

Director of Community and Economic Development - Town of Collierville, Tennessee

Collierville, TN (pop. 51,600). The Town of Collierville is seeking a talented, experienced, and visionary professional to join its high performing management team as the Director of Community and Economic Development.

The Community

Collierville is located in Shelby County, Tennessee and is a far west suburb of Memphis. The community exudes a rural-like charm and friendliness that belies its size, its robust local economy, and its impressive array of urban amenities. Known for its safe and unique neighborhoods, award winning public schools, and wide range of housing options, Collierville has been recognized nationally as one of Money Magazine's "Best Places To Live in America."

Through many years of visionary planning, Collierville has successfully blended its historic charm and character with new residential and commercial growth that fuels its vibrant business community offering exceptional employment opportunities.

The Local Government

The Town of Collierville is widely considered to be a progressive, innovative, and responsive local government. It is governed by Board of Mayor and Aldermen, consisting of the Mayor and five (5) Aldermen who are all elected at-large to four-year staggered terms. The Board appoints a professional Town Administrator to oversee and manage the day-to-day affairs of the municipality.

The Town of Collierville has over 500 full-time employees and an annual operating budget of \$241 million. It provides a full-complement of outstanding municipal services to its residents including:

- Public Safety (police, fire, emergency medical services, courts, code enforcement, and animal control)
- Infrastructure and Capital Investment (engineering, public services, and utilities)
- Recreation and Culture (parks, recreation, library, and museum)
- Administrative Services (planning, finance, human resources, administration, and information technology)

The Position

The Director of Community and Economic Development oversees the Town's planning, engineering, code compliance, and economic development activities and services. The position reports to the Town Administrator. The Department consists of 43 employees and has an annual budget of \$5.1 million.

The minimum qualifications for the position are as follows:

- Bachelor's degree from an accredited four-year college or university.
- Master's degree in public administration, public policy, urban planning, or some other related field from an accredited college or university.
- Minimum five (5) years' experience as a City Manager, Assistant City Manager, or in Community or Economic Development administration; OR
- Any equivalent education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Although not required, the Town of Collierville will give special consideration to applicants that hold at least one of the following or similar professional licenses or certifications: American Institute of Certified Planners (AICP); the Certified

Economic Developer (CEcD); Professional Community and Economic Developer Designation (PCED); or Economic Development Finance Professional Designation (EDFP).

The Ideal Candidate

The ideal candidate for this position will possess the following skills, qualities, and attributes:

- Very familiar with all of the functions associated with the four major divisions of the department.
- Understands the trends and best practices associated with urban planning, municipal engineering, code enforcement, and economic development.
- Is politically and socially adept, sensitive, and flexible.
- Has the ability to supervise, motivate, and evaluate a highly trained and skilled professional staff.
- Ability to communicate very technical and complex information in a manner that is clear and understandable to a variety of audiences.
- Has strong customer service skills and is able to address complaints, disputes, and expectations from departmental customers in a respectful, diplomatic, and positive manner.
- Is an effective and skilled public presenter.
- Is able create a team-oriented work environment which fosters collaboration and shared success.
- The ability to build strong working relationships with departmental customers, subordinates, peers, supervisors, elected officials, and other internal and external department stakeholders.

Compensation and How to Apply

The annual salary range for this position is \$100,817- \$131,062. The starting salary will depend upon the successful candidate's experience and qualifications. This position also receives a \$450 monthly vehicle allowance. The Town of Collierville provides its management employees with an outstanding package of fringe benefits. Residency within the Town of Collierville is encouraged but not required.

To apply for the position, please submit a cover letter, resume, and five (5) work-related references to the attention of Mark R. Peterson, Senior Consultant, GovHR USA, at www.GovHRjobs.com no later than **May 17, 2024**. All applications must be submitted electronically. Please direct all questions to Mr. Peterson at (309) 825-5091.

The Town of Collierville is an Equal Opportunity Employer