

# **City of Sheridan, WY**

## **Community Development Director**

**Salary Range: \$89,500 - \$103,900**  
**Plus Benefits**

Seeking a Community Development Director with a strong planning background and supervisory experience to lead the Planning Department in a growing community.

The City of Sheridan, WY is being assisted by KRW Associates, LLC.

Applications are to be submitted to: [apply@KRW-associates.com](mailto:apply@KRW-associates.com)

Deadline: Open Until Filled

**First Review of Applications - November 8, 2023.**

# The City & Surrounding Community

The City of Sheridan, (population 19,655), is located in beautiful northern Wyoming near the Bighorn Mountain range, 14 miles from the Montana border. As the county seat, the City serves as the central business hub for Sheridan County and the surrounding areas including Johnson County and the southern regions of Big Horn County, Montana. Residents appreciate the quality of life that comes from living in an historic and welcoming community with many local amenities and easy access to exceptional outdoor recreational resources.



Sheridan's rich western culture includes 70 historic buildings and a vibrant downtown that's home to many unique shops, galleries, restaurants, craft breweries and cafes. Every July, the community celebrates its western heritage with the Sheridan Wyo Rodeo, which draws visitors from across the US to take part in a multitude of western-themed family activities. Sheridan also offers a wide variety of cultural, and recreational options including a newly renovated YMCA, an outdoor swimming pool complex, movie theaters, bowling alley and performing arts center. Nearby you will find many parks, trails, skate parks, public and private golf courses, the historic *Trail End Kendrick Mansion* and *Brinton Art Museum*.

Sheridan is known as a vacation destination and popular travel stop, due to its close proximity to interstate 90 and US Route 14. Located halfway between Mt. Rushmore and Yellowstone National park, the Bighorn Mountains attract many visitors to enjoy lakes, campgrounds, scenic byways, picnic areas, lodges and miles of fishing streams. The area is also home to over 189,000 acres of wilderness and 1,500 miles of trails.

Locals have the choice of public or private schools. School District 2 offers six elementary schools one junior high, one high school and alternative schools for junior high and high school levels. The Northern Wyoming Community College District-Sheridan Campus offers state of the art, technology, software labs and training equipment, and award-winning staff.

The primary industries in Sheridan are manufacturing, health care, educational services, and construction. However, tourism, agriculture/forestry, mining, oil and gas, also play a role as economic drivers.

The City of Sheridan is governed by a Mayor-Council form of government with a City Administrator. The City provides comprehensive municipal services including police and fire protection, public works, water and wastewater utilities, building plan review and inspections, park maintenance and solid waste/recycling services.



# The Position

The allocation of duties for this position is 90% planning and 10% economic development. The Community Development Director plans, organizes and directs all the activities of the City's Planning Department including long-range and comprehensive planning, development review, permitting, code enforcement, building services and economic development activities. The successful candidate will develop and administer long-range plans for the community and establish strategic goals. Areas of focus will include land use, code changes and enforcement, development proposals and review, economic development initiatives, grant administration, zoning and public outreach. This position has direct supervision over the planning technician and reports to the Director of Public Works. Major job duties include the following:

- Oversees and leads the comprehensive plan process and directs the day-to-day activities of the planning department, including land-use planning, subdivision review and permitting. Tracks the status of projects.
- Conducts long-range planning and land-use analysis; makes policy and code change recommendations; drafts ordinances and resolutions for City Council consideration.
- Administers the City's land use/development code and enforces the provisions of the code, where necessary.
- Organizes and leads the Development Review Committee (DRC), oversees and prepares staff reports for the City Council, Planning Commission and the Board of Adjustment. Organizes Board of Adjustment (BOA) Meetings and Planning Commission Meetings, and provides training to new members as needed.
- Coordinates and leads the City's economic development initiatives; oversees the creation of strategic plans, small business support and serves as a liaison to other local economic development entities.



- Coordinates activities between the Planning Department and other community entities, including civic organizations, industry/trade organizations and citizens.
- Meets with community stakeholders and organizations regarding housing, economic development, historic and natural resource preservation and land use. Drafts policy and regulations. Makes public presentations regarding planning and land use issues in the community and coordinates public outreach efforts.
- Oversees and leads grant writing and administration for planning related issues.
- Coordinates with the County Planner to develop joint management plans and guidelines. Provides support for the City Planning Commission, and serves as a liaison to citizens regarding designated planning projects.
- Supervises GIS contract services related to community development and associated infrastructure.
- Prepares and administers the budget for the Planning Department.



# The Ideal Candidate

- Possesses a strong planning background and enjoys performing the day-to-day tasks associated with urban planning.
- Understands the sound principles and practices of economic development, planning and community organization.
- Plans and organizes comprehensive research studies. Prepares and presents technical reports.
- Has experience with local government administration and operations, including budgetary procedures and fiscal management.
- Has strong written and oral communication skills and is proficient in addressing public bodies (e.g., City Council, Planning Commission and Board of Adjustment).
- Establishes and maintains effective relationships with co-workers, elected officials, the public, staff and other governmental entities.
- Has the ability to administer a comprehensive work program; interpret codes accurately and effectively; enforce regulations with fairness, tact, and impartiality.
- Is respectful, thinks critically, maintains perspective and manages well in day-to-day interactions with the public.



## Core Values

Make a Difference

Take Initiative

Build Trust

Show Optimism

Promote Teamwork



## Qualifications

- Bachelor's degree in planning, public administration, or a closely related field. Knowledge and level of competency commonly associated with the completion of a Bachelor's degree may be substituted.
- Three (3) to five (5) years of experience in a leadership/management role in community planning, urban/rural planning or similar position.
- An equivalent combination of education and experience may be considered.
- Proficient with GIS mapping software.
- Ability to obtain a valid State of Wyoming driver's license.
- A Master's degree and AICP (American Institute of Certified Planners) certification is preferred, but not required.



**KRW** associates  
Public Sector Executive Search and Organizational Consulting

## Opportunities & Challenges

- Work on affordable housing concerns with applicable boards and committees.
- Update and improve City Code and facilitate projects related to Code changes.



CITY OF  
*Sheridan*  
— WYOMING —



# Compensation & Benefits

**Hiring Range:** \$89,500 – 103,900 (Depending on Qualifications)

## Summary of Benefits

- Health Insurance- 80% of premium for high deductible plan - paid by City
- Health Savings Account- \$2,500 for family or \$1,250 individual plan - paid by City
- Dental Insurance- 100% of premium for employee and dependents - paid by City
- Life & AD&D Insurance- 100% of premium - paid by City
- Vision Plan and additional voluntary insurance available for purchase
- Retirement Plan- Wyoming Retirement System
- 10 Paid Holidays (including one floating holiday)
- Vacation Leave- based on years of service
- Sick Leave- 8 hours per month
- Wellness Program
- Mobile phone stipend, and government employee discount
- Use of City vehicle, during work shift, for site work
- Membership dues for approved professional associations - paid by City
- Training and professional development opportunities - paid by the City
- Relocation expenses and temporary housing are negotiable





## To Apply

Application materials accepted electronically at: **[Apply@KRW-Associates.com](mailto:Apply@KRW-Associates.com)**

Attach a cover letter, resume and contact information for six (6) professional references.

Deadline: Open Until Filled **First Review of Applications—Nov. 8, 2023**

## Questions?

Questions should be directed to [info@KRW-Associates.com](mailto:info@KRW-Associates.com)

Or by phone to: Lorne Kramer, KRW Managing Partner - 719-310-8960

Mark Collins, KRW Associate - 307-460-1941

Gina McGrail, KRW Associate - 303-249-9572

The City of Sheridan, WY is an equal opportunity employer.