and-coming leader with strong knowledge of public administration principles and experience in fiscal planning, strategic planning and organizational development; experience working in a university town and/or a growing community will be beneficial.

The ideal candidate must exhibit strong coordination and relationship-building skills in working with the entire organization and set a positive example of competence, professionalism, energy, and work ethic to the organization and community.

The ideal candidate will be a professional leader who has the capacity and interest to be an effective mentor and inspires staff to achieve excellence. Effective communication along with strong collaboration and team building skills will be necessary for this individual to be successful. Advanced written and oral communication skills are imperative.



Salary

The salary range for this position is between \$154,148 to \$169,393 commensurate with experience. In addition, the City offers a comprehensive benefits package that includes 15% additional compensation that may be used to supplement housing costs or deposited into a supplemental retirement plan. Relocation expenses will be reimbursed up to \$10,000.

Additional benefits include:

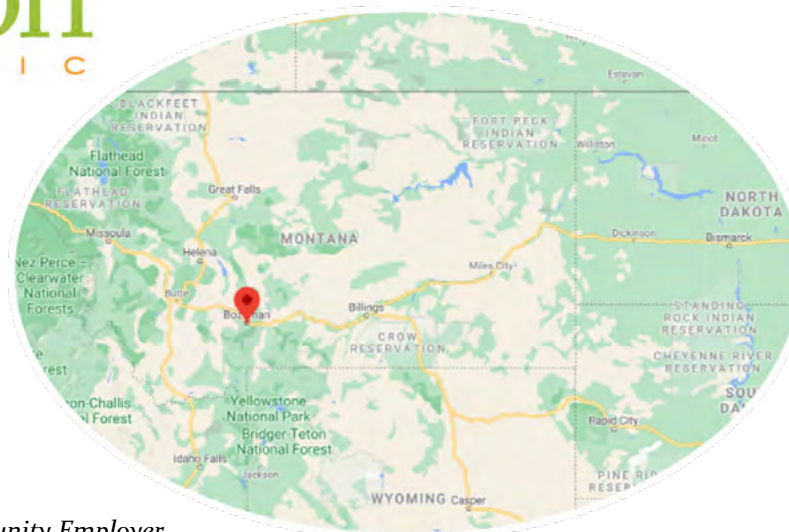
- Health, dental, and vision insurance, including a plan option for 100% employer-paid family coverage
- 13 paid holidays, plus additional personal days
- 8 weeks of paid parental leave
- Generous vacation and sick leave accruals
- Participation in state retirement (<https://mpera.mt.gov>)
- Discounted gym membership, ski tickets, and more!

How to Apply

Interested applicants should forward a cover letter and resume to:

resumes@affionpublic.com
Reference: BOZCDD

Affion Public
PO Box 794
Hershey, PA 17033
888.321.4922
www.affionpublic.com



The City of Bozeman is an Equal Employment Opportunity Employer.