



**VACANCY ANNOUNCEMENT  
DIRECTOR OF PLANNING AND BUILDING SERVICES  
HIRING RANGE - \$130,000 - \$150,000 DOQ**

**Imagine waking up each day with the thrill of shaping a vibrant city's future - join our dynamic City team and turn your talents into impactful solutions that build community!**

**The City of Fredericksburg is seeking an experienced and highly motivated professional to be the City's new Director of Planning and Building Services.**

Located 47 miles south of the Nation's capital and 53 miles north of the State capital, the City of Fredericksburg is a growing community – in the fastest growing region in the Commonwealth of Virginia. Working for the City of Fredericksburg is an opportunity to make a meaningful difference in the lives of others. It is also an opportunity to have a hand in the development of a city that maintains its community values, while meeting community needs as it redevelops and grows. The City team is committed to facilitating Fredericksburg's continued progress in building an exceptional place to live, work and raise a family.

**Position Description:** This position reports directly to the City Manager and is responsible for leading and coordinating the City's Planning Services program. In this role, the individual will manage the review and evaluation of land use development proposals, ensuring alignment with the City's Unified Development Ordinance. Additionally, the position oversees the Building Services program, ensuring that all construction within the City adheres to the Virginia Uniform Statewide Building Code.

The position is also responsible for the oversight of the City's Comprehensive Plan update (now underway), Small Area Planning work (also underway), and other various department services provided to residents, and businesses seeking support and assistance. This position is a key member of the Executive Leadership Team, and will be responsible for continuing to ensure safe, environmentally sensitive construction, rehabilitation, or repair of residential and commercial structures. The Director will also play a significant role in assisting with the City's capital improvements program, supporting robust historic preservation goals, and advancing economic development. This position serves as primary staff liaison to the Fredericksburg Planning Commission, and also supports the City team at City Council and Architectural Review Board meetings and other community meetings, as required.

**Ideal Candidate Profile:** The new Director of Planning and Building Services must exhibit exceptional strategic planning and project management skills. The ideal

candidate should excel at building collaborative relationships with City officials, department heads, developers and contractors, neighborhood associations, and our many community stakeholders. The Director should provide a strong commitment to public service, ethical governance, and community engagement, along with a proven track record of innovation and efficiency in public sector operations. Working to live the City's "outstanding customer service" value is a must.

**Education, Experience and Credentials:** Applicants should have any combination of education and experience equivalent to a four-year degree from an accredited college or university with major course work in planning, civil engineering, business administration, public administration, or related field. A minimum eight (8) years' progressively responsible planning administration experience. An American Institute of Certified Planners (AICP) certification is required, and a graduate degree is highly desired.

**Invitation:** Come be part of a knowledgeable and amazing work team committed to excellence in serving a thriving and growing community and the commitment to the [City's Core Values](#). The City's hiring range for this position is expected in the \$130,000 - \$150,000 range depending upon qualifications and experience. The City of Fredericksburg may provide relocation assistance for this position.

The City also has a competitive benefits package, featuring generous annual and sick leave, health insurance and membership in the Virginia Retirement System.

Please complete a City employment application, attaching a cover letter and a resume, on the City's website at <https://www.fredericksburgva.gov/employment>.

First review will occur on **Friday, September 13, 2024**, and the position will remain open until filled.

*The City of Fredericksburg provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*

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