



City of Verona, Wisconsin

DIRECTOR OF PLANNING AND DEVELOPMENT

Salary Range: \$83,372.01-\$103,579.75

Our Community

(Pop. 14,034). The City of Verona is a growing, vibrant community located in Dane County, Wisconsin with many recreational, cultural, and business amenities. Our residents enjoy a high quality of life, excellent schools, and the small town feel of Hometown U.S.A.

City Government

The City of Verona operates under the Mayor-Council form of government. The Mayor is elected to a two year term and is the City's Chief Executive Officer. The Common Council is the legislative body of the City government and is comprised of the Mayor and eight Alderpersons. The City has four aldermanic districts and each district has two Council representatives, each elected for a two-year term. The Common Council formulates policy and enacts local laws, usually in the form of resolutions and ordinances.

The Organization

The City of Verona has approximately 100 regular full-time and part-time employees with up to an additional 100 employees including limited term and seasonal employees, during the peak of the summer season.

The City Administrator serves as the Chief Administrative Officer and provides day-to-day oversight of municipal operations. Each City department is managed by a Department Head who is responsible for managing the City's affairs and public services related to their assigned departments.

The City of Verona provides a full range of municipal services. They include planning and zoning; community and economic development; building permits, inspections, and reviews; police and fire protection services; public works functions such as water and sewer services, refuse and recycling collections, snow removal and street maintenance; library and social services; and recreation and parks facilities services. For more information on our organization, please visit our [website](#):

The Department:

With Verona being a growing community, it is an exciting time to join our Planning and Development Department! The mission of the Planning and Development Department is to help facilitate the orderly development of the City as well as to assist the general public in obtaining necessary development approvals. Consisting of two full-time employees,

The Department (Continued):

(the Director of Planning and the Development, and Community Development Specialist), the Department provides advice and technical expertise for elected officials, appointed citizens planners, City departments, public agencies, and residents in the pursuit of supporting well-informed and collaborative land-use and land development decisions. Efforts are guided by an understanding and commitment to the principle that these decisions have a direct impact on the community's quality of life today and for future generations.

Specific functions performed by the department include assisting developers and citizens through the processes of annexation, platting, and zoning, as well as the review of site plans, conditional use permits, and variances.

The department acts as staff for the Plan Commission and the Zoning Board of Appeals, and is responsible for setting agendas for these committees, as well as compiling and analyzing information for committee action. The department is also responsible for operating the City's Geographic Information System (GIS) which is used extensively to produce maps for various uses throughout the City. For more information on the Planning and Development Department, including news regarding current and upcoming projects, please visit our [website](#).

The Position:

The Director of Planning and Development will be a key member of the City's management team. This position will provide leadership, management and direction to the City's Planning and Development and Building Inspection Departments. The Director will formally supervise two direct reports (Community Development Specialist and Building Inspector). Additional managerial responsibilities include preparing and administering the annual budget for the Planning and Development and Building Inspection Departments.

The Director will also perform technical and professional work related to Planning and development. Responsibilities include preparing and presenting policies related to the promotion and regulation of development and/or redevelopment of the City, current and long-range planning for the City, and serving as the City's Zoning Administrator.

The Director of Planning and Development will be responsible for developing and maintaining strong working relationships with a variety of stakeholders. The Director will represent the City in meetings with residents, property owners, developers, and other units of government. The Director is also responsible for preparing staff reports for the Plan Commission and City Council.

Position Qualifications:

A minimally qualified candidate will have graduated from an accredited college or university with a bachelor's degree in urban or regional planning, geography or a closely related field and have experience with planning and zoning at the local government level.

Preferred qualifications include a Master's degree in Urban Planning or similar and American Institute of Certified Planners (AICP) certification, formal supervisory experience, and knowledge of GIS and economic development. Candidate must have a valid Wisconsin driver license and use of a personal vehicle to perform the job when necessary.

Application Instructions: You may apply online today by accessing our [jobs page](#) and submitting a resume and cover letter. **The deadline to apply is Sunday, May 15, 2022 at 11:59 pm.** Don't forget to reference the "benefits" tab on the job announcement to learn more about the amazing benefits offered by the City of Verona!

The City of Verona is an Equal Opportunity Employer.