

EMPLOYMENT OPPORTUNITY
COMMUNITY DEVELOPMENT DIRECTOR
THE CITY OF BUCHANAN, MI

‘THE NICEST PLACE IN AMERICA!’

as selected by Reader’s Digest in 2020.

Who would not want to work in a community in which they want to live and raise a family?
Buchanan is that place!

The next Community Development Director will find a thriving, irreplaceable downtown, responsive schools, solid neighborhoods and a commitment to green space and active recreation.



There is a vibrancy to Buchanan. It is a giving community where people have a habit of volunteering and getting involved in community events. The Thrill on the Hill is unique and fun summer event for the whole family. There is a full range of arts, cultural, and natural activities throughout the years. There are parades, a farmer’s market, Pears Mill, concerts, art center, Tin Shop Theatre productions, McCoy Creek Trail, and creative holiday activities and events. Whether you or your family want to participate in the arts, be active in the schools, join a service organization, hit the trails, or just sit at a sidewalk café and enjoy the day, Buchanan is the kind of place your family will enjoy living.

Like the St. Joseph River that is entwined in Buchanan’s history, the City is on the move. People love and want to maintain the quaint lifestyle where everybody counts and has a stake.



There is a **Buchanan Promise** scholarship for students who graduate from the Buchanan Community Schools and live in the district. Buchanan is that kind of a caring and forward-thinking community.

Only minutes from Buchanan, the world awaits. From Buchanan, you can quickly visit more than 20 wineries, breweries or distilleries and other terrific establishments and destinations. Or, visit the shore communities along Lake Michigan (just minutes away), head to South Bend, Indiana (15.5 miles), Mishawaka, Indiana (26.9 miles) or take in the city sites in Chicago (89 miles). Feel like camping or walking the beach? Minutes away is one of Michigan's best state parks, Warren Dunes, which includes two separate campgrounds, over 3 miles of sandy Lake Michigan beach, 6 miles of hiking trails, and a rugged dune formation rising 260 feet for spectacular views (17.4 miles). Natural beauty abounds, and adventure awaits!

Why Buchanan? This community, as is all Southwest Michigan, is a great place to raise a family and advance your career. There are plenty of opportunities and projects on which to use your talents. You will not be bored! Buchanan is financially and politically stable and looking to hire a Community Development Director.

Compensation: The position's starting range is \$65,000-\$75,000 DOQ with terrific health, pension and leave time benefits. A yearly bonus of up to an additional \$10,000 is also available, depending upon the amount of grant funding the Community Development Director brings to the City. Buchanan is a MERS member community. Residency is preferred but not required.

BUCHANAN: A SPECIAL PLACE WHERE OPPORTUNITIES AWAIT



The City of Buchanan has an incredible opportunity for a Community Development Director looking for a new challenge. Buchanan seeks a dynamic forward-thinking person who can help lead a team of dedicated staff and interns to tackle all the amazing opportunities that Buchanan presents. The new Community Development Director will make a big difference.

Buchanan has several exciting economic development opportunities on the horizon and is anxious to develop and nurture even more!

The next Community Development Director will work with the City Manager to update the City's Master Plan and Zoning Code, with an emphasis on implementing best practices to encourage economic development, including those laid out in the Michigan Economic Development Corporation (MEDC)'s Redevelopment Ready Communities (RRC) program. The creation and administration of a Blight Remediation Task Force, as well as an Economic Development Commission, a Brownfield Committee, and a Housing Authority will prove to be an exciting challenge for the new Community Development Director. Also awaiting the next Community Development Director is the continued nurturing of a nearly 45-million-dollar investment in Buchanan by the Cannabis Industry. Further, development and or sale of two city owned properties could provide a boost to the local economy. Grant opportunities are also an area that Buchanan strongly intends to seize upon, with the assistance of skilled a Community

Development Director who will identify, apply for, and administer grants on behalf of the City. Downtown development, small-business incubation, corporate site selector recruitment, historic preservation, tourism enhancement, increased collaboration with local chambers of commerce, and more are all priorities for the new Community Development Director to pursue. Like many communities Buchanan is also looking for the right person to help spur economic activity in ways that are responsive to the City residents and businesses post Covid-19, which will present the next Community Development Director with some challenges to be conquered.



Buchanan is home to over 4,456 fulltime residents. One of the things they are proud of and

which families enjoy is the McCoy Creek Trail. Trail heads for this historic trail start downtown Buchanan and offer hiking, biking, and exploring. From downtown Buchanan Phase 1 meanders through fen, wetlands, and prairies of Buchanan

Township to a picturesque point on the St. Joseph River. Phase 2 starts at the same downtown trailhead and goes through the Tin Shop and Firehouse Park – the Buchanan Common which is home to Pears Mill and the farmer’s market – connecting to a former rail-bed to a 31 acre native prairie. In all, McCoy Creek connects nearly 5 miles of wooded areas, prairies, the Buchanan Common and downtown and the only designated trout stream in Southwest Michigan.

STABLE, FORWARD THINKING GOVERNMENT

Buchanan is a Home Rule City respecting the Council-Manager form of government. The 5-member Council provides stable government. Council members are experienced in their roles and dedicated to moving Buchanan forward. The City Commission directly oversees the City Manager, who, in turn, oversees all other city staff, including the Community Development Director. However, as a ‘director’ level position, the Community Development Director will have a lot of independence and will be responsible for their own work product. The Community Development Director will also have a significant supervisory role over several employees and interns, including the role of internship coordination and reporting, as required by each associated educational institution working in collaboration with the City.

The next Community Development Director will find a refreshing level of expertise and commitment on the City’s appointive bodies. Passionate people volunteering for their community make these bodies work.

The staff of 30 at Buchanan is talented and dedicated. They offer face-to-face friendly service to all. It is easy for the Community Development Director to walk down the street to meet with

residents and businesses alike. The new Community Development Director will find the easy interactions between the City Council, residents, and businesses owners refreshing. It is this people-to-people approach that makes life great in Buchanan.

Those interested in being the next Community Development Director will be happy to know Buchanan has a terrific Fund Balance of 63%. Thanks to the City's sound governance, Buchanan is well prepared for its future.

THE IDEAL CANDIDATE



The ideal candidate is likely already a community development director, economic development director, or planning director with a proven track record of success. The City Manager, who makes the hiring decision for this position, seeks a highly professional, ethical, energetic person. The City is a full-service organization providing police, fire, planning/development, assessing, water/wastewater utilities, public works, and administrative services. The City Manager is the

Chief Administrative Officer and reports to an elected board consisting of a separately elected Mayor and four Commissioners.

Qualified individuals will be expected to have:

- A Bachelor's Degree (Master's Degree preferred), or an equivalent combination of training and work experience, in community development, economic development, planning and zoning, or a related field
- Demonstratable experience in compiling and evaluating complex data.
- Skill in making oral and written presentations to large groups.
- Skill in establishing and maintaining effective working relationships with public officials, fellow employees, and the general public.
- At least 2 years of direct work experience (5 years is preferred) in economic development, planning and zoning practices and procedures, or the equivalent.

Any applicant who moves to the level of candidate will possess the experience and talent to build relationships and partnerships within Buchanan and the region, with special focus on developing strategic relationships between the public and private sector in the interest of economic growth. He or she will be a community builder with an understanding of the strategies that lead to growth and community prosperity. Among the other skills that are to be illustrated in a resume and letter of introduction are these:

- Superior oral, written, presentation skills; experience in communicating to commissions/boards/committees, as well as to the general public and media sources.
- Solid financial acumen, including an understanding of how to develop and administer department budgets.
- An understanding of Planning and Zoning concepts.

- A significant understanding of community and economic development concepts and strategies.
- Ability to build and support a well performing employee team, as well as the ability to identify and develop talent.
- Ability to build and maintain relationships with other governmental agencies, businesses, non-profits, and volunteer groups.
- Competence with acquisition and administration of grant funds.
- Ability to foster a positive atmosphere even while accepting constructive criticism from supervisors, as well as members of the public.
- Strong time-management skills and ability to delegate efficiently.
- Demonstrated comfort with, and ability to, quickly learn about new and emerging concepts and procedures related to community development and grant writing.



APPLICATION PROCESS

APPLY BY CLOSE OF BUSINESS on Monday, December 7, 2020

Late submissions may be considered, but timely submission of materials is strongly encouraged to ensure consideration.

Please submit resume, cover letter, consent form, and five professional references to:
Buchanan Search Facilitator Larry Nielsen at larrynielsen6619@gmail.com, Subject Line: Buchanan Search. Questions can be directed to the email above or text/cell at 269.569.5345.

Candidates desiring confidentiality of their interest, as allowed for and provided by Michigan law, must indicate such in a separate subject line above the body of the cover letter.

This search is conducted by an Equal Opportunity Employer.

*** Please complete the **Consent Form** on next page and return it with your application.

CITY OF BUCHANAN REFERENCE INVESTIGATION FORM

I, _____, authorize the City of Buchanan and/or its agents, on behalf of the City of Buchanan, as part of the application process to verify the information given by me in my supplication to make any investigation of my background deemed necessary. I

authorize former employers and any third party contacted by the City of Buchanan to release to the City of Buchanan or its agents on behalf of the City of Buchanan any information they have regarding me without providing written notice to me.

I acknowledge in the event that an entity or record source requires an alternative release form or additional identifying characteristics in order to release requested information, I agree to provide the additional information and sign any additional release authorizations, if so requested by the City of Buchanan.

The Following is my true and complete legal name and all information is true and correct. I understand that omissions, and/or false information and representations may disqualify me from consideration for employment, or, if I am hired or already work for the City of Buchanan that I may be disciplined, up to and including termination.

Full Name

Maiden Name or Other Names Used

Present Address

Signature

Date

Would you like the contents of your application to remain confidential unless an invitation to interview is extended?

Yes or No

** The above information is required for identification purposes only. The City of Buchanan is an Equal Opportunity Employer, and does not discriminate on the basis of sex, race, color, religion, creed, national origin, veteran status, age, disability or on the basis of any other classification protected by federal, state or local law.