City of Alpena Planning and Development Director Opportunity! Our community is known for friendly people, beautiful sunrises, and a bustling downtown. Grab your kayak, telescope, fishing gear, snorkel, and hiking boots and settle into the Sanctuary of the Great Lakes. This is your opportunity to join a growing community and a dedicated municipal team!

The Director is responsible for the City’s planning, community, and economic development function including the coordination of all functions of the Planning Commission and Zoning Board of Appeals in the areas of zoning, planning, and capital improvements programming. The ideal candidate will be dynamic, innovative, a visionary, and think regionally.

Salary range for this position is $55,577 - $75,031. Must live within 20 miles of the nearest Alpena City limit per Michigan Act No. 212 of 1999.

To apply, please submit a cover letter, resume, and four professional references to Kathy Himes, Director of Human Resources at kathyh@alpena.mi.us or to 208 North First Avenue, Alpena, MI 49707. Additional information can be found at www.alpena.mi.us under the Human Resources Department. The City of Alpena is an Equal Opportunity Employer.
Planning and Development Director
Alpena, Michigan

Glass Bottom Boat. Shipwreck Tours. Wildlife & Marine Sanctuary. Live Theater. Lake Huron. Thunder Bay River. Located on the gorgeous shores of Lake Huron, Alpena is a vibrant, friendly community, and serves as the regional hub of Northeast Michigan. With 10,483 residents, as of the 2010 Census, our community is home to beautiful waterfront sunrises, eclectic and bustling downtown, and panoramic views of Lake Huron and beyond.

Alpena is your home for exploring the sunrise side of Northeast Michigan. Our special place on Lake Huron is centrally located to several Dark Sky Preserve Parks, seven lighthouses, 300,000 acres of open water, and more than 100 miles of groomed trails. The Alpena community is the place where history and heritage collide with relaxed outdoor adventure. Load up your kayak, telescope, fishing gear, snorkel fins, bird book, hiking boots and bikes, and point yourself toward the Sanctuary of the Great Lakes.

Alpena offers our next Director stable finances, and a unified City Council. The Director will work with outstanding community partners and a talented and seasoned management team. The City offers outstanding city services and deeply embraces the responsibility to serve the public.

Alpena is rich in history, yet a modern City at nature’s doorstep. Home to several art galleries, two live theaters, 290-square mile underwater preserve, a state-of-the-art hospital, an exceptional community college, a charming downtown, and plenty of room to relax and explore the great outdoors. Alpena is the perfect place to relax, refresh, and enjoy life as it was meant to be. Alpena, Sanctuary of the Great Lakes, always feels like home.
OUR HISTORY… OUR FUTURE

Founded in 1871, the historic City of Alpena overlooks Lake Huron’s picturesque Thunder Bay.

Alpena began as an early commercial fishing port and soon grew to be one of the nation’s most profitable lumber harvesting locations. During the lumber surge, between 1,500 and 2,000 ships annually passed through Thunder Bay. Following the lumbering wealth, Alpena earned the nickname “The Town That Wouldn't Die.” With a tenacious spirit and trailblazing ambition, Alpena moved to manufacturing and mining.

The City of Alpena is home to the LafargeHolcim, the world’s largest shale quarries, Besser Company, the world headquarters for concrete block making machinery, Alpena Community College’s World Center for Concrete Technology, Mid-Michigan Medical Center and Alpena Cancer Center, which is a joint venture with the University of Michigan Department of Radiation Oncology, and Alpena Combat Readiness Training Center, located at the Phelps Collins Air Force Base. In addition to our business community, Alpena has an exceptional school system, with Alpena High receiving high marks with US News for their efforts on preparing students for college. Truly, we have it all in Alpena.

Today, Alpena is a unique community with a tempting mix of live entertainment, exceptional cuisine, fine wines, and locally brewed beer. Also, Alpena has thriving manufacturing, an expanding medical facility, and an award-winning education system. There is a must see Make a Splash Fish Mural, and an unending shoreline of Lake Huron.
THE ALPENA PROCESS

DEADLINE TO APPLY: March 27, 2020

Please submit cover letter, resume, and four professional references with confidence to Kathy Himes, City of Alpena HR Director. Applications will be received at Kathyh@alpena.mi.us or to 208 North First Avenue, Alpena, MI 49707. Alpena is an Equal Opportunity Employer.
CITY OF ALPENA

JOB DESCRIPTION

JOB TITLE: PLANNING and DEVELOPMENT DIRECTOR

FLSA: Exempt

SUPERVISED BY: City Manager

GENERAL SUMMARY

The Director is responsible for the City’s planning, community, and economic development function including the coordination of all functions of the Planning Commission and Zoning Board of Appeals in the areas of zoning, planning, and capital improvements programming. The Director assists City Manager with various administrative activities including special projects in the areas of administration, economic development, budget, policies, etc. This position is also responsible for grant application and administration.

A. Planning

1. Responsible for the City’s planning function and assists the Planning Commission and Zoning Board of Appeals in all areas of planning and zoning.

2. Coordinates preparation of the City’s capital improvements program in accordance with the Michigan Planning Enabling Act, PA 33 of 2008, as amended.

3. Acts as to the Planning Commission and Zoning Board of Appeals. Prepares agenda, staff reports, correspondence and other materials, data or notifications, and reviews draft meeting minutes.

4. Coordinates the development and maintenance of the City Comprehensive Plan and Zoning Ordinances.

5. Responds to public requests for explanation or interpretation of statutes, ordinances, and processes related to zoning and planning.

6. Works collaboratively with the Building Official (Zoning Administrator) in the review of site plans and Zoning Ordinance enforcement.

7. Performs other planning duties as required.

B. Community and Economic Development

1. Works with various committees regarding community development as assigned by the City Manager.

2. Serves as the primary City Representative to the NEMCOG Board.

3. Serves as staff to the Alpena Wildlife Sanctuary Board.
4. Serves as staff to the City’s Historic District Study Committee and the Historic District Commission.

5. Administers the City’s MSHDA Rental Rehabilitation and Development programs.

6. Administers the City’s Brownfield program.

7. Assists the City Manager and local economic development agencies in attracting and retaining industries and businesses.

8. Cultivates and maintains strong professional working relationships with a range of community stakeholders and businesses.

9. Coordinates the City’s industrial tax abatement program and assists industries with tax abatement applications and projects.

10. Performs other community and economic development duties as required.

C. Administrative

1. Responds to public information requests.

2. Prepares grant applications and administers grant projects for City construction, planning, and design projects or studies.

3. Administers special projects as assigned by the City Manager.

4. Performs other administrative duties as required.

DESIRABLE QUALIFICATIONS FOR EMPLOYMENT

Knowledge of the professional principles of public administration to effectively and efficiently plan and carry out assigned management and research duties.

Knowledge of the professional principles of urban planning to effectively coordinate the planned development of the community.

Knowledge of the City’s zoning codes and accepted inspection practices to assure that zoning ordinance standards are maintained.

Strong customer service and communication skills to maintain good working relationships with developers, property owners, citizens, elected officials, and others.

Ability to communicate effectively both orally, and in writing.

Strong analytical, interpersonal, and computer skills required.

Knowledge of GIS applications preferred.
EMPLOYMENT QUALIFICATIONS

**Education:** Bachelor’s Degree in city planning, public administration, or the equivalent is required. Major course work in city/urban planning with supplementary course work in public or business administration is preferred. A Master’s Degree in Planning or the equivalent is preferred. AICP certification and/or Michigan Professional Community Planner designation preferred.

**Experience:** A minimum of three years’ experience in city planning, grants administration, community and economic development, and local government administration. Two of the three years must include progressively responsible planning and/or zoning experience.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to walk or stand and talk or hear. The employee frequently is required to sit. The employee is frequently required to use hands and fingers to handle, feel or grasp; reach with hands and arms; and stoop, kneel, crouch or crawl. The employee occasionally is requested to climb or balance; and lift and/or move moderately weighted items. Specific vision abilities required by this job include close vision, distant vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The work environment contains a moderate level of noise.

This description is intended to describe the type and level of work being performed by a person assigned to this job. It is not an exhaustive list of all duties and responsibilities required by a person so classified.