

# Recruiting for Community and Development Services Director



Lisa Ward

***Hopkinsville-Christian County, KY***  
***Planning Commission***  
***dba Community and Development Services***

## About the Community

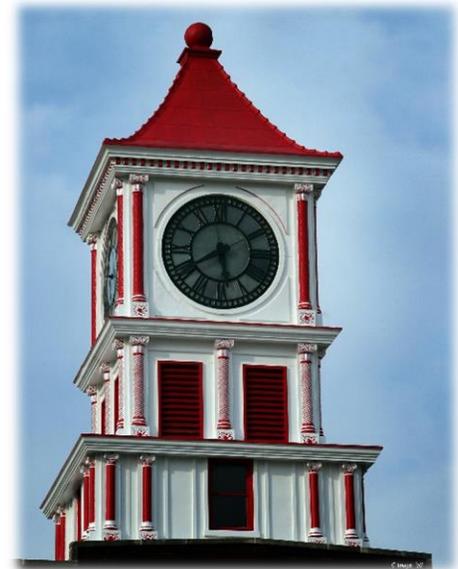
Hopkinsville is located on serene, rolling farmland in southwest Kentucky near the Tennessee border. With scenic vistas and friendly faces, Hopkinsville embraces the essence of rural western



Kentucky. The seat of Christian County, Hopkinsville is the 6th largest city in Kentucky with a population of around 33,000. Hopkinsville offers a mild climate with four distinctly beautiful seasons. Opportunities for outdoor adventures are abundant. Hopkinsville provides quick and easy access to the Land Between the Lakes and Pennyrile Forest State Park. Hopkinsville is alive with history. The town's ornate architecture holds countless stories of fascinating people and intriguing events.

The city of Hopkinsville was claimed in 1796 and established by the Kentucky Assembly in 1804. Christian County is located in Western Kentucky and is the 11th largest county in Kentucky by population, the 2nd largest county by square miles, and is situated on the Kentucky-Tennessee border.

From modern subdivisions, old historic homes, inner-city neighborhoods, and to rural farms, the diversity of Christian County is reflected in its population. Christian County is an agricultural-based community and has a significant industrial presence, as well. Nestled between the recreational oasis of Land Between the Lakes, and just an hour's drive to Nashville, TN, Hopkinsville has a little something to offer everyone.



With strong and supportive ties to its local military installation, Fort Campbell, 101st Airborne Division, Hopkinsville was Nationally Recognized as a Great American Defense Community. Adventure, history, and mystery await you around every corner as you explore Hopkinsville and Christian County, Kentucky. For a vibrant arts community, outdoor adventures

galore, unique boutiques and one-of-a-kind restaurants – Hopkinsville has you covered!

## A Community Committed to Phenomenal Schools

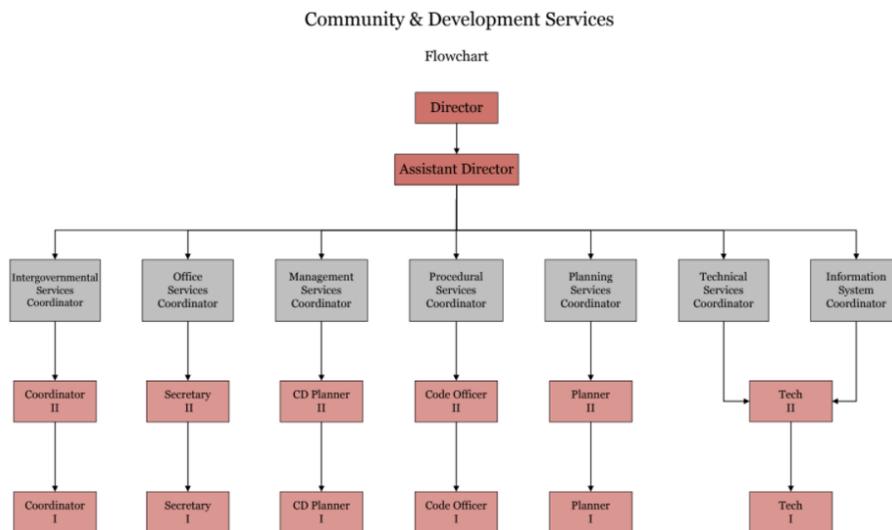
Christian County, Kentucky offers a rare combination of beautiful farmland, an expanding industrial base, great neighborhoods, outstanding public, and private schools.

Christian County Public Schools (CCPS) is one of the largest school districts in Western Kentucky and the second largest employer in the county with approximately 1,200 employees. The P-12 student population of nearly 8,300 students is reflective of the larger diverse Christian County community.



## About Community and Development Services

The Community Development Director is under the direct supervision of the **Community and Development Services Board**. The Director performs highly professional planning, management, and community development work. This board makes recommendations to the City Council and Fiscal Court regarding public projects as well as commercial, industrial, residential and recreational development. The Board is comprised of 12 members appointed representing the County and Cities. The Community and Development Services Agency is comprised of 20 employees with a budget of \$1,954,201 serving the cities and county alike. There are several divisions, providing services, depicted in the organizational chart below.



## About the Position

The Director performs highly professional planning, management, and community development work. The Director oversees the day-to-day operations, manages personnel, assigns tasks and activities, coordinates work with other agencies and departments, and evaluates the organization's progress in accomplish the goals of Community and Development Services (CDS).

The following are the major duties and responsibilities of the position:

- Oversees the recruitment, employment, evaluation, and release of staff and contract personnel;
- Supervises all organization staff, either directly or indirectly through senior staff;
- Develops organization-wide or division-wide goals, objectives, policies, and procedures;
- Prepares division/department/organization operations budget;
- Ensures that the Board is kept fully informed on the condition of the agency and about any trends, events, or emerging issues of significance to the agency's success;
- Reports events and activities to Community and Development Services Board and elected and appointed officials;
- Represents the organization on regional/local boards;
- Implements Comprehensive Plan or other planning projects;
- Reviews all departmental reports and presentations;
- Evaluates planning-related legislation and applicability to community projects;
- Evaluates proposals for organization's planning consulting services;
- Attends a substantial number of evening and weekend meetings;
- Performs other duties as assigned.



## **The Ideal Candidate**

The Planning Commission (dba Community and Development Services) is seeking a professional Community and Development Services Director who is a team player and has a proven record successfully leading planning, zoning, code enforcement, and stormwater functions within a public/governmental agency/organization. The ideal candidate will be an innovative thinker who can articulate a clear vision and develop a culture, within CDS, that embraces emerging trends and planning best practices while focusing on customer service. The new director must be able to demonstrate effective performance through clear, concise communication; collaboration; proper allocation and utilization of resources; sound impartial decision-making and accountability. The director must have a thorough understanding and knowledge of planning, zoning, code enforcement, land use principles, grants programs and contract oversight, including the interpretation and implementation of laws, code, rules, and regulations. In addition, the director should be skilled in providing positive, solutions-oriented, and effective recommendations for development and redevelopment to meet the needs of the community. The ability to identify and implement new and innovative approaches is an important qualification expected of the new director. This position requires promoting a culture of teamwork by treating staff, stakeholders, and developers with respect and dignity and must have outstanding communication skills with the ability to engage with diverse groups. Candidates should possess highly developed interpersonal and active listening skills, as well as the ability to build trust with the City and County Elected Officials, City and County employees and the general public.

### **Minimum qualifications for the Planning & Development Director include:**

- A bachelor's degree in planning, public administration, business administration or related degree from an accredited university is required. A master's degree is preferred.
- A minimum of five years of progressive responsibility, including supervisory and/or management experience, in urban/regional planning, community development, economic development, or zoning/code enforcement or any equivalent combination of education, training and experience that provides the requisite knowledge, skills and abilities for this job is required.
- AICP or other planning/development certifications are desired and will be noted during the vetting process as an indication of commitment to continued professional development.
- Five years supervisory experience is required.

## Challenges and Opportunities

The new Director will be expected to work with the planning commission, elected officials, development stakeholders, and the city/county management team to provide leadership to the following:

- The new director will be expected to demonstrate a transformational leadership style that clearly articulates a progressive vision for the community while proactively developing implementable recommendations for city/county management, elected officials, and planning commission members focused on addressing growth, protecting the uniqueness of the County's various geographic areas (including Fort Campbell), and enhancing the quality of life that defines Hopkinsville-Christian County. This leadership style should also include community visibility and engagement that enhances the Department's credibility with development stakeholders by demonstrating the ability to "get to yes" on important proposed projects while objectively enforcing development codes adopted by the Board.
- Evaluate the Department's services to the public, including current city contracts to ensure high quality services are provided while demonstrating transparency, efficiency and professionalism. The director should continuously monitor services to ensure a high-quality product is delivered with customer service excellence.
- The new director will need to assist with the overhaul of the zoning ordinance approval process. The project is currently underway and may require expertise from the new director to ensure that the zoning ordinance changes consider best practices, are practical and easy to follow.
- Priority must be given succession planning and continuing to promote diversity within the department. The skill sets of current staff members should be acknowledged and then assessed to determine the best use of those skill sets and to encourage continued professional development for the purpose of retaining a quality workforce with cross training as a focus area.
- The new director will be expected to quickly become familiar with, review and understand the 5-year strategic plan and be able to establish goals for the department based on this plan. The area is primed for growth and will require a visionary that is committed to long-range planning best practices to help the community with growth plans that are consistent with the expectations/goals of the Board.
- Continue to effectively manage stormwater initiatives and research ways to reduce episodic flooding, in addition to working closely with the Board to oversee and obtain grants for flood plain management.



## Compensation and Benefits

The expected starting salary for this position DOQ (depending on qualifications) is in the range of \$115,000 - \$125,000 with a very comprehensive benefits package including:

- Health, dental and vision insurance
- \$10,000 life insurance policy
- Excellent Tuition Assistance program for graduate level courses
- CERS Retirement System (employee contribution 6%)
- Paid time off (personal time, vacation and holidays)
- Relocation assistance negotiable

## How to Apply

Interested candidates must submit by email a cover letter, resume, at least five job related references (with email and phone numbers), as well as salary history **no later than March 18, 2022**: **Lisa Ward, Senior Associate, Mercer Group Associates, at [lisaward912@gmail.com](mailto:lisaward912@gmail.com)**. Any questions please call 706-983-9326. Interviews are expected to be conducted in late April 2022.



**MERCER GROUP ASSOCIATES**

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