



City of Fairfield, Ohio

Invites your interest in the position of

Director of Development Services



City of Fairfield

5350 Pleasant Ave., Fairfield, Ohio 45014

513-867-5350

www.fairfield-city.org

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The Community

Known as one of Southwest Ohio's premier communities, Fairfield covers 22 square miles and is located approximately 25 minutes north of downtown Cincinnati. The City has a vibrant economic base and a diverse population. It has a population of 60,000 day/43,000 evening residents and has a well-established commercial and industrial foundation supported by a robust infrastructure and transportation network. The City is also recognized for its exceptional quality of life.

More than 1,200 corporate, retail, service and light industrial establishments do business in our great City. Three interstates surround the perimeter and one of the nation's most active rail lines runs through the town.

In 2015, commercial building investment (measured by permit valuation) was just over \$35 million, a nearly 40% increase over 2014

While largely built-out, we continue to mature and develop with new corporations, stable neighborhoods and first-class public facilities and services. Perpetual focus on developing and sustaining a strong economic base and residential amenities provides a balanced and well-maintained community in which to live, work and conduct business.

Among the City's top employers are Cincinnati Financial Services, Liberty Mutual, Mercy Hospital, Koch Foods and Takumi Stamping. Veritiv, a fortune 500 company, announced in January that it will relocate its United States Operational Support Group to Fairfield in the fall of 2016.

The Police, Fire/Emergency Medical Services, Public Works and Public Utilities Departments provide efficient protection and support to residents and businesses. Approximately 375 miles of roadway are maintained through four distinct seasons. Multiple accrediting and quality assurance organizations consistently rate Fairfield's safety services, fleet maintenance and infrastructure as top tier.



The City maintains 37 parks and recreation facilities covering 665 acres. These facilities include a par 70 championship executive golf course, a community arts center, an aquatic center, an 1817 farmhouse mansion, a 45-acre fishing lake, 11 miles of bike/hike paths, and two historical cemeteries. One of Fairfield's most picturesque recreational areas, Harbin Park, has a dramatic overlook of the Great Miami River Basin. The City is contemplating development of Marsh Lake Park, which promises to be a unique and premier regional leisure destination.

One particular source of community pride is Village Green Park. Developed in 2005, it is home to the Community Arts Center as well as the Fairfield Lane Library and an outdoor amphitheater. It also plays host to the Village Green Farmer's Market and a lively schedule of concerts and other community events.

Our city is fortunate to get its water from the Great Miami Buried Valley Aquifer, a sand and gravel aquifer formed by glaciers more than 10,000 years ago. While naturally high quality, the water is nonetheless processed at City-operated treatment facilities so that it can be safely consumed throughout the community. These facilities are unconditionally licensed by the Ohio and U.S. Environmental Protection Agencies.

Nearly 2 billion gallons of drinking water and wastewater per year is treated by the City's plants.

The Organization

The City of Fairfield has a reputation for good governance. Citizens expect and receive high levels of integrity from both elected officials and City staff. The foundation constructed by past City Councils and administrations has positioned the City for prolonged success.

Operating under a Council-Manager form of government, an elected Mayor and City Council work with an appointed City Manager. City Council also appoints the Law Director and the Clerk of Council. The City Manager serves as the City's chief executive, administrative and law enforcement officer. The City Manager's Office oversees and coordinates the seven City departments and implements Council's policy actions. The Development Services Director is one of 11 members of the City's Senior Staff Team.

We take great pride in our respective roles and recognize that the City's viability is dependent upon our mutual dedication and cooperation. Collaboratively, we strive to deliver contributions that will lead to the long-term success of our community. Preserving Fairfield's position as an economically stable, attractive, safe and family-friendly community is of the utmost importance.

The Department

Fairfield's commercial and industrial base is expertly supported by a business-friendly approach and a sharp focus on customer service among policymakers, City leaders, and staff. The Development Services team is strong, experienced and devoted to growing, maintaining and enhancing our City's commercial, industrial and residential base.

In addition to Economic Development, the Department includes Building & Zoning Inspection and Planning & Zoning. Team members are responsible for all building and site plan review, comprehensive city planning (both short and long term), economic development, project management, flood zone administration, building inspection and property maintenance. Staff perform full service one-stop reviews for all site/building plans.



On matters of development, the Department is responsible to the City Council, the Planning Commission, the Board of Zoning Appeals and various other boards and commissions.

The Position

The Director oversees the Divisions of Building & Zoning Inspection, Planning & Zoning and Economic Development. This position is appointed by and reports directly to the City Manager and is responsible for a total annual budget of \$1.5 million which includes 12 full-time employees.

The primary duties include: 1) establishing and maintaining short and long term strategies for the Department; 2) overseeing site plan reviews for commercial, industrial and residential subdivisions; 3) preparing analysis and recommendations concerning future development or redevelopment within the City and presenting recommendations to City Council, the Planning Commission and the Board of Zoning Appeals; and 4) conducting an effective program of economic development including the recruitment, retention and expansion of businesses.

Challenges

- Limited available greenfield sites for future development
 - Underperformance in the City's established commercial corridors
- Aging housing stock and aging infrastructure

Opportunities

- Older commercial areas prime for redevelopment
- Comprehensive review of the City's development potential
- Availability of a variety of development incentives

Strengths

- City positioned well within the Greater Cincinnati market
 - Established commercial and industrial market
 - Robust infrastructure and transportation network
- Business-friendly attitude demonstrated by policy makers and staff
 - Full service one-stop staff reviews for site/building plans
- A strong and experienced department with a healthy team dynamic
 - Diverse community population

The Ideal Candidate

A Bachelor's Degree in Urban Planning, Public Administration or a related field is required, with a Master's Degree strongly preferred. Relevant experience in a city of comparable size and/or complexity may be substituted as appropriate. Also required are 5-7 years of experience in applying the principles, practices and techniques of planning & development and effective land use. The ideal candidate must have excellent leadership, communication and analytical skills along with the ability to be simultaneously assertive and humble. Impeccable integrity is absolutely essential. The ability to be collaborative has been key to the success of the Development Services Department and the City.

The Compensation

This position offers a highly competitive salary and benefits package.

Starting salary range is \$90,000 to \$112,000.

For information on applying, please visit our website at www.fairfield-city.org

Applications will only be accepted using the online job application system on the City's website.

Resumes must be submitted by 11:59 PM EDT on September 18, 2016 for consideration.

EOE/ADA