



# CITY OF BOULDER, COLORADO

## DIRECTOR OF PLANNING, HOUSING AND SUSTAINABILITY

### THE CITY OF BOULDER

Boulder is a small world-class city located at the base of the Rocky Mountains, approximately 30 miles northwest of Denver at an elevation of 5,430 feet. It is home to over 104,000 residents as well as the flagship campus of the University of Colorado. The city is a major employment center, with major employers including Ball Aerospace, IBM and numerous high-tech firms such as Google, as well as 14 federal research laboratories and a thriving entrepreneurial sector working in cleantech, digital media, natural and organic foods, and active living. The city is defined by its mountain backdrop and extensive greenbelt (70 square miles of nature surrounding the 27 square mile city), with over 200 miles of public hiking and biking trails and other recreational amenities that contribute to Boulder being consistently listed as one of the nation's most desirable places to live.

Boulder's populace is well educated and highly engaged, and the community is often cited as one of the most innovative in the country. The city organization reflects that innovation, and along with the community takes pride in being a national policy leader in areas of community planning, open space conservation, alternative transportation, climate action, environmental protection, historic preservation and affordable housing. In December 2013, Boulder was among the first 32 cities selected from around the globe to participate in 100 Resilient Cities, an initiative pioneered by the Rockefeller Foundation, and in 2014 the city was invited to join the Carbon Neutral Cities Alliance, as one of 17 global cities recognized for leading edge work in deep carbon emissions reductions.

### CITY GOVERNMENT

Boulder is a Home Rule Municipality that is self-governed under the Constitution of the State of Colorado. The City of Boulder operates under the Council-Manager form of government. The nine-member elected City Council sets the policies for the operation of Boulder city government, while the Council-appointed City Manager has administrative responsibility for city operations. With seventeen departments, Boulder is a true full-service city government. For more information, visit the City of Boulder website: [www.bouldercolorado.gov](http://www.bouldercolorado.gov)



### City of Boulder's Vision and Values

*Vision: Service Excellence for an Inspired Future.*

Values:

- **Innovation** – We promote a forward-thinking environment that supports creativity, calculated risks and continuous improvement. We embrace change and learn from others in order to deliver leading edge service.
- **Customer Service** – We are dedicated to exceeding the expectations of our community and our co-workers by demonstrating consistent and professional service with a solution-oriented approach.
- **Respect** – We champion diversity and welcome individual perspectives, backgrounds and opinions. We are open-minded and treat all individuals with respect and dignity.
- **Integrity** – We are stewards of the public's trust and are committed to service that is transparent and consistent with city regulations and policies. We are honorable, follow through on our commitments and accept responsibility.
- **Collaboration** – We are committed to organizational success and celebrate our shared dedication to public service. We believe community collaboration and the sum of our individual contributions leads to great results.



## THE DEPARTMENT OF PLANNING, HOUSING AND SUSTAINABILITY

Boulder places great emphasis on the value of planning, and has a strong legacy of community commitment and actions to creating a vibrant and beautiful place to live, work and play.

The Director of Planning, Housing, and Sustainability is the primary steward of the department's vision, which states: "we collaborate with our community and colleagues to create a sustainable, resilient and inclusive city, worthy of its setting, where we can all thrive together."

The Director leads the department's planning efforts and serves the prominent role in leading and facilitating multiple planning projects and processes that are the focus of considerable council and community attention. The department facilitates robust and ongoing community dialogue about current trends, challenges and opportunities and how best to position the community to achieve its vision and goals. Community engagement, transparency, and the ability to involve residents are important, ensuring that public participation processes are inclusive and responsive.

The department also delivers programs and services that help to translate the community's vision and goals into tangible action and outcomes. To deliver on its mission, the department team works closely with other staff and work groups within the city, with partner agencies in the region, and with a wide range of community members and organizations. The department and this position also work closely with City Council and Planning Board as well as the Design Advisory Board, Landmarks Board and others.

## THE OPPORTUNITY AND POSITION

Boulder has been experiencing a period of growth in recent years, with a robust local and regional economy that has grown jobs while also putting significant pressure on the local and regional housing markets. The department is leading significant planning efforts to revitalize and redevelop several areas within the city to help achieve community goals.

The focus of the new Director will be on planning and the implementation of projects, while also ensuring meaningful action on the challenges of climate action and housing affordability; and integrating considerations of sustainability, resilience and equity in all areas of planning and action.

The Director will be a strong inspirational leader who will bring fresh ideas and focus the department's talented team in their work together and maintain credibility and respect for the department in interactions with the council and community. She/he will create and sustain a collaborative work environment, effectively modeling the city's values in working with staff, other departments and community partners.

As a direct report to the City Manager, she/he will be an effective member of the city's executive management team. The Director will be the face and lead representative for the city to the public and be that bridge to the community on all aspects of Planning. She/he will provide guidance and strategic leadership to the Deputy Director for Housing and a Chief Sustainability Officer who will be the lead and face to the public and council for their respective areas.

The Director provides vision and leadership to support integration and coordination between the department's work groups and provides leadership for the city's planning functions; supports managers and employees in service of the department's mission; plays a key role in facilitating organizational development initiatives; and helps ensure the success of sustainability efforts throughout the city organization and community. The Director also provides leadership in complex and high profile projects as well as ongoing processes involving multiple work groups, other city departments and external partners.





The Director has direct management responsibility for the planning functions in the department, overseeing a \$16 million budget and 71 FTEs. Managers reporting to the Director include a Deputy Director of Housing, Chief Sustainability Officer, Comprehensive Planning Manager, Development Review for Planning Manager, Chief Urban Designer and Administrative Services Manager.

### Duties and Responsibilities

Manages and supervises the Planning, Housing and Sustainability Department:

- Provides technical guidance and serves as a policy advisor to the City Manager, Deputy City Manager(s), City Council, the Planning Board, Landmarks Advisory Board, Design Advisory Board, and other boards and commissions, and various public groups.
- Makes presentations at public meetings, Planning Board, and City Council meetings. (It should be noted that many of these meetings take place in the evenings and it is typical to have at least one evening meeting per week).

Coordinates and manages complex and high profile projects involving competing interests and multiple objectives.

- Develops and manages effective and inclusive public processes to ensure meaningful opportunities for input and review on projects and programs.
- Prepares and reviews project and operations reports, council and board information and agenda memos, correspondence, presentations, and other related information.

Stays knowledgeable of trends and current thinking in the fields of planning, housing, and sustainability, and is capable of translating those practices into policies, programs, and actions that are tailored to the needs and context of Boulder, creating a sustainable, resilient, and inclusive city worthy of its setting.



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### THE IDEAL CANDIDATE

The ideal candidate is an inspiring, approachable, and collaborative planning professional and leader who has outstanding communication and interpersonal skills, and possesses a solid understanding of planning and housing.

The ideal candidate has a background working directly with an engaged community and shares common values around sustainability, resilience and social equity. The ideal candidate needs to be visionary, yet also realistic and implementation focused, open-minded and possess the managerial courage to stand firm in the face of criticism. Community engagement, transparency, and the ability to involve residents are important, ensuring that participation processes are inclusive, transparent and responsive. Consensus-building and facilitation skills are imperative. Experience and skill in public-private partnerships is desired.

### Education and Experience

Master's degree or equivalent combination of education and experience in a relevant field (such as urban planning, architecture, public administration, or business), and at least ten years of progressively responsible leadership and management experience in community planning. AICP is preferred.

In particular, candidates must have experience in engaging staff and shaping the culture of an organization; the ability to integrate planning, housing, and sustainability issues within an organization; and the ability to communicate complex issues with clarity. They should have years of experience presenting to televised city council meetings.

## Competencies and Personal Characteristics

As an executive leader within the city, the Director will demonstrate the following competencies:

- Maintains very high ethical standards - a person of exceptional character who naturally earns the confidence and trust of others
- Ability to engage in big picture thinking to guide transformative initiatives, while embracing the small details and group processes necessary to achieve desired outcomes
- Open to constructive input from anyone, and know that it isn't criticism, just from people trying to collaborate, is unflappable while able to possess the managerial courage to stand firm when needed
- An active listener who seeks out and values the ideas of others
- Proven skills as a pragmatist who can get things accomplished. A track record of solving problems and resolving issues in difficult, complex and/or contentious situations.
- Persuasive, confident and calm under pressure
- Demonstrates business savvy and political understanding and sensitivity.

## COMPENSATION & BENEFITS

Actual salary will depend on the experience and qualifications of the successful candidate but will likely fall in the range of **\$150,000-\$170,000**. Reasonable moving expenses will be considered for the successful candidate. In addition, the city offers a benefit package that includes:

- **Medical Insurance:** Three medical plan options are available for employee and dependents.
- **Dental and Vision Insurance:** Available for employee and dependents.
- **Vacation and Sick Leave Program**
- **Holidays:** 9 full-day holidays, 2 half-day holidays, up to 3 floating holidays (pro-rated depending on hire date).
- **Retirement:** The choice of a Defined Benefit Plan (Colorado Public Employees Retirement Association) or Defined Contribution plan; optional PERA 401(k) and ICMA 457 Plans available.
- **Life and Accidental Death & Dismemberment Insurance:** 1.5 times annual salary.
- **Other Benefits:** Eco (bus) Pass; Short and Long Term Disability, Flexible Spending Plan choices, including health care and dependent care spending

- accounts; Employee Wellbeing work balance opportunities including a City provided recreation pass; Employee Assistance Program (EAP) and a wide array of voluntary benefits.

## APPLICATION PROCESS & RECRUITMENT SCHEDULE

The final filing date for this position is **January 30**. To be considered for this opportunity, please submit your cover letter, resume, list of six professional references (who will not be contacted without prior notice), plus current salary information. Please submit your materials as one file to:

Linda Paul, President  
The Search Partnership  
lindapaul@searchpartnership.net  
w.908-541-0390, c.908-566-6331

Preliminary screening of candidate information is expected to be conducted in January with the most qualified applicants advancing to Skype interviews with the city during February 2-4. Individuals determined to be well-suited for this opportunity are expected to be invited to interview in Boulder on March 1-3. A hiring decision will occur following the completion of thorough reference and background checks to be coordinated with the candidate(s). For additional information, please visit the City of Boulder website: [www.bouldercolorado.gov](http://www.bouldercolorado.gov)



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