



The City of Fort Collins, Colorado
Invites Qualified Candidates to Apply for

DIRECTOR OF PLANNING, DEVELOPMENT AND TRANSPORTATION

The Opportunity

The Director of the Planning, Development & Transportation (PDT) provides world-class executive leadership to six dynamic municipal departments that make up the PDT Service Area, ensuring cohesive strategic alignment among City departments, City leadership, and the community.





Top 10 Best Performing Cities

Milken Institute, January 2019



Platinum Bicycle Friendly Community

League of American Bicyclists
2017

The Community

Incorporated in 1873, Fort Collins is nestled against the foothills of the Rocky Mountains alongside the banks of the Cache La Poudre River. At 5,000 feet in elevation, residents enjoy a moderate, four season climate, with an average of 300 days of sunshine per year. With 167,500 residents, Fort Collins is Colorado's fourth largest city and spans 57 square miles. At full build-out, the City of Fort Collins is expected to reach 255,000 residents.

From its early days, as the military fort of Camp Collins, Fort Collins has transformed into a vibrant, healthy, university city with ample attractions and amenities. There are abundant outdoor recreation opportunities available to the many residents who enjoy healthy lifestyles. The nearby Horsetooth Reservoir is a key attraction, as is the Scenic Byway Poudre Canyon. Within the city, the Downtown district provides many venues for live music, shopping, dining, and nightlife. Fort Collins is renowned for its craft beer culture and is widely considered the Craft Beer Capital of Colorado.

Fort Collins is home to Colorado State University. With a student enrollment of 32,000, the University significantly affects the composition and culture of Fort Collins. More than half of Fort Collins' residents are college graduates and the city has a strong appreciation for arts, culture, and entertainment. Residents are educated and engaged in their local government. Various national organizations and magazines recognize Fort Collins as one of the best places to live in the nation.



Malcolm Baldrige
National Quality
Award Recipient
2017

The Organization

The City of Fort Collins is a home rule city with a Council-Manager form of government. The City Council is comprised of six District Councilmembers who are elected for four-year terms and a Mayor who is elected at-large for a two-year term. All elected officials are non-partisan. The City Council appoints the City Manager, City Attorney, and the Chief Judge. The City Manager has overall responsibility for all other City employees. The City of Fort Collins directly provides a full slate of municipal services including operating its own electric, water, wastewater, and stormwater utilities. The City of Fort Collins, at the direction of City Council and voters, is moving forward with building and implementing high-speed next-generation broadband to the entire community with an expected completion in 2021. Fire protection is provided by the Poudre Fire Authority (PFA). The City of Fort Collins operates with a biennial budget and provides funding for municipal operations, including approximately 2,500 employees.

The City of Fort Collins aspires to provide world-class services to the community while cultivating an outstanding organizational culture for its employees. In order to achieve its vision, both internal and external services are data-informed and implemented according to organizational values. The City develops resiliency and sustainability through organization-wide systems and processes that ensure consistent employee work practices and alignment across service areas. The City places a high value on public input and strives to include them as fellow problem solvers whenever possible. Residents can expect to receive exceptional service, have the opportunity to engage with decision-makers, provide input regarding the allocation of City resources, and have access to government information in a timely and transparent manner.



Various national organizations and magazines recognize Fort Collins as one of the best places to live in the nation.

- No. 4 Best U.S. Cities to Raise a Family: MarketWatch – Apr 2019
- No. 9 Best Performing Cities: Milken Institute – Jan 2019
- No. 3 U.S. Cities with Highest Economic Confidence: Yahoo – Nov 2018
- No. 2 Brain Concentration Index: Bloomberg – Nov 2018
- 14th Best Place to Live: Livability.com – Mar 2018
- 18th Best City for Career Opportunities: SmartAsset – Sep 2017
- 3rd Best College Town to Live in Forever: College Ranker – Jul 2017
- 25 Best Towns Ever: Where to Live Now: Outside Magazine – Jun 2017
- No. 1 Stable and Growing Housing Market: Realtor.com – Jun 2017
- 11th Happiest City in America: Yahoo! Finance – Mar 2017
- Top 100 Best Cities to Start a Family: lendedu – Feb 2017
- No. 9 Top 150 Cities for Millennials Report: Millennial Personal Finance – Feb 2017
- No. 2 Best Cities for Small Business Owners: ValuePenguin – Feb 2017
- No. 17 Best Places to Buy a Forever Home: Good Call – Jan 2017
- Runner Friendly Community: Road Runners Club of America – Oct 2016
- No. 4 Community in Overall Well-Being, 2014–2015: Gallup Healthways – Feb 2016

The Opportunity:

The Director of the Planning, Development & Transportation (PDT) provides world-class executive leadership to six dynamic municipal departments that make up the PDT Service Area, ensuring cohesive strategic alignment among City departments, City leadership, and the community.

The PDT service area, which includes engineering, streets, traffic, transit, parking, planning, multimodal transportation, and neighborhood services functions, has a strong reputation for engaging enthusiastically with partners and residents across the region for award-winning results. The ideal candidate must value diversity of thought and have a talent for building collaborative, empathetic and high-performing teams. They skillfully demonstrate triple-bottom-line thinking to achieve innovative results and develop win-win solutions to complex problems. Key success factors include the ability to communicate effectively horizontally and vertically, influence a culture of trust and support throughout the service area, and continuously model City values.

The PDT Director must be responsive to the needs of City management, staff, City Council, boards and commissions and external stakeholders in the community.

Annual Salary Range:

The City of Fort Collins is offering a competitive salary commensurate with experience and a comprehensive benefits package. Relocation assistance will also be available for the successful out-of-area candidate.

Summary of Accountabilities:

The following duties and responsibilities are illustrative of the primary functions of this position and are not intended to be all inclusive:

- Provides guidance and direction to the Service Area departments in the planning, development and delivery of services.
- Responsible for the executive management of the approximately 400-person workforce in PDT. This duty includes leading department-level managers in exercising sound management philosophies in personnel management, diversity, financial management, safety and a respectful work environment.
- Directs the preparation of short-term and long-range plans and the PDT Service Area annual budgets based on overall City goals and objectives.
- Maintains a sound organizational plan by establishing policies that ensure management development and provide for capable management succession.
- Develops and implements procedures and the means to promote communication and adequate information flow.
- Evaluates the results of overall operations and service levels and provides regular reports to the Deputy City Manager.
- Provides leadership and guidance to the PDT managers and focuses on creating a positive and collaborative work environment and fostering high performing teams.
- Participates on the Citywide Executive Leadership Team for policy and project development and implementation. Fosters positive relationships and leads staff in the same with other City service areas.
- Facilitates the development of long- and short-term strategies that will enhance planning, land use and livability in established and new neighborhoods, commercial areas and industrial areas, including the establishment of programs for neighborhood revitalization and preservation, business development, and specific uses in various sections of the city.
- Ensures the delivery of quality services and programs provided by each of the departments.
- Guides the effective efforts of multimodal transportation planning, project development, construction, maintenance and operations and the provision of transportation services including the City's bus (Transfort), paratransit and street maintenance activities. Leads staff in working to provide the effective and safe flow of vehicles, bicycles, pedestrians and public transportation throughout the community, while mitigating congestion issues.
- Oversees the City's "one-stop-shop" development review process and the multi-department development team. Administers permit, inspection, fee and appeal programs for new construction and redevelopment (residential, commercial and other types of buildings).

- Provides ongoing support to City Council, various boards and commissions, and ad hoc committees on all matters pertaining to land use, development and transportation, including staff support to the City's Planning & Zoning Board, Transportation Board, Landmark Preservation Commission, Building Review Board, and Zoning Board of Appeals. Facilitates communications with all external agencies and groups, interpreting the City's development and transportation policies and practices.
- Coordinates with the Chamber of Commerce, Downtown Development Association, Colorado State University, Northern Colorado Economic Development Corporation, Metropolitan Planning Organization and other organizations on planning, development and transportation issues related to the City's master plans and programs.
- Oversees the City's Capital Improvements Program (CIP), providing overall coordination with the various departments within PDT, as well as with other City departments. Effectively consolidates strategies and working approaches to implement the City's CIP programs.
- Maintains a positive and collaborative working environment where employees thrive, are treated with respect, and are recognized for their accomplishments.
- Ensures effective practices for hiring, retaining and developing professional staff and furthering a positive organizational culture.
- Ensures that all PDT programs, projects and operations are carried out in compliance with applicable local, state and federal regulations and laws.
- Performs other duties as directed by the City Manager and Deputy City Manager.

THE SUCCESSFUL CANDIDATE

Capabilities

- Knowledge and experience in local government management and policy development and implementation.
- Broad knowledge of the principles and practices of urban and city planning, urban design, historic preservation, architecture, land development, transportation planning and multimodal services, civil and construction engineering as applied to municipal planning, project development, construction and operations.
- High level of business acumen and systems thinking to understand and apply information to contribute to the organization's strategic plan and complex business challenges.
- Empathetic and engaging individual who listens well, is responsive, solutions-focused and results-oriented.
- Strong data orientation. Able to turn data into meaningful business objectives that anticipate business issues and help drive overall business performance.
- Strong learning orientation. Seeks to first understand before acting. Leverages all resources and is creative in ways of learning.
- Excellent communication skills – written, verbal and interpersonal; able to exhibit presence in key meetings, tailor communication style to diverse audiences, and present complex information in a clear and understandable manner.
- Unquestionable personal integrity, fairness and credibility necessary to gain the trust and commitment of individuals at all levels of the organization.
- Demonstrated negotiation skills and ability to advocate for social, environmental and economically responsible outcomes.
- Ability to build strong relationships and influence engagement across the City.
- Broad knowledge of local government finance and budget development; ability to effectively manage a large departmental budget.

Education And Experience

A Bachelor's degree in Public Administration, Urban and Regional Planning, Architecture, Engineering or related fields with ten plus years of senior management experience in community or economic development, transportation, planning, or public sector leadership is needed; or equivalent combination of education and experience.

A Master's degree in similar fields is desirable.

Supervisory Responsibilities

This position is responsible for the supervision of City employee(s).

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Physical Demands

the physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand and walk.

Work Environment

The work environment characteristics described here are representative of those an employee would encounter while performing the essential functions of this job. While performing the duties of this job, the employee is regularly exposed to a normal office environment. The noise level in the work environment is usually moderate.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Residency Requirement

In accordance with residency requirements in the City Charter (Article IV, Section 3), service area directors must reside within the Fort Collins Urban Growth Area. The Urban Growth Area / Growth Management Area (GMA) can be found on FCMaps.

HOW TO APPLY

Interested applicants should forward a cover letter and resume to:

resumes@affionpublic.com

Reference: FCDPDT

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2120 Market Street, Suite 100
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888.321.4922
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The City of Fort Collins is an Equal Employment Opportunity Employer.

