The Details

Qualifications:
We are seeking a candidate with a bachelor’s degree in planning, urban design or engineering, or a closely related field, supplemented with seven to 10 years progressively responsible management experience in community development or planning, including at least two years of supervisory experience. A master’s degree is preferred.

Compensation:
The salary range for this opportunity is from $132,932 to $186,222, depending on experience and qualifications.

Benefits:
The Town provides a comprehensive, generous benefit package, including medical, dental and life insurance; paid vacation and sick leave; a defined contribution retirement plan through ICMA-RC; and vehicle and cell phone benefits.

Criteria:
Applications will be screened against criteria provided in this brochure. The most promising candidates will be offered interviews in Castle Rock. While the Town of Castle Rock will endeavor to maintain confidentiality at the initial stage, finalists’ names will be released to the public. Selection will be based on best fit, competency, education, training and experience.

Successful completion of a background review, reference checks and possible site visit by Town representatives are required prior to garnering the Town Manager’s recommendation as the candidate of choice. The seven-member Town Council must ratify the successful candidate’s appointment.

Apply:
To apply, submit a cover letter and resume at CRgov.com/Jobs.

Questions:
For more information, please contact:
Sue Morgan, Human Resources Manager
720-733-2216 • smorgan@CRgov.com

Search schedule:
Closing deadline March 23, 2020
Interviews April 2020

The Community

The picturesque Town of Castle Rock, Colorado, is a freestanding, full-service municipality of about 72,000 residents midway between Denver and Colorado Springs. The quality of life in Castle Rock is exceptionally high – nearly all residents surveyed in 2019 said the overall quality of life here meets or exceeds their expectations.

Castle Rock is an ideal environment in which to raise a family, where residents also enjoy ready access to the amenities of two larger metro areas. This quality of life is enhanced by a historic downtown and numerous annual events and festivals. The strong local economy is bolstered by a number of local retail centers.

The Town encompasses 34 square miles, at 6,200 feet of elevation, and is traversed by Interstate 25 and U.S. Highway 85. U.S. Census data in 2019 revealed the Town is the 14th-fastest-growing community of more than 50,000 residents in the entire country, which makes working in the Town’s Development Services Department challenging and rewarding.

The department places a high value on customer service and helps define the Town’s future by providing high-quality, effective and professional planning, building and zoning services. The department seeks continuous improvement and to implement the community’s vision through development activities. Read the Town’s 2030 Vision and Comprehensive Master Plan at CRgov.com/Development.
The Department

Development Services helps the Town preserve, protect and enhance the community’s quality of life while maintaining its unique character. The team strives to ensure quality growth and development that promote the Town’s values and goals.

The department is responsible for building plan review, code enforcement, current and long-range planning, development plan review, permit issuance and inspection activities, and zoning administration. The team serves five volunteer boards and commissions that review and act or provide recommendations on various development-related issues.

The department mainly operates using a business-like enterprise fund, supported by development fees, the 2020 budget for which is about $6.75 million. Long-range planning, zoning administration and historic preservation functions are provided through a roughly $650,000 General Fund appropriation. The department currently has 58 employees, and salaries and benefits for more than 52 full-time positions are provided via the development enterprise. Staffing levels within the enterprise have historically fluctuated along with development activity levels.

Four Cornerstones initially established in the Town’s 2020 vision guide decision-making on development proposals: distinct Town identity, responsible growth, community services and thriving economy.

The Position

This opportunity exists because the 12-year Development Services Director Bill Detweiler is retiring. The opening comes at an exciting time for the organization: Downtown Castle Rock is undergoing redevelopment, the yet untapped southwest portion of Town is primed for development, and the Town’s population is ultimately expected to grow due to existing development entitlements. The next director will help lead the department and the community through these and other important evolutions.

Under direction of the Town Manager, the Development Services Director is responsible for strategic planning, organizational development, and community engagement for the Town’s Development Services Department. This includes providing leadership, administration and oversight for all areas of the department including development review, building, zoning, planning and plan review, historic preservation and field inspection activities.

The Ideal Candidate

The Development Services Director will oversee a talented and dedicated staff that seeks foremost to serve the residents of Castle Rock, as well as to assist development community partners with building the Town. He or she will be expected to build on the culture of customer service that exists within Development Services while articulating a vision for the future of the department. The successful candidate will be a resourceful leader who has sound judgment and thinks with the Town’s long-term viability in mind. He or she should embrace collaboration, both within the Development Services Department and among other Town departments and with partner entities.

The ideal candidate will have experience working in a comparable sized municipality with a strong insistence on high-quality development. Experience in high-growth communities is greatly desired. The next director will possess a value system that embodies the department’s customer-first philosophy and a commitment to public service, and will operate with a style that encourages engagement of both the department and the community.

The director should be able to proactively identify and advocate for the resources necessary to provide development services within one of the country’s fastest-growing communities. At the same time, the director must be able to manage operations in accordance with the Town and department’s available resources.

Clear, direct and honest communication is a core organizational value and will be key in this role, as will the ability to see the big picture within a complex department, and to develop an understanding of how work needs in one division of the department might impact another. The successful candidate will be expected to lead the department in a pursuit of continuous improvement and organizational excellence.
The Town of Castle Rock operates under the Council-Manager form of government and is proud to be a values-based, continuous improvement, best-practices organization. Employee performance and recognition is based upon how employees demonstrate and uphold our core values:

- Clear, direct, honest communication is the essential vehicle by which the following values are demonstrated:
  - We are accountable for behaviors, work products, successes and failures.
  - We are committed to integrity, honesty and the highest standard of conduct and professionalism.
  - We are adaptable and open to change.
  - We work as a team toward common goals, with a spirit of cooperation.
  - We respect others; we listen to ideas and are considerate of time and priorities.
  - We encourage creativity and innovation.
  - We recognize and celebrate accomplishments.
  - We support balance between our professional and personal lives.
  - We practice responsible care for our resources, assets and environment.
  - We provide exceptional public service to internal and external customers.

EXCELLENCE • DEDICATION • SERVICE

The Department

Development Services helps the Town preserve, protect and enhance the community’s quality of life while maintaining its unique character. The team strives to ensure quality growth and development that promote the Town’s values and goals.

The department is responsible for building plan review, code enforcement, current and long-range planning, development plan review, permit issuance and inspection activities, and zoning administration. The team serves five volunteer boards and commissions that review and act or provide recommendation on various development-related issues.

The department mainly operates using a business-like enterprise fund, supported by development fees, the 2020 budget for which is about $6.75 million. Long-range planning, zoning administration and historic preservation functions are provided through a roughly $650,000 General Fund appropriation. The department currently has 58 employees, and salaries and benefits for more than 52 full-time positions are provided via the development enterprise. Staffing levels within the enterprise have historically fluctuated along with development activity levels.

Four Cornerstones initially established in the Town’s 2020 vision guide decision-making on development proposals: distinct Town identity, responsible growth, community services and thriving economy.

The Position

This opportunity exists because the 12-year Development Services Director Bill Detweiler is retiring. The opening comes at an exciting time for the organization: Downtown Castle Rock is undergoing redevelopment, the yet untapped southwest portion of Town is primed for development, and the Town’s population is ultimately expected to roughly double in the coming decades due to existing development entitlements. The next director will help lead the department and the community through these and other important evolutions.

Under direction of the Town Manager, the Development Services Director is responsible for strategic planning, organizational development, and community engagement for the Town’s Development Services Department. This includes providing leadership, administration and oversight for all areas of the department including development review, building, zoning, planning and plan review, historic preservation and field inspection activities.

The Ideal Candidate

The Development Services Director will oversee a talented and dedicated staff that seeks foremost to serve the residents of Castle Rock, as well as to assist development community partners with building the Town. He or she will be expected to build on the culture of customer service that exists within Development Services while articulating a vision for the future of the department. The successful candidate will be a resourceful leader who has sound judgment and thinks with the Town’s long-term viability in mind. He or she should embrace collaboration, both within the Development Services Department and among other Town departments and with partner entities.

The ideal candidate will have experience working in a comparably sized municipality with a strong insistence on high-quality development. Experience in high-growth communities is greatly desired. The next director will possess a value system that embodies the department’s customer-first philosophy and a commitment to public service, and will operate with a style that encourages engagement of both the department and the community.

The director should be able to proactively identify and advocate for the resources necessary to provide development services within one of the country’s fastest-growing communities. At the same time, the director must be able to manage operations in accordance with the Town and department’s available resources.

Clear, direct and honest communication is a core organizational value and will be key in this role, as will the ability to see the big picture within a complex department, and to develop an understanding of how work needs in one division of the department might impact another. The successful candidate will be expected to lead the department in a pursuit of continuous improvement and organizational excellence.
The Town of Castle Rock is seeking an exceptional leader to serve as its next Development Services Director.

The picturesque Town of Castle Rock, Colorado, is a freestanding, full-service municipality of about 72,000 residents midway between Denver and Colorado Springs. The quality of life in Castle Rock is exceptionally high – nearly all residents surveyed in 2019 said the overall quality of life here meets or exceeds their expectations. Castle Rock is an ideal environment in which to raise a family, where residents also enjoy ready access to the amenities of two larger metro areas. This quality of life is enhanced by a historic downtown and numerous annual events and festivals. The strong local economy is bolstered by a number of local retail centers.

The Town encompasses 34 square miles, at 6,200 feet of elevation, and is traversed by Interstate 25 and U.S. Highway 85. U.S. Census data in 2019 revealed the Town is the 14th-fastest-growing community of more than 50,000 residents in the entire country, which makes working in the Town's Development Services Department challenging and rewarding.

The department places a high value on customer service and helps define the Town's future by providing high-quality, effective and professional planning, building and zoning services. The department seeks continuous improvement and to implement the community's vision through development activities. Read the Town's 2030 Vision and Comprehensive Master Plan at CRgov.com/Development.

The Details

Qualifications:
We are seeking a candidate with a bachelor's degree in planning, urban design or engineering, or a closely related field, supplemented with seven to 10 years progressively responsible management experience in community development or planning, including at least two years of supervisory experience. A master's degree is preferred.

Compensation:
The salary range for this opportunity is from $132,932 to $186,222, depending on experience and qualifications.

Benefits:
The Town provides a comprehensive, generous benefit package, including medical, dental and life insurance; paid vacation and sick leave; a defined contribution retirement plan through ICMA-RC; and vehicle and cell phone benefits.

Criteria:
Applications will be screened against criteria provided in this brochure. The most promising candidates will be offered interviews in Castle Rock. While the Town of Castle Rock will endeavor to maintain confidentiality at the initial stage, finalists' names will be released to the public. Selection will be based on best fit, competency, education, training and experience. Successful completion of a background review, reference checks and possible site visit by Town representatives are required prior to garnering the Town Manager's recommendation as the candidate of choice. The seven-member Town Council must ratify the successful candidate's appointment.

Apply:
To apply, submit a cover letter and resume at CRgov.com/Jobs.

Questions:
For more information, please contact:
Sue Morgan, Human Resources Manager
720-733-2216 • smorgan@CRgov.com

Search schedule:
Closing deadline March 23, 2020
Interviews April 2020

The Community

The picturesque Town of Castle Rock, Colorado, is a freestanding, full-service municipality of about 72,000 residents midway between Denver and Colorado Springs. The quality of life in Castle Rock is exceptionally high – nearly all residents surveyed in 2019 said the overall quality of life here meets or exceeds their expectations.

Castle Rock is an ideal environment in which to raise a family, where residents also enjoy ready access to the amenities of two larger metro areas. This quality of life is enhanced by a historic downtown and numerous annual events and festivals. The strong local economy is bolstered by a number of local retail centers.

The Town encompasses 34 square miles, at 6,200 feet of elevation, and is traversed by Interstate 25 and U.S. Highway 85. U.S. Census data in 2019 revealed the Town is the 14th-fastest-growing community of more than 50,000 residents in the entire country, which makes working in the Town's Development Services Department challenging and rewarding.

The department places a high value on customer service and helps define the Town's future by providing high-quality, effective and professional planning, building and zoning services. The department seeks continuous improvement and to implement the community's vision through development activities. Read the Town's 2030 Vision and Comprehensive Master Plan at CRgov.com/Development.