



**Position Profile**  
**Town of Warrenton**  
**Director of Planning & Community Development**

The Town of Warrenton, Virginia is seeking a dynamic, highly experienced planning professional to serve as its next Director of Planning & Community Development.

**Community Profile**

Located on the southern edge of the growing Northern Virginia region the Town of Warrenton is Fauquier County's largest incorporated community and the county seat. Incorporated in 1810, Warrenton is named after Revolutionary War hero General Joseph Warren. Rich in history from a variety of periods, Warrenton exudes traditional southern charm, from its well preserved historical buildings to the brick sidewalks in its vibrant historic downtown area to the nationally acclaimed Warrenton Horse Show which has been held annually in the community for over a hundred years. Warrenton's efforts to preserve its past and blend new development with its history has resulted in the Town being recognized with a variety of prestigious awards such as the Preserve America Community Award and as one of the "Prettiest Painted Places in America". As a result of a caring and engaged citizenry, Warrenton offers residents and visitors a community with a personal small town feel while providing the convenience of a growing retail, office, and commercial presence.

The Town is situated 40 miles southwest of Washington, D.C. and 90 miles northwest of Richmond, Virginia's state capital, and serves as a transportation crossroads and a well-developed road network provides relatively easy access to the Washington metropolitan area, both Dulles and Reagan Airports, and a wide range of employment opportunities. With a growing population of 9,897 residents, the community has become a destination for many residents who enjoy a slower pace of life and a lower cost of living.

Educational opportunities available to Warrenton's citizens are far-ranging and a variety of educational institutions are located within the community or nearby. The Town's elementary, middle, or high school students may attend one of three elementary, two middle, or one high school which are part of Fauquier County Public Schools, a fully accredited and well respected system which provides a broad range of educational programs. Students may also attend one of seven private schools in the area. Higher educational opportunities are also well developed and Warrenton offers convenient access to three community colleges and two major universities, George Mason University and the University of Mary Washington, both of which are considered prominent academic institutions.

In response to the growing need for recreational opportunities for residents the Town has developed an independent recreation department with a variety of programs, parks and trails which are well-maintained and are growing in size and number. The Warrenton Aquatic

and Recreation Facility (WARF) opened in 2007, provides over 59,000 square feet of spa, and a 3,200 square foot fitness center. Surrounding the recreation facility are seven (7) playing fields and a large park built to accommodate children with disabilities. Under a unique agreement with Fauquier County, the Town provides space for the County's main library which will soon be expanded.

Other leisure activities include the Town's farmers market, open each year from April to November, and a variety of historical venues from the Fauquier Veterans Memorial to the Old Jail Museum. Winery locations are increasing in the region and Fauquier County offers wine tour packages where groups can rent a limousine for the day and visit the various local vineyards. Other attractions including Civil War trails, the Kelly's Ford Equestrian Center, and the Rappahannock River attract thousands of visitors annually. Also nearby Warrenton are a number of golf courses, the Appalachian Trail, the Fauquier Community Theatre and a wide variety of other recreational opportunities. Old Town Warrenton is host to many festivals, parades and special events throughout the year.

As a regional center, medical care options in Warrenton are extensive and include Fauquier Health hospital, a 24-hour facility offering inpatient and outpatient care and emergency services which is now part of the LifePoint hospital system. The 97-bed hospital offers personalized care that is all-encompassing, from the design of the physical environment to the welcoming of family members as part of the health care solution. In addition, Warrenton offers three retirement/nursing facilities and one rehabilitative center and a number of physicians who focus on specialized care.

### **Town of Warrenton Government and Structure**

The Town of Warrenton is governed under the Council-Manager structure, consisting of a seven-member Town Council and an independently elected Mayor, all of whom are elected by the citizens of Warrenton on a staggered term basis. Of the seven member council, five council members are elected to represent each of the five wards in Warrenton, and the remaining two council members are elected at-large. The Town Council possesses all lawmaking powers, with the Mayor presiding over the Council. Under the Town Charter and the laws of the Commonwealth, the Council is charged with adopting ordinances, policies, and the Town's annual budget. Additionally, the Town Council is responsible for appointing a Town Manager and Town Attorney.

The Town Manager is the Chief Administrative Officer for the Town and serves at the pleasure of the Council. The Town Manager has the responsibility for overseeing all Town departments and employees, who provide a full range of services. The Town operates with a Fiscal Year 2017 budget of \$20.8 million for all governmental and enterprise functions, including capital projects.

The Planning & Community Development Director is part of the Management Team along with the other Department Directors and Town Manager. The Director reports to the Town Manager. The Planning & Community Development Director is responsible for a budget totaling \$986,103 for FY17.

## **Director of Planning & Community Development**

The Director is responsible for coordinating and supervising building codes enforcement, zoning, land use ordinances, and environmental code enforcement activities; interpreting ordinances; processing related plans and permits; maintaining records and files; preparing reports. The Director plans, directs, and supervises enforcement, planning, and community development activities and staff; assigns, directs, trains and inspects the work of staff; disciplines, coaches, counsels, and evaluates staff performance; develops staff schedules.

The Director provides information and technical assistance on the interpretation and compliance with zoning ordinances, enforcement, and violation notices; and oversees the processing of zoning permits and applications.

The Director acts as liaison to various boards and community leaders as assigned by the Town Manager; advises the Town Manager, Town Council, Planning Commission, Architectural Review Board, and Board of Zoning Appeals on planning and zoning issues; and provides staff assistance as required.

The Director assists the Planning Commission and Town Council in updating and maintaining the Comprehensive Plan, and recommending policies and changes to land uses that are consistent with it.

The Director reviews subdivision and site plans and coordinates plan review information; analyzes and evaluates land use proposals; reviews and evaluates land disturbance permits; updates, maintains, enforces, and interprets the Town's Zoning and Subdivision Ordinances and Town Code.

The Director performs administrative duties including: drafting and processing legal advertisements; establishing bond procedures, amounts, and processes bond releases; and administering and enforces Federal flood plain management, erosion and sediment control, and solid waste management programs.

As the head of the Department, the Director: prepares and administers the departmental budgets, monitors expenditures and prepares budget adjustments; evaluates and recommends procurement of vendors for professional contract services; supervises and evaluates employees according to the Town Employees Rules and Regulations; motivates employees, demonstrates fairness in supervision while holding all employees accountable for their performance.

## **Position Requirements**

### *Education and Experience*

The minimum requirements for the position include: a bachelor's degree in regional and urban planning, public administration or a related field with a master's degree preferred; and at least five years of public or private sector planning experience as a planning director, deputy or assistant, or as a department head in a public or private organization with similar or significantly greater complexity. American Institute of Certified Planners (AICP) and Certified Zoning Administrator (CZA) certifications are preferred. Competitive candidates must

demonstrate experience in advising public bodies on broad range of planning and development matters and working effectively with a diverse, engaged and motivated Town Council, Planning Commission, Board of Zoning Appeals, Architectural Review Board and community.

### Knowledge, Skills and Abilities

Candidates for the position must demonstrate:

- written and verbal communication skills working with public officials, business and community leaders, developers, non-profits and citizens;
- working knowledge of municipal zoning, code enforcement and planning policies and procedures; ability to prepare and analyze reports and data;
- ability to engage community stakeholders in visioning and strategic planning processes required for an update of the Town's Comprehensive Plan;
- comprehensive knowledge of economics, municipal finance and sociology as they apply to planning;
- thorough knowledge of current literature and recent developments in the field;
- general knowledge of landscape architecture and traffic engineering;
- general knowledge of the principles and practices of civil engineering as they relate to planning and subdivision design and control;
- general knowledge of CAD and GIS preferred;
- ability to interpret and analyze technical and statistical information and to prepare and present technical oral and written reports;
- ability to establish and maintain effective working relationships with associates, officials, other agencies and the general public.
- skills necessary to operate required tools and equipment (ie: word processing, spreadsheet software, etc.)

### **Compensation and Benefits**

The hiring range for the position will be between \$90,000 and \$105,000, based on qualifications and experience. Benefits include but are not limited to participation in the Virginia Retirement System, vacation and sick leave, group life insurance, medical and dental insurance, professional dues and training expenses.

### **Application & Selection Process**

The application deadline is August 31, 2016. To be considered, please submit a cover letter, résumé, and completed Town Employment Application ([http://www.warrentonva.gov/document\\_center/HR/employmentapp.pdf](http://www.warrentonva.gov/document_center/HR/employmentapp.pdf)) to: Brannon Godfrey, Town Manager, Town of Warrenton, 18 Court Street, Warrenton, VA 20186.

The Town Manager will review recommended candidates who most closely meet the established criteria and finalists will be interviewed in Warrenton during the month of September, 2016. For more information, please contact Brannon Godfrey, Town Manager at [bgodfrey@warrentonva.gov](mailto:bgodfrey@warrentonva.gov).