

Winston-Salem City-County Planning and Development Services Director

Take on the dynamic opportunity of being the next ***Planning and Development Services Director*** for the City of Winston-Salem, North Carolina and Forsyth County. The ***Planning and Development Services Director*** leads this combined department and works with internal and external stakeholders to deliver the community's vision. Working for two organizations with a shared vision, the ***Planning and Development Services Director*** must be an excellent communicator, collaborator and strategic thinker who will be part of the executive team providing leadership and oversight to carry out the goals of the organization. The position is open due to the retirement of a high-performing Director.

About the Department and Position: The Planning and Development Department is a joint City-County agency serving Winston-Salem and unincorporated Forsyth County as well as the smaller municipalities of Bethania, Tobaccolville, Rural Hall. The Planning Board was established by a special act of the North Carolina General Assembly in 1948 to provide consolidated planning services to the City of Winston-Salem and Forsyth County. As such, it is the oldest consolidated city-county agency in North Carolina. The Board is served by Planning staff which also functions as an administrative department of City and County governments. The Department works with the community to develop long-range and special area plans containing policies to direct growth. The Department has both planning and inspections divisions. Guided by the award winning, joint City/County comprehensive plan [Legacy 2030](#), the Department helps to make the community a great place to live, work, and play by working to create a strong and diverse economy, and thriving and livable neighborhoods. This is accomplished by completing studies of the area within the planning jurisdiction and surrounding areas of Winston-Salem and Forsyth County, developing policies, ordinances, administrator procedures for carrying out plans, amending plans, administering zoning and subdivision regulations, reviewing sign permits, temporary use permits, site plan review, subdivision review, certificates of appropriateness and special use permits, adopted use plans, applications for zoning map changes and historic district/landmark designation, certificates of appropriateness, final action on simplified site plans, and demolition by neglect. The Director works with 12 different boards, committees and commissions to fully collaborate across the City and County with a high degree of citizen engagement. The City-County Planning Department accomplishes its work with 65 dedicated employees (22 in Planning and 43 in Inspections) and a combined planning and inspections budget of \$6.35M. More information about the Department can be found at <http://www.cityofws.org/planning>.

Minimum Education and Experience: A master's degree in planning, public administration or related field required with 10 or more years of experience in professional planning and development review including proven leadership ability and experience. Also, knowledge of building and zoning code administration and enforcement preferred. AICP certification is required. There is a residency requirement to live within the corporate limits of Forsyth County within six months of appointment to the position. The salary range is \$107,654.62 - \$161,481.93 annually. Starting salary will depend on experience and qualifications. The City provides an excellent benefits package. Visit <http://www.cityofws.org/Departments/Human-Resources/Apply-for-a-Job/Benefits> to learn more.

To apply, you must complete an online application via Developmental Associates' [online system](#) (or copy and paste <https://www.developmentalassociates.com/client-openings/> into your browser). Applications will not be accepted through the City or County's system. Resumes and digital portfolios may be uploaded to the system but will not be accepted in lieu of a fully completed application. *All inquiries* should be emailed to Winston-Salemhiring@developmentalassociates.com. Application review begins April 15, 2018 and onsite interviews and skill assessment will be held in Winston-Salem for selected finalists May 17-18, 2018. The City of Winston-Salem and Forsyth County are Equal Opportunity Employers.

The recruitment and selection process is being managed by [Developmental Associates, LLC](#).