



S. RENÉE NARLOCH
& ASSOCIATES
PROFESSIONAL EXECUTIVE RECRUITMENT



CITY OF GAINESVILLE, FL DEPARTMENT OF DOING

INVITES YOUR INTEREST IN THE POSITION OF
PLANNING MANAGER

Embracing change is the Gainesville way of life!

WHY APPLY

The City of Gainesville has embarked on an exciting, transformative initiative which focuses on remaking the civic experience through human-center design, encouraging citizens to become “co-designers” of policies and practices of city government. Supported by the community, elected leaders and the executive leadership team, the initiative promotes and embraces a citizen-centered vision. As such, the Planning & Development Services and Building Inspection areas of the city have undergone a reorganization that shifted how they operate and work more collaboratively with citizens. With a newly hired Director and a name change to the “Department of Doing”, the transformation included a realignment of goals and objectives leading to new measures of performance, user experience and operational success. The Department of Doing is now a one-stop shop that reorients processes, such as obtaining permits, opening a business, or developing real estate, to provide citizen-centered outcomes.

THE COMMUNITY

The City of Gainesville is a forward-thinking, innovative, diverse community that has embraced a citizen-centered vision and approach to providing government services. Quickly becoming a “New American City,” Gainesville has been featured recently in several notable venues including The Atlantic, ABC News, The Washington Post, Bloomberg “What Works Cities”, and the Harvard Kennedy School of Government for, among other things, it's approach to problem-solving by first seeking to understand citizens' problems and then creating solutions.

Located in the North Central Florida region, the City of Gainesville encompasses approximately 62 square miles and is home to more than 131,000 residents (2016 Census). Named the Top Tech City in Florida, Gainesville is a national hub for Green and Health technologies and home to one of the nation's leading research universities, as well as one of the nation's premier healthcare systems. Gainesville has a history of being an innovative municipal government, receiving numerous awards and recognitions.

The City of Gainesville is home to the University of Florida, Florida's largest and oldest university, and one of the state's centers of education, medicine, cultural events and athletics. The City has a vibrant public school system, highlighted by innovative gifted and magnet programs

including Eastside High School's two magnet programs – the Institute of Culinary Arts and the International Baccalaureate Program. The University of Florida and Shands Hospital at UF are the leading employers in Gainesville and provide jobs for many residents of the city and surrounding counties.



Known for its preservation of historic buildings and the beauty of its natural surroundings, Gainesville's numerous parks, museums and lakes provide recreation to thousands of visitors. If you love music and the arts, patrons can choose from a variety of venues such as Curtis M. Phillips Center for the Performing Arts, the historical Hippodrome State Theatre, the Gainesville Community Playhouse, H.P. Constans Theatre, the Dance Theatre of Santa Fe, the Acrosstown Repertory Theatre, and live music in downtown Gainesville. The City of Gainesville maintains a year-round schedule of events, recreational activities and competitive sports for all ages. Outdoor enthusiasts regularly head for any of the 40 nature parks within 50 miles of Gainesville to picnic, boat, swim, hike, camp, bike, hunt or fish. With mild winters, warm summers, and popular attractions within a two-hour drive including Disney World, Universal Studios and Busch Gardens, Gainesville is an ideal location to live.

THE ORGANIZATION

The City of Gainesville was originally established in 1869 and re-established under Charter in 1927 to enable it to conduct municipal government, perform municipal functions and render municipal services. The City has a Mayor/Commission form of government. The City Commission is comprised of seven members, four elected by the qualified voters of four City districts, with the remaining two and the mayor seats elected by all qualified voters of the City for three-year terms. The Commission appoints six Charter Officers: City Manager, City Attorney, General Manager for Utilities, City Auditor, Equal Opportunity Director and Clerk of the Commission,

as well as board and committee members.

The City of Gainesville is a full-service city and owns a regional transit system, a 72-par championship golf course and a multi-service utility which provides electric, natural gas, water, wastewater and telecommunications services. The City has approximately 1,400 employees a projected general fund budget for FY2018 of \$123 million.

THE DEPARTMENT

The Department of Doing has three divisions: Planning, Building Inspection, and Strategic Customer Service, with a total of approximately 50 FTEs. The Department recently completed a citizen-centered redesign of the City's Land Development Code and launched new planning tools such as web-based development review and launched a business portal. The Department has also cut development review time from nearly 60 days to less than 15 days. The Department leads the organization in innovation and partnerships with the University of Florida.

THE POSITION

The Planning Manager is responsible for the managerial, administrative and advanced project planning and team leadership work administering the programs, projects, planning functions and technical planning responsibilities of the Planning Division in the Department of Doing. The Planning Manager works closely with and reports to the Director of the Department of Doing and is tasked with overseeing 6 full-time staff and with leading multiple planning projects in a collaborative team environment.

Essential duties of the Planning Manager include, but are not limited to, the following:

- Manages activities and personnel of the City's Planning Division in accordance with all applicable laws, rules and regulations and direction from City Management.
- Supervises, in a team centric approach, the preparation and updates of planning projects and programs in the areas of: Long Range/Comprehensive Planning; Current
- Planning/Development Review; Land Development Code; Urban Design; Concurrency Management; Sustainability; Historic Preservation; GIS and Community Development Software, Land Management Software experience system and process upgrades; special projects.
- Works with the Director of the Department of Doing to develop planning policy direction by preparing alternatives for consideration by various advisory boards, committees and the City



Commission.

- Attends regular City Commission and Committee meetings; manages departmental advisory boards.
- Selects, assigns, coordinates, reviews and evaluates the completed work of team.
- Recommends selection, promotion, discharge, and other appropriate personnel actions.
- Acts as liaison to outside related governmental, educational and non-profit agencies.
- Assists in preparing planning grant design and applications.
- Provides public education on City planning function through speeches and responding to public inquiries.
- May act in absence of the Director.
- Performs other related duties as assigned.

A management style that is team-oriented, motivates and encourages staff, and promotes mentoring is desired. Strong project management skills are essential. Must have the ability to oversee a multi-disciplinary team and provide leadership which will ensure staff meets a high-level of expectation relative to projects and performance. Ability to engage with other departments and a variety of community stakeholders through innovative strategies is essential. The selected candidate will be detail-oriented, innovative and forward-thinking, with

excellent oral and written communication skills.

A high-energy individual who is creative, flexible, comfortable with change, and able to perform within a high-speed, customer service-oriented department is sought. Candidates must have a passion for innovative urban planning and design.

Requirements include a Bachelor's degree in architecture, civil engineering, geography, landscape architecture, mathematics, planning, social studies, urban design, urban studies or a related field and ten (10) years of experience in urban design or land use planning; or a Master's degree in Urban Design or City Planning from a program accredited by the American Planning Association (APA), and eight (8) years of experience in urban planning, including two (2) years of responsible supervisory experience. Possession of an American Institute of Certified Planners (AICP) certification; American Institute of Architects (AIA) certification; or a Registered Landscape Architect (RLA) may be substituted for one (1) year of urban design or land use planning work experience.

Accreditation from American Planning Association's (APA) professional institute, American Institute of Certified Planners (AICP); or from Leadership in Energy and Environmental Design (LEED), a green building certification program that recognizes best-in-class building strategies and practices is desired.



COMPENSATION

The starting salary will be based upon the knowledge, skills, and experience of the individual selected. In addition, the City offers an excellent benefits package. The City does not participate in FRS. The State of Florida does not have a state income tax.

TO APPLY

If interested in applying for this outstanding opportunity, please visit our website at www.srnsearch.com to apply online. Position is open until filled. Résumés will be screened according to the qualifications outlined above. The most qualified applicants will be invited to screening interviews with S. Renée Narloch & Associates. Final interviews will be held with the City of Gainesville. Questions regarding this recruitment may be directed to Ms. S. Renée Narloch at info@srnsearch.com or call 850-391-0000. The City of Gainesville is an Equal Opportunity/AA/DFWP Employer.

To learn more about the City of Gainesville, visit: <http://www.cityofgainesville.org>.

ACCORDING TO FLORIDA'S BROAD PUBLIC RECORDS/SUNSHINE LAWS, APPLICATIONS AND RÉSUMÉS ARE SUBJECT TO PUBLIC DISCLOSURE.



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