

BOROUGH OF CARLISLE EMPLOYMENT OPPORTUNITY

The Borough of Carlisle is dedicated to providing a diverse work environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to actual or perceived race, color, religious creed, ancestry, sex, national origin, disability, sexual orientation, gender identity or gender expression.

We are proud to be named a
[2021 National Civic League All-American City!](#)

The Borough of Carlisle is excited to begin accepting applications for the newly created Director of Sustainable Community and Economic Development position! We strive to create and strengthen opportunities that empower our diverse community of residents and businesses, providing a vibrant place to live, work, learn, shop, and grow.

This position will direct and enhance efforts to cultivate and revitalize sustainable businesses and neighborhoods by building relationships with community organizations and residents, leveraging federal and state funding, and leading urban and regional planning, zoning, and land use.

We are seeking an enthusiastic, effectual leader with proven success who shares our commitment to excellence in community service and passion for climate action and social and racial equity. Emphasis is placed on high performance and interpersonal effectiveness.

EXCELLENT BENEFITS FOR FULL-TIME EMPLOYEES

Medical, dental, and vision insurance
Life and disability insurance
Professional development and training

Retirement plans
Employee assistance program
Paid leave and holidays

POSITION Director of Sustainable Community and Economic Planning
DEPARTMENT Department of Sustainable Community and Economic Planning
REPORTS TO Borough Manager
FLSA STATUS Exempt, Full-time

ANNUAL SALARY \$80,291 - \$112,407
Salary commensurate with experience.

POSITION SUMMARY: Responsible for innovative economic development, community planning, and sustainable growth strategies and activities which cultivate and revitalize the businesses and neighborhoods in the Borough of Carlisle. Directs initiatives that make the Borough a better place to live, work, and learn with an emphasis on planning, decision-making, and resource allocation that support socially equitable and inclusive policies, programs, and opportunities.

The Borough of Carlisle Sustainable Community and Economic Planning Department works to create a healthy, safe, and sustainable community of choice through leadership, education, partnerships, and stewardship of resources and assets. The department has several areas of focus including land use, planning, and zoning, the investment of federal, state, and local grant funds into neighborhoods, historic preservation, economic development, rental housing and building inspections, and the enforcement of codes and ordinances.

ESSENTIAL DUTIES & RESPONSIBILITIES: The essential functions may include the customary duties and responsibilities noted herein, however, the information below is not an exhaustive list of duties and instead serves as a representative sample of the expectations of the position.

1. Directs sustainable community planning and economic development functions using comprehensive expertise to cultivate strategies and execute initiatives in accordance with the goals established by the Borough Council and under the guidance of the Borough Manager.
2. Identifies planning practices that have had a disparate impact on historically disadvantaged groups in the community with regard to land use, zoning, and distribution of resources while operating from an understanding of present and historical socioeconomic factors that lead to such inequities to work to remove those inequities and obstacles to opportunity.
3. Applies understanding of physical, social, economic, and environmental relationships to plan, forecast, develop, and carry out justifiable, sustainable recommendations and initiatives; plans and carries out initiatives that elevate quality of life and work opportunities by improving neighborhoods, housing, and living conditions, and by building business equity and economic opportunities; supports and coordinates Downtown revitalization efforts and

green/sustainability programs and projects; works to improve transportation and community aesthetics.

4. Establishes and maintains strong, productive relationships and educates groups, agencies, organizations, businesses, and other stakeholders in the community; improves and increases the dialog and connections between the Borough and underserved communities; facilitates engagement from diverse stakeholders and advocates for disadvantaged groups; strives to unify local community organizations and leverage resources in the spirit of achieving common goals and expanding opportunities to all members of the community; communicates complex concepts into practical, actionable terms that are easily understood by a non-technical audience; collaborates with Borough departments, Borough Solicitor, and community stakeholders as needed.
5. Maintains acute awareness, understanding, and insight into the current and future local economic issues and needs; establishes and executes strategic plans that minimize adversity on people and the environment while strengthening the ability of the community and economy to overcome challenges, especially in disadvantaged or underrepresented businesses and neighborhoods; understands historic advantages and disadvantages that have affected residents and businesses; builds local capacity to respond to equity concerns moving forward; ensures compliance with all relevant regulations; maintains current knowledge of state and federal funding programs and grants and how they intersect with local economic development efforts, including audit and compliance requirements; develops measurement and assessment standards to determine return on investment of projects and programs; seeks funding to maximize equitable opportunities across all areas of responsibility.
6. Actively identifies, monitors, and recommends smart growth and revitalization initiatives that provide a range of housing and business opportunities; identifies, utilizes, and promotes incentives, tax abatement programs, economic development and financing programs, site and land development programs, and workforce development programs; conducts studies, collects data, and prepares analyses, proposals, and reports; plans, recommends, and implements responsible long-range projects, such as land use and urban redevelopment, which strengthen business equity and provide the framework for a resilient economic future; ensures the equitable distribution of civic resources and investments; works to eliminate potential disparate outcomes; develops budgets, policies, and procedures to support initiatives; makes recommendations for policy changes or enhancements to support compliance and promote initiatives.
7. Closely collaborates with Borough Director of Public Works to: lead or participate in cross-departmental initiatives and drive community-wide

- sustainability efforts which result in a more resilient economy and society; review subdivision and land development plans and communicate recommendations; and provide input into environmental functions such as the Borough Compost site, Solid Waste program, and Municipal Separate Storm Sewer System (MS4) program.
8. Manages administrative workload related to zoning and codes, such as: review and processing of development and variance applications and requests; reviews signage, outdoor dining, and fence permit applications; reviews site development plans/plats and Historic District Certificate of Appropriateness applications; reviews and approves blueprints, schematic diagrams, and other documentation; addresses related inquiries from the public.
 9. Oversees building codes, zoning, and permitting functions; leads staff responsible for inspecting buildings to ensure compliance for the purpose of protecting public health, safety, and the general welfare of the Borough as it relates to buildings, electrical, plumbing, mechanical, and fire prevention; interprets and enforces codes and ordinances governing subdivision and land development, zoning, building construction, historic district, and related considerations; prosecutes ordinance violations before the District Justice.
 10. Supervises a small team of codes and zoning staff, including motivating, developing, training, coaching, mentoring, disciplining, and evaluating; makes recommendations regarding hiring and termination of staff; delegates and assigns workload.
 11. Prepares, conducts, and/or attends public meetings and hearings which may occur during evenings/outside of regular working hours several times per month; travels to physical sites and meeting locations and/or attends meetings remotely; may include: serving as a primary zoning officer; participating in the Planning Commission, Zoning Hearing Board, Historic Architecture Review Board processes; preparing/presenting information reports; drafting ordinance amendments/resolutions.
 12. Exhibits highest standards of professionalism and serves as Borough representative for community planning and economic development matters when interacting with the general public, property owners, contractors, boards, commissions, and Borough Council; serves as Borough representative and point-of-contact for the Climate Action Plan and sustainability efforts.
 13. Performs duties established under the Pennsylvania Municipalities Planning Code and Borough ordinances; performs other duties as assigned.

KNOWLEDGE/SKILLS/QUALITIES: The ideal candidate should possess the following:

- Demonstrates empathy, tact, and diplomacy.
- Excellent internal and external customer service skills and enjoys working with diverse groups.
- Excellent oral and written communication and presentation skills, including written reports and public speaking.
- Ability to communicate complex concepts into practical, actionable terms that are easily understood by a non-technical audience.
- Knowledge of principles and practices that result in a sustainable, resilient economy.
- Knowledge of urban and regional planning principles and practices.
- Knowledge of building construction practices, methods, materials, and equipment.
- Knowledge of supervisory principles and practices.
- Knowledge of public administration principles and practices.
- Demonstrates critical thinking and analytical skills.
- Ability to interpret Pennsylvania Municipalities Planning Code; subdivision/land development regulations; zoning ordinances; building, plumbing, and electrical codes; and related fire safety codes.
- Proficiency using geographic information systems and basic office technology, such as Microsoft Office products and email.
- Ability to prioritize and complete multiple tasks.
- Ability to read and interpret blueprints, construction sketches, drawings, and plats.
- Ability to travel to physical sites and meeting locations, or to attend remotely, if needed.

REQUIREMENTS AND QUALIFYING CRITERIA:

An equivalent combination of credentials and experience to sufficiently perform the duties of the position may be considered:

- Bachelor's degree in architecture, urban or regional planning, environmental, economics, public administration, or related field.
- Seven (7) years of progressively responsible experience in community development, economic development, developing comprehensive plans, construction, codes enforcement, zoning, planning, or related field.
- Demonstrated ability to manage staff performance, including development and accountability.
- Certification(s) desirable but not required, including but not limited to: Certified Economic Developer (CEcD); Economic Development Finance Professional (EDFP); Graduate Certificate in Community and Economic Development; American Institute of Certified Planners (AICP); ISSP Certified

Sustainability Professional (ISSP-CSP); Sustainability Excellence Professional (SEP); Leadership in Energy and Environmental Design (LEED).

PHYSICAL DEMANDS/WORK ENVIRONMENT: The physical demands described below are representative of those required for the position.

- Work is performed indoors and outdoors, in all types of weather conditions and/or remotely.
- Walking, standing; stooping, kneeling, crouching, bending, reaching, pushing, pulling, and lifting less than 10 pounds.

Ready to apply?

For questions or to submit your resume and cover letter:

Contact: Amy Berrier, HR/Risk Management Manager

Email: aberrier@carlislepa.org

Call: 717-240-6923

Or Mail:

Carlisle Borough Hall

ATTN: Amy Berrier, HR/Risk Management Manager

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