

Responsibilities of the Director of Community Development

The Community Development Director reports to the Town Manager and coordinates the provision of staff support to various land use, regulatory and environmental committees, and boards.

Coordinates the development and implementation of the Local Comprehensive Plan adopted pursuant to the Cape Cod Commission Act. The Community Development Director has ten direct reports, including the Planning Director and all regulatory management staff. Provides oversight to Health, Conservation, Hosing, Building, Compliance, Planning and Licensing. The Director leads, develops, and manages staff to ensure departmental services align with the Town's strategic goals. This position also establishes priorities and assigns tasks, analyzes workload trends, and implements adjustments to produce high-quality work through clear standards and goals for performance.

The Community Development Director creates innovative programs in land use and management, open space preservation, affordable housing, transportation improvements. Draft position papers and represent the Town in public presentation of planning issues, including presentation at Town Meeting and Select Board meetings. Assist boards and study committees as appropriate.

Coordinates affordable housing programs and policies, land use planning and zoning policies and procedures, including the review of

development projects. Coordinates environmental, open space, and conservation programs and policies. Coordinates historic preservation programs and policies

Current Issues for Director of Community Development

Continue to plan for thoughtful growth and development. Collaborate with Select Board, Planning Board, Town Manager, and the community to realize new opportunities and deliver equitable projects that have the greatest impact on our community and address emerging housing issues, including affordability.

Collaborate to complete and implement the major update to the Provincetown Comprehensive Plan. Lead an effort to ensure that the Town's goals effecting its regulatory agencies are embraced by its boards and committees. Ensure genuine and authentic public engagement to create a shared vision for Provincetown's future.

Lead the effort to implement the long-term vision for the Town Affordable Housing Strategy. Successfully collaborate to realize the possibilities and capitalize on the investment while aligning to the growing needs of the community.

Partner to provide proactive communication to the community. Continue to offer clear information, educate, and inform, and ensure transparency and visibility on projects and initiatives. Must be adept at teaching volunteer board members the complexity and importance of the Town's various regulations.

CAREER OPPORTUNITY

A Profile

Director Of Community Development
Provincetown, Massachusetts

www.provincetown-ma.gov

To apply send resume or make inquiry in confidence to:



Richard J White

Groux-White Consulting, LLC

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Lexington, MA 02421

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Preliminary screening interviews will begin immediately. Expected start date for interviews October 1, 2022

Town Government

Provincetown is governed by an elected five-member Select Board and Open Town Meeting. The Town Manager is appointed by the Select Board to manage the Town. The Select Board establish policies in collaboration with the Finance Committee, other Town committees as well as the professional municipal and school staff to formulate the Town's budget. An Open Town Meeting is held annually in the spring. It adopts the operating and capital budgets and acts on planning/zoning and other bylaws.

The Fiscal 2023 budget for the town, school, water and sewer operations and capital expenditures is \$37,726.8888. Approximately 70% of these expenditures are funded through the real estate tax levy. The municipal web site provides additional information. Provincetown voters established the position of Town Manager by adoption of the charter in 1953 which has been revised as recently as 2018.

The Town of Provincetown

Incorporated in 1727, the Town of Provincetown was founded in 1620 on the farthest reaches of Cape Cod. It is located 115 miles (45 by air or sea) from Boston, 121 miles from Providence and 300 miles from NYC. Provincetown, although primarily a residential community, hosts business, retail dining and entertainment venues as well as an active marine economy. In addition, Provincetown's public school is an International Baccalaureate World School.

The Town's history is uniquely connected to its historical heritage. However, it is an evolving community, diverse beyond easy description and forever changing and evolving in its makeup, demographic, and culture.

Provincetown is an international and national destination for vacationers and tourists. It prides itself on its welcoming nature and is extremely popular with the LGBTQ community. Theatre, the arts, ocean recreation, an active celebratory summer activity calendar help define a big picture in- season community culture. Annual economic activity is estimated to exceed a half a billion dollars. Its population in season is well over 60,000 dwarfing its permanent population of 2,628. Almost 75% of the Town's 17.5 square miles lies inside the Cape Cod National Seashore. Visitors access the Town via highway, municipal airport, or high-speed ferry.

Desired Managerial Style, Experience and Education

Provincetown's next Director of Community Development must be a teambuilder, a collaborator, a secure leader capable of successfully engaging the staff, the Town's various committees, and the community's diverse and complex interests. S/he must be capable of working independently under the general direction of the Town Manager adeptly serving as his emissary in most administrative matters.

S/he must be able to delegate and trust staff while providing periodic guidance, coaching and direction, but relying on the Town's various skilled employees to do the work. S/he must have a firm grasp of the day-to-day functioning of the organization to be successful.

Experience and demonstrated successful outcomes managing a complex public land use/regulatory, building, and environmental

organization is critical. S/he must be approachable as well as clear as to expectations with employees at all organizational levels. The Community Development Director must be experienced and demonstrate a record of successful outcomes in various development and contractual negotiations. It is important that the next Community Development Director be professional while being accessible, approachable as well as clear as to expectations with employees at all levels of the department. Provincetown's next Community Development Director should make a strong personal and professional connection to the staff, the appointed and elected leaders, and the community.

A Master's Degree in city and regional planning, architecture, building construction or related field; five years in municipal planning, architecture, building industry, community development and three years supervisory experience preferred.

The Town is committed to negotiating a very competitive compensation package with the successful candidate. Established salary range is \$108,000 to \$140,000. Final salary negotiable commensurate with qualifications. An attractive benefits package, including health and retirement plans, free day care and early childhood education is part of the Manager's total compensation. Applications will be screened upon receipt. All replies will be kept confidential/

