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EXECUTIVE SEARCH

Planning Administrator
GLENDALE, ARIZONA

THE COMMUNITY

Boasting more than 300 days of sunshine a year, the City of Glendale is a dynamic desert community located on the western edge of the Phoenix metropolitan area in Maricopa County. Encompassing 60 square miles, Glendale (pop. 237,000) is the fifth largest city in Arizona and a member of the Maricopa Association of Governments. Renowned for its sports complexes, affordable homes, and family entertainment, Glendale remains one of the most desirable communities in the Valley of the Sun.

With a long-standing commitment to connecting sports and community, Glendale boasts one of the most dynamic sports and entertainment districts in the country. A six-square-mile, mixed-use district is the home of the Arizona Coyotes (NHL) and the Arizona Cardinals (NFL), as well as spring training facilities for MLB's Los Angeles Dodgers and Chicago White Sox. University of Phoenix Stadium has hosted two Super Bowls (2008, 2015), two BCS National Championship football games (2007, 2011), the College Football Playoff National Championship (2016), the NCAA Men's Basketball Final Four (2017), and countless world-class concerts, including the Rolling Stones and U2.

Glendale is also an exciting shopping and entertainment destination. Its historic downtown, ten square blocks of tree-lined streets, ethnic eateries, and bungalow boutiques, has been named by *USA Today* and *Sunset Magazine* as one of the country's ten best places for shopping. Numerous other venues for dining, shopping, and entertainment include the beautifully designed Arrowhead Towne Center, the Westgate Entertainment District, and the Tanger Outlets. Glendale's museums, cultural attractions, and special events and festivals, including its legendary Glendale Glitters festival, draw hundreds of thousands of visitors annually.

Residents enjoy a high quality of life with access to excellent health care and numerous recreational opportunities including over 180 area golf courses, 70 parks, and 40 miles of trails within city limits. Students are served by multiple elementary and high school districts and have access to award-winning libraries and institutions of higher education including Glendale Community College, Arizona State University West Campus, DeVry University Westgate, Midwestern University, and the world famous Thunderbird School of Global Management.

With the abundance of amenities that Glendale offers to residents and visitors alike, it is easy to see why it was ranked as the number one emerging travel destination in the country by the international on-line vacation search engine, Trivago.

To learn more about the City of Glendale, please visit: <https://www.glendaleaz.com>



THE ORGANIZATION

Incorporated in 1910, the City of Glendale operates under a council-manager form of government. Citizens elect the mayor at large, with the six council members elected by geographic districts. The mayor and council members all serve four-year terms. The city manager, clerk, attorney, municipal judge, and city auditor are appointed by the mayor and council.

With approximately 1,753 employees and a FY 2017-18 budget of \$672 million, Glendale is a full-service, progressive city. Services include police and fire protection; water, sewer, and sanitation services; the construction and maintenance of highways, streets, public facilities, and other infrastructure; and recreational activities and cultural events.

DEPARTMENT AND DIVISION

The Planning Division is one of three divisions within the Development Services Department. Along with the Code Compliance and Building Safety divisions, the Planning Division has four major functions: planning administration, long range planning and research, current planning, and zoning administration. The Administrator oversees nine FTEs (an assistant administrator, four planners, a planning technician, a GIS technician, and two administrative staff) and is responsible for the \$1.1 million FY 2017-18 budget.

Maricopa County is one of the fastest growing counties in the country. Most of the growth in the next 25 years in the Phoenix area will occur in the "West Valley," with Glendale at the epicenter. The Department led the recent update of the City's General Plan, *Envision Glendale 2040*, approved by voters in 2016. About four to five million square feet of commercial space is in application and development at any given time.

THE POSITION

Using the Balanced Scorecard to advance Glendale's strategic plan, City Manager Kevin Phelps continues to build an intelligent, creative, and responsive leadership team. The Planning Administrator opportunity is created by the retirement of award-winning, highly-regarded, Jon Froke, who has directed the department since 2001, making him one of the longest tenured planning directors in the state. The new Planning Administrator will report to Development Services Director Sam McAllen. An interim administrator, who is not a candidate for this position, is in place during this transition.

The most pressing issues facing the new Planning Administrator include major redrafting of the Glendale Zoning Ordinance, last reviewed in 1993; the annexation of potentially 30 square miles immediately to Glendale's west; significant infill development within a 96-square mile planning area; and development along the Arizona State Route 303 corridor. The successful applicant will assess the Planning Division with fresh eyes, making a strategic assessment of staffing levels and improving all departmental processes.

The administrator serves a critical liaison function to three city-created,

seven-member advisory boards: the planning commission, board of adjustment, and the historic preservation commission, which interacts with Glendale's ten historic districts.

The new administrator must be able to lead, capably manage, and fully develop employees of significantly different experience levels. The successful applicant will be able to maximize the use of technology for the benefit and convenience of Glendale's development applicants.

Although out-of-state applicants are also encouraged, the successful candidate must be familiar with Arizona's Private Property Rights Protection Act (Proposition 207), the state's medical marijuana landscape, and all statutes and regulations pertaining to planning and development in Arizona.

A Bachelor's degree in urban planning, urban design, or a related field, and five years of progressively responsible experience in urban planning or community development, including at least two years of management experience are required. Master's degree in urban planning or public administration and AICP certification are preferred. A valid Arizona Driver's License also is required.

Those requirements notwithstanding, and believing that talented people are talented regardless of where they are, the City Manager expressly encourages applications from nontraditional candidates (private sector, legal community, etc.).

THE IDEAL CANDIDATE

The Ideal Candidate is a strong and decisive leader and a visionary capable of applying the Glendale Zoning Ordinance with intelligence, creativity, and common sense, without rigidity



or a bureaucratic heavy hand. The next Planning Administrator will be solution-oriented, and a key member of Glendale's healthy economic strategy, recognizing the interconnections between the planning function and economic development.

The next planning administrator:

- Is technically capable in all respects, preferably with demonstrated expertise in multiple areas (planning, management, economic development, building, law, private sector, etc.).
- Is politically astute without being political, capable of finesse and nuance, and effective in all relevant venues.
- Has expert outward-facing, and inward-facing, communication and presentation skills.

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"All about fit"



- Is able to communicate to a broad audience, including briefings to the City Manager, presentations to City Council, boards, and commissions, and to engage with all developers, citizen groups, and citizens, as well as with her or his own department and other managers.
- Writes precisely, understanding the importance of her or his role as interpreter of the Glendale Zoning Ordinance.
- Has strong, demonstrated management skills, especially with respect to process improvement and the ability to identify, hire, develop, and retain talented staff, shaping them into a high-performing team.
- Is able to implement technology to simplify applicant interface, tying the level and quality of customer service directly to technology, making Glendale's customer service cutting edge.
- Will advance the team approach to planning, working in deep collaboration with all relevant departments.
- Works equally well with sophisticated, high-profile clientele, e.g., IKEA, BMW, and Top Golf, and the first-time citizen applicant.
- Personable and approachable, with a positive attitude, able to communicate difficult messages to

- elected officials, clients, and staff, but also sees positive ways to get results.
- Is committed to ensuring Glendale realizes its highest, fullest potential.
- Is thick-skinned and savvy, embracing the management of complex and controversial issues.
- Ensures that the core expectations of the planning function are carried out in a fair and equitable manner.
- Is experienced managing a departmental budget.
- Plans to invest her or his career with the City of Glendale.

THE COMPENSATION

The annual salary range for this position is \$120,000 to \$152,652, and appointment will be made depending upon the qualifications of the selected candidate.

In addition, the City offers a comprehensive benefits package including:

- Vacation Leave
- Medical Leave
- 11.5 Holidays annually
- Medical Insurance (choice of four plans)
- Dental Insurance (choice of two plans)
- Flexible reimbursement accounts
- Long- and short-term disability insurance
- Paid life insurance equivalent to annual salary
- Arizona State Retirement System
- Voluntary 457 Deferred Compensation plans
- Relocation Assistance (subject to negotiation)



SEARCH SCHEDULE

Filing Deadline	January 3, 2018
Preliminary Interviews	January 4-21, 2018
Recommendation of Candidates.....	January 22, 2018
Finalist Interview Process.....	February 5, 2018

These dates have been confirmed, and it is recommended that you plan your calendar accordingly.

THE RECRUITMENT PROCESS

To apply for this exciting career opportunity, please send your resume and cover letter electronically to:

Peckham & McKenney
apply@peckhamandmckenney.com

Resumes are acknowledged within two business days. Call Andrew Gorgey directly at (970) 987-1238 for more information.



www.peckhamandmckenney.com