REQUEST FOR PROPOSALS

FOR

CONSULTANT SERVICES

Recruitment and Selection for the City of Asheville
DIRECTOR OF PLANNING AND URBAN DESIGN

City of Asheville
Human Resources Department
P.O. Box 7148
Asheville, NC 28802

Release Date: July 25, 2014
Proposals must be received no later than: August 13, 2014 at 3:00pm EST
I. REQUEST FOR PROPOSAL NOTICE

Notice is hereby given that the City of Asheville will accept Proposals from Executive Search Firms with demonstrated experience in conducting **Director of Planning and Urban Design** search services focusing on public sector agencies and service providers until Wednesday, August 13, 2014 by 3:00pm.

The selected firm will develop a candidate profile, recruit candidates, review materials and screen candidates, facilitate interviews and assist the city with negotiating a compensation package and coordinate all correspondence, travel arrangements and record keeping. The selected firm will conduct detailed professional reference checks on recommended finalists.

The proposed job specification for the position of Director of Planning and Urban Design is included as **Attachment A**. An organizational chart of the Planning Department as currently configured is included as **Attachment B**. The City’s organizational chart is attached as **Attachment C**.

All Proposals shall be clearly identified as Consultant Services for the purposes stated above should be delivered Wednesday, August 13, 2014 by 3:00pm to the City of Asheville at the following location:

**Physical Location for Package Delivery**
City of Asheville
Human Resources Office
Sixth Floor City Hall
70 Court Plaza
Asheville, NC 28802
RFP# 941-15
Attn: Meredith Troughton

**USPS Mailing Address:**
City of Asheville
Human Resources Office
PO Box 7148
Asheville, NC 28802
RFP# 941-15
Attn: Meredith Troughton

Late proposals will not be considered. All proposals must be signed by an authorized representative of your organization. Faxed or emailed proposals will not be considered.
The City of Asheville reserves the right to reject any or all Proposals, waive formalities, negotiate terms and conditions, and to select the agent and service options that are in the best interest of the City of Asheville and its employees.

During the evaluation process, the City of Asheville reserves the right to request additional information or clarification from vendors, or to allow corrections of errors or omissions. At the discretion of the City of Asheville, firms submitting proposals may be requested to make an oral presentation as part of the evaluation process, all of which will be requested by the appropriate City of Asheville representatives.

Inquires and/or clarifications should be forwarded by email to the Human Resources Office by Tuesday, August 5, 2014 at 3:00pm: mtroughton@ashevillenc.gov. An addendum will be issued answering all questions and will be posted to www.ashevillenc.gov/bids. It is the responsibility of the bidder to check this website periodically for any changes to this proposal.

II. CITY OF ASHEVILLE INFORMATION

BACKGROUND

The City of Asheville, with a population of 83,393 people, comprises an area of approximately 45.2 square miles in Western North Carolina. Asheville is the regional center for manufacturing, transportation, health care, banking, professional services, and shopping. The City is the county seat of Buncombe County, the largest city in Western North Carolina and the eleventh largest city in the State. Asheville is nestled between the Blue Ridge and Great Smoky Mountains and located astride the French Broad and Swannanoa Rivers. The City is surrounded by lush mountains, many with elevations above 5,000 feet.

The City of Asheville, which was incorporated in 1797, operates under a Council/Manager form of government. The seven-members of City Council are elected at-large for staggered terms of four years. City Council, which acts as the City’s legislative and policy-making body, selects the City Manager, who is the City’s Chief Executive Officer and is responsible for implementing the policies and programs adopted by the City Council. The City’s 1,100-person workforce provides basic City services including fire and police protection, planning, economic development, development services, public works (streets, traffic, and solid waste and stormwater services), parks and recreation, transportation and water.
Organizational Context:
The mission is of the Planning and Urban Design Department is: The City of Asheville Planning and Urban Design Department is dedicated to providing sound, professional land use guidance as well as the highest level of technical and customer service to achieve safe and healthy residential neighborhoods and sustained economic growth. The department promotes the orderly, harmonious use of land and improved quality of life for Asheville's diverse community and future generations. The Planning and Urban Design Director will be expected to utilize sustainable planning practices to implement the City’s strategic goals.

III. PROJECT SCOPE AND OBJECTIVES

The objective is to make a hiring decision involving the City’s next Director of Planning and Urban Design in November 2014 with a projected start date for a new Director of Planning and Urban Design in December 2014. The City will involve key internal stakeholders in the hiring process. The City of Asheville requires the Consultant to perform the following services.

1. **Position Profile:** The City expects the successful firm to develop a comprehensive position profile based upon information obtained in telephone discussions and the exchange of information by e-mail with the City Manager, Assistant City Manager, Executive Director and others identified as appropriate, and should reflect responsibilities, core competencies and professional characteristics and traits, education and training, operational and organizational issues, and other factors relevant to the positions. This should include, but not be limited to:
   - An evaluation of the compensation and benefits for such position with respect to municipalities in similar size, geography and/or position responsibilities to Asheville, with a recommendation to the City Manager.
   - The development of a marketing strategy creating a community profile and brochure to assist in the active recruitment of candidates for the Director of Planning. The selected firm shall employ selected advertising to include appropriate professional journals, newspapers, direct solicitation and internet techniques to ensure a pool of diverse and qualified applicants.

2. **Candidate Review and Assessment:** The City will place emphasis on a screening process that narrows the field of candidates to those that most closely match the needs of the City as determined by the position profile. The extent of screening by the selected firm is expected to include:
   - The review of resumes and cover letters, preliminary reference checks, personal interviews, and other necessary steps in order to identify top candidates.
   - Preparation of a written report that provides detailed information including background investigation, professional experience and accomplishments,
strengths and potential gaps, and reference lists for each recommended top candidate.

- The scheduling and facilitation of Skype interviews and/or other proposed methods (such as a supplemental written exercise) to evaluate this secondary level of candidates.
- Assist in the development of interview questions.
- The scheduling and facilitation of an on-site interview & selection process with finalists. Recommendation for process may include the development and facilitation of an assessment center. Consultant will be responsible for all preparation work for onsite process.

3. Candidate Selection

- Review of interview & selection process with the City Manager and HR Director to determine next steps for selection. Final Background and Reference checks – work with HR Director to determine the method to conduct a thorough background screening and reference checks.
- Assist in negotiating a total compensation package with the desired candidate, and
- Assist in the refining a process for recruitment, including a schedule for actions and deliverables.

IV. REQUIRED CONTENTS & CONDITIONS OF PROPOSAL

The purpose of the proposal is to demonstrate and clearly articulate the qualifications, service level, cost for services, competence and capacity of the firm seeking to become Consultants for the City of Asheville and should sample recruiting specifications, community profiles, brochures, letters, and announcements.

Proposals should include sufficient communication to ensure that the proposed methodology is understood and the results are regarded as expert, impartial, legally defensible, and fair.

One original with three hard copies of your proposal and one electronic version on a flash drive in PDF format with any proprietary information redacted for public records requests. Minimum font size no less than 11 point Times New Roman. The Appendices should only include resumes of key staff, firm overview materials and sample materials along with the following:

1. Brief history of the firm and any sub-consultants undertaking the work, and the role of each in the project.
2. Details on firm’s experience with other municipalities and similar positions. This includes an overview of the team’s experience in similar projects, and specify the
roles performed in those projects by the key personnel. Proposals shall include information that reflects a track record of successful project management during the past three years with similar position recruitment and the successful placement of at least one candidate of a similar position during the last 18 months. For reference purposes, list clients in which you have worked in the past 2 years on projects involving executive searches. Please list the client name and contact information. The successful applicant must demonstrate sound comprehensive planning experience to include sustainability focus. Summary of the key individuals from each firm who will be involved in the project, including their roles, responsibilities, and estimated percentage of time they will be committing to the project.

3. Describe the team’s project management approach including;
   • Approach to successfully completing this project including major tasks and an associated schedule indicating anticipated milestones,
   • Management approach to ensure effective communication with the City.
   • Capacity of the team to accomplish the work including assurance of adequate staff and availability of staff and resources.
   • Description of service philosophy specifically addressing policies and procedures with respect to confidentiality, legal and ethical issues.

4. Summarize specific recruitment and evaluation strategies for the Planning Director search.

5. Provide overview of any unique or specialized services provided by your firm.

6. Disclose any conflicts or perceived conflicts of interest including any relationships with any current or former City of Asheville personnel and identify what procedures your firm utilizes to resolve such conflict.

7. List all previous engagements with the City of Asheville

**General Conditions and Stipulations:**

1. The City of Asheville reserves the right to reject any or all Proposals, waive formalities, negotiate terms and conditions, and to select the agent and service options that are in the best interest of the City of Asheville and its employees.

2. It is expected that the firm take an advisory role in its duties outlined in this Proposal and with the highest level of confidentiality while understanding its critical role to provide creditable information to the City Manager. Consultant understands that the final determination regarding the outcome of the search process is will be determined by the City Manager.

3. The Consultant must provide all documentation submitted by potential candidates and any related documentation from the recruitment process.

4. The Consultant will be responsible to follow-up with candidates to include notification of receipt of resumes and at the conclusion of the process.
5. The Consultant will be responsible for adhering to all aspects of the City’s service contract terms and conditions from Exhibit B at time of contract execution.

V. EVALUATION PROCESS

Evaluation Criteria
The Evaluation Team will review and evaluate the proposals based upon the following criteria (not necessarily listed in rank order):

- Project understanding and project approach, including the ability to complete the project on time,
- Key personnel qualifications and experience,
- Firm qualifications and relevant experience including process support,
- Project team utilization, commitment, and management,
- Compliance with specifications,
- Review of references, and
- Cost.

Proposals will include the cost for each task, a maximum for direct expenses and a resulting not to exceed cost for the projects as a general indication (or range) of the cost of the services. A complete description of the fee structure of the firm shall be included. The scope and schedule will be refined and the final fee will be negotiated with the selected firm.

A short list of firms submitting quotes may be selected to interview and make a presentation as part of the selection process. The City encourages firms to demonstrate experience and expertise by proposing alternatives or changes to the draft scope of work as is determined to be necessary.

The successful candidate will be required to enter into a written agreement with the City of Asheville that will include service agreements and compensation for all coverage’s. This agreement will have a time period outlined for a list of services and will have a time limit in which to complete responsibilities.
VI. CITY OF ASHEVILLE
CONTRACT TERMS AND CONDITIONS

A. Insurance: The Successful Consultant (Bidder) agrees to keep and maintain for the duration of this Agreement including but not limited to commercial general liability, professional liability, workers’ compensation, and employer’s liability with at least the minimum limits shown below. The Consultant shall provide evidence of insurance coverage consistent with this requirement prior to contract award. The Consultant shall furnish the City with certificates of insurance for each type of insurance described herein, with the City listed as Certificate Holder and as an additional insured on the Consultant’s general liability policy. In the event of bodily injury, property damage, or financial loss caused by Consultant’s negligent acts or omissions in connection with Consultant’s services performed under this Agreement, the Consultant’s Liability insurance shall be primary with respect to any other insurance which may be available to the City, regardless of how the “Other Insurance” provisions may read. In the event of cancellation, substantial changes or nonrenewal, the Consultant and Consultant’s insurance carrier shall give the City at least thirty (30) days prior written notice. No work shall be performed until the Consultant has furnished to the City the above referenced certificates of insurance and associated endorsements, in a form suitable to the City.

- **Commercial General Liability:** $1,000,000 per occurrence
- **Professional Liability:** $1,000,000 per claim-made
- **Workers’ Compensation:** Statutory
- **Employer’s Liability:** $100,000 each accident/total disease/employee disease
Certificate of Insurance lists City of Asheville, PO Box 7148, Asheville, NC 28802, as Certificate Holder.

**B. Indemnification:** Successful Consultant shall indemnify, defend, and hold harmless the City and its subsidiaries, divisions, officers, directors and employees from all liability, loss, costs, claims, damages, expenses, attorney fees, judgments and awards arising or claimed to have arisen, from any injury caused by, or allegedly caused by, either in whole or in part, any act or omission of the Consultant or any employee, agent or assign of the Consultant. This provision is not applicable to any claim arising out of or related to any active or primary negligence of or by City, its officers or employees.

Nothing herein shall be construed as a waiver on the part of the City to any defense of any claim, including, but not limited to the defense of governmental immunity.

**C. Proprietary Information**
Trade secrets or similar proprietary data that the vendor does not wish disclosed other than to personnel involved in the evaluation or contract administration will be kept confidential to the extent permitted by NCAC T01:05B.1501 and G.S. 132-1.3 if identified as follows: Each page shall be identified in boldface at the top and bottom as "CONFIDENTIAL". Any section of the proposal that is to remain confidential shall also be so marked in boldface on the title page of that section. Cost information may not be deemed confidential. In spite of what is labeled as confidential, the determination as to whether or not it is shall be determined by North Carolina law.

NOTE: An electronic version of the bid must accompany the hardcopy bid submission in a sealed envelope. In the electronic version, proprietary information must be redacted in anticipation of public record requests.

**D. Minority Business Plan**
The City of Asheville has adopted a Minority Business Outreach Plan to encourage participation by women and minority businesses in the public bidding process. The purpose of this outreach effort is to increase the likelihood of success in the award of contracts. Bidders are hereby notified that this bid is subject to the provisions of this Outreach Plan. Questions regarding the Minority Business Outreach Plan may be directed to, Brenda Mills, Office of Economic Development, City of Asheville, Post Office Box 7148, Asheville, NC 28802-7148 or by phone at (828) 259-8050 or by e-mail at minoritybusiness@ashevillenc.gov or bmills@ashevillenc.gov. You can access a listing of certified minority firms at either https://www.ips.state.nc.us/Vendor/SearchVendor.aspx (State of North Carolina’s VendorLink search) or www.doa.state.nc.us/hub (Link for Office of Historically Underutilized Businesses to search for HUB vendors directly). All bidders are notified
that they must show proof of minority or woman business status for purposes of this bidding opportunity if they do not use the Office of Historically Underutilized Businesses as their source for outreach efforts. It is the policy of the City to (1) provide minorities an equal opportunity to participate in all aspects of its contracting and procurement programs and (2) to prohibit any and all discrimination against persons or businesses in pursuit of these opportunities.

E. Drug-Free Workplace

The City of Asheville is a drug-free workplace employer. The Asheville City Council has also adopted a policy requiring City construction and service contractors to provide a drug-free workplace in the performance of any City contract.

A. Notifying employees that the unlawful manufacturer, distribution dispensation, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken for violations of such violation.

B. Establishing a drug-free awareness program to inform about the dangers of drug abuse in the workplace, the contractor’s policy of maintaining of drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and penalties that may be imposed upon employees for a drug violation.

C. Notifying each employee that as a condition of employment, the employee will abide by the terms of prohibition outlined in (A) above and notify the contractor of any criminal drug statute conviction for a violation occurring in the workplace not later than (5) days after such conviction.

D. Notifying the City of Asheville within ten (10) days after receiving from an employee a notice of criminal drug statute conviction or after otherwise receiving actual notice of such conviction.

E. Imposing a sanction on, or requiring the satisfactory participation in drug counseling, rehabilitation or abuse program by, an employee convicted of a drug crime.

F. Making a good faith effort to continue to maintain a drug-free workplace for employees. If the prospective vendor is an individual, the drug-free workplace requirement is met by not engaging in the unlawful manufacturer, distribution, dispensation, possession, or use of a controlled substance in the performance of the contract.
If the prospective vendor is an individual, the drug-free workplace requirement is met by not engaging in the unlawful manufacturer, distribution, dispensation, possession, or use of a controlled substance in the performance of the contract.

By submitting a request for proposal, a prospective primary vendor certifies that it and all sub-vendors will comply with the City of Asheville drug-free workplace requirement. A false certification or the failure to comply with the above drug-free workplace requirements during the performance of contract shall be grounds for suspension, termination, or debarment.

**F. Workplace Ad Valorem Taxes**

Bidders/Vendors please note that City Policy, adopted by City Council Resolution No. 93-139, prohibits the City from entering into contracts with persons or firms who are delinquent in the payment of ad valorem taxes owed to the City of Asheville.
EXECUTION OF PROPOSAL

By submitting this proposal, the potential contractor certifies the following:

1. This proposal is signed by an authorized representative of the firm.

2. The cost and availability of all equipment, materials, and supplies associated with performing the services described herein have been determined and are included in the proposed cost.

3. All labor costs, direct and indirect, have been determined and are included in the proposed cost.

4. The potential contractor has read and understands the conditions set forth in this RFP, and agrees to them with no exceptions.

Therefore in compliance with this Request for Proposals, and subject to all conditions herein, the undersigned offers and agrees, if this proposal is accepted within 90 days from the date of the opening, to furnish the subject services.

VENDOR: _____________________________________________________________

ADDRESS:  _____________________________________________________________

CITY, STATE, ZIP:  _______________________________________________________

TELEPHONE NUMBER: ___________________________________________________

EMAIL ADDRESS: _______________________________________________________

FEDERAL EMPLOYER IDENTIFICATION NUMBER: _____________________________

SIGNATURE: ___________________ TITLE: _________________________________

TYPED NAME: ___________________ DATE: ________________________________

THIS PAGE MUST BE SIGNED AND INCLUDED IN YOUR PROPOSAL. UNSIGNED PROPOSALS WILL NOT BE CONSIDERED.
NON-COLLUSION AFFIDAVIT

STATE OF __________________________

COUNTY OF __________________________

________________________, of __________________________, being
(Name) (Bidder)
duly sworn, deposes and says that:

1. He is ______________________________________________________
   (owner, partner, officer, representative, agent)
   of __________________________, the Bidder that has submitted the
   attached Bid Proposal;

2. He is fully informed respecting the preparation and contents of the
   attached Bid Proposal and of all pertinent circumstances respecting such
   Bid Proposal;

3. Such Bid Proposal is genuine and is not a collusive or sham Bid Proposal;

4. Neither the said Bidder nor any of its officers, partners, owners, agents,
   representatives, employees, or parties in interest, including this affiant, has
   in any way colluded, conspired, connived or agreed, directly or indirectly
   with any other Bidder, firm or person to submit a collusive or sham Bid
   Proposal in connection with the Contract for which the attached Bid
   Proposal has been submitted or to refrain from bidding in connection with
   such Contract, or has in any manner, directly or indirectly sought by
   agreement or collusion or communication or conference with any other
   Bidder, firm or person to fix the price or prices in the attached Bid
   Proposal or of any other Bidder, or to fix the overhead, profit or cost
   element of the Bid price or the Bid price of any other Bidder, or to secure
   through any collusion, conspiracy, connivance or unlawful agreement any
   advantage against the City of Asheville, or any person interested in the
   proposed Contract; and

5. The price or prices quoted in the attached Bid Proposal are fair and proper
   and are not tainted by any collusion, conspiracy, connivance or unlawful
   agreement on the part of the Bidder or any of its agents, representatives,
   owner, employees, or parties of interest including this affiant.

________________________________________________________

Signed

________________________________________________________

Title
SWORN TO AND SUBSCRIBED before me this ____ day of ____________, 20__.

________________________________________
Notary Public

My Commission Expires: ____________________
DRUG-FREE WORKPLACE CERTIFICATION

___________________________________, Contractor with the City of Asheville for
the project known as ____________________________, certifies that the City’s
Drug-Free Workplace Policy, as set forth in the Bid Documents (“Policy”), has been
reviewed by or explained to the officers, agents and employees of _______________________
____________________________, and ____________________________
(Contractor’s name)
hereby agrees that the Policy is a part of the Contract and ____________________________
(Contractor’s name)
further certifies that ____________________________ will comply with the
requirements thereof.
This the ______ day of ______________________, 20__.  

___________________________________  
Contractor’s Name

Attest:

___________________________________  By: ____________________________
Secretary/Treasurer  President / Vice President
(Corporate Seal)

SWORN TO AND SUBSCRIBED before me this __ day of ____________, 20__.  

___________________________________  
Notary Public

My Commission Expires: ______________________
CITY OF ASHEVILLE E-VERIFY AFFIDAVIT

STATE OF ______________________
COUNTY OF ______________________

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I, ____________________________(the individual attesting below), being duly authorized by and on behalf of ________________________________ (the entity doing business with the City of Asheville hereinafter "Employer") after first being duly sworn hereby swears or affirms as follows:

1. Employer understands that E-Verify is the federal E-Verify program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law in accordance with NCGS §64-25(5).

2. Employer understands that Employer as defined herein, must use E-Verify. Each Employer, after hiring an employee to work in the United States, shall verify the work authorization of the employee through E-Verify in accordance with NCGS§64-26(a).

3. Employer is a person, business entity, or other organization that transacts business in North Carolina and that employs 25 or more employees in this State. (mark Yes or No)
   a. YES _____, or
   b. NO _____

4. Employer's subcontractors comply with E-Verify, and if Employer is contracted with the City of Asheville, Employer will ensure compliance with E-Verify by any subcontractors subsequently hired by Employer.

This ____ day of _______________, 20_____.

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RFP # 941-15
Signature of Affiant
Title: ________________________________

State of ____________________________
County of ___________________________
Signed and sworn to (or affirmed) before me, this the _____
day of ______________________, 20____.

____________________________
Notary Public
Print Name:

____________________________
My Commission
Expires: _________________________
SECTION VII – REQUIRED DOCUMENTATION

The following are to accompany bid responses:

1. VENDOR APPLICATION AND LICENSES
Bidders are asked to submit a vendor application and return it with bid response. Bidders may download the form from the City’s website at the following link: http://ashevillenc.gov/bids. At the bottom of the page, select “Vendor Application”. Directions for submittal are available on this page. Please include commodity codes on your application

2. FORMS provided above in the RFP Packet to include completed:
Execution of Proposal, Non-Collusion Affidavit, and Drug-Free Workplace Certification forms

3. NORTH CAROLINA CERTIFICATE OF AUTHORITY
All out of state vendors are required to have a NC Certificate of Authority. If you already have a certificate please submit with your bid. If you do not have one you must apply once you are awarded the bid. You may register with the State of NC at: http://www.secretary.state.nc.us/corporations/forms.aspx?pitemid=5465493&type=businesscorporation and submit a copy to Purchasing immediately after it is received.

4. E-VERIFY EMPLOYER COMPLIANCE
Per NC HB 786 Session Law 2013-418, employers and their subcontractors with 25 or more employees as defined, must comply with E-Verify requirements to contract with governmental units. E-Verify is a Federal program and can be accessed via this link: http://www.uscis.gov/e-verify/employers

DOCUMENTS TO BE COMPLETED AFTER AWARD

- Certificate of Insurance: City of Asheville named as additional insured. Insurance requirements listed in SECTION II, O. Indemnification.

- NC Certificate of Authority (for out of state vendors)
Attachment A
City of Asheville - Proposed Job Specification

PLANNING AND URBAN DESIGN DIRECTOR
PLANNING AND URBAN DESIGN DEPARTMENT

GENERAL STATEMENT OF DUTIES

Performs responsible, complex, administrative and professional work directing the City's comprehensive and design program. Employee is appointed by and reports to the City Manager and is not covered by Civil Service Law.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class performs technical, administrative, supervisory, and professional work in directing and coordinating the activities of the Planning and Urban Design Department to insure the orderly growth and efficient administration of City resources. Work involves the program development and implementation of a variety of planning and development projects. Work requires the application of specialized knowledge and skills in the formulation, installation, modification and improvement of master and subsidiary plans for the City's physical and community social and economic development, including the formulation and maintenance of a comprehensive land use plan. Work includes frequent contact with the print and television media and requires considerable discretion in handling public and confidential information. Employee serves as a technical advisor to the City Council and City officials on matters relating to planning and urban design. Position directly provides and/or supervises staff liaison function for a variety of City boards and commissions and outside agencies, including the Planning and Zoning Commission, Downtown Commission, and Historic Resources Commission. Supervision is exercised over a staff of professional, technical, and supporting personnel. Considerable tact and courtesy must be exercised in frequent contacts with City, municipal, state and federal officials and private citizens. Work is performed under broadly outlined goals set by City Council and is evaluated through conferences and the analysis of program achievements by the City Manager’s Office.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Plans, organizes and directs the activities of professional, technical and clerical personnel engaged in a variety of planning and urban design issues; develops and administers departmental policies.
Serves as technical planning advisor to the City Manager, City Council, Planning and Zoning Commission, Downtown Commission, Housing and Community Development Committee, Historic Resources Commission, and other officials; provides assistance to other City departments and public agencies involved in long-range and current planning.

Prepares and administers departmental work programs and budgets; prepares and reviews contracts and agreements; drafts recommendations; and reviews applications for federal and state funded projects.

Analyzes City problems, needs, programs, services and requests for assistance; recommends project priorities.

Prepares comprehensive reports based upon careful research and study of planning problems.

Supervises the gathering and analysis of statistical and narrative data pertaining to population growth, land use and economic development.

Directs the preparation of various materials for presentation to elected officials, appointed boards, community groups and concerned citizens; participates in meetings and public hearings to explain recommendations and planning proposals.

Coordinates City planning activities with affected municipal, state, federal and private agencies.

Coordinates educational and public relations activities related to planning, economic development, community development and preservation.

Directs the selection, recruitment, and development of professional, technical, and support personnel.

Gives oral presentations regarding planning and urban design to various City and community groups; serves as spokesperson for the Planning and Urban Design; attends conferences and other professional development activities.

**ADDITIONAL JOB FUNCTIONS**

Performs related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of the principles, practices, and objectives of urban planning.

Thorough knowledge of economics, sociology, public administration, and quantitative methods and research techniques as related to planning.

Thorough knowledge of best practices for sustainability planning and implementation.

Thorough knowledge of the principles and practices of engineering, architecture and physical design as generally related to planning.

Thorough knowledge of the environmental and socioeconomic implications of the planning process.

Thorough knowledge of the current literature, trends, and developments in the field of urban planning.
Thorough knowledge of the principles of supervision, organization, and administration.

Considerable knowledge of the procedures and practices of community development and economic development; including the management of federal and state grants.

Skill in the collection, analysis and presentation of technical data and planning recommendations.

Ability to establish and maintain effective working relationships with subordinates, public officials, community leaders, and professional groups.

Ability to plan, assign and direct the work of subordinates.

Ability to express ideas effectively orally and in writing.

**MINIMUM EXPERIENCE AND TRAINING**

Bachelor's degree in planning, architecture, engineering or a related field and a minimum of 10 years of related experience; a master's degree in planning or public administration required; and/or any equivalent combination of training and experience required to perform the essential position functions.

**COMPETENCIES**

**Technical Competency:** Ability to use the tools and concepts of the specialty area in which the employee works. Includes using appropriate processes, procedures, resources, and work or professional standards.

**Interpersonal Competency:** Ability to work with people, develop and maintain work relationships, communicate, manage conflict, and perform as an effective team member.

**Intellectual Competency:** Ability to think, learn and process information. Ability to solve problems and gather necessary information. Includes having math and reading skills appropriate to job level.

**Customer Service:** Ability to identify customers, determine the valid needs of a situation, and provide service or service recovery in a manner that satisfies the customer.

**Organizational and Community Sensitivity:** Ability to take the larger perspective into account, recognize organizational and community priorities and balance actions appropriately.

Salary Grade 27
Exempt
Attachment B (2014 City of Asheville Planning Department Organizational Chart) and Attachment C (2014 City of Asheville Organizational Chart) are posted as separate documents on www.ashevillenc.gov/bids