



DIRECTOR OF DEVELOPMENT SERVICES

The City of Marshfield is seeking qualified applicants for the Director of Development Services.

POSITION SUMMARY: Under the general direction of the City Administrator, the Director of Development Services initiates, develops, directs, and supervises the implementation of all matters related to planning, economic development, building inspections and code enforcement as defined in the comprehensive plan, state regulations and the City Municipal Codes.

The Director of Development Services works closely with the local business community, local utilities, Economic Development Board, Marshfield Area Chamber of Commerce, Main Street Marshfield, the Business Improvement District Board, Community Development Authority, and Marshfield Business Roundtable in a continued effort to attract new business and development to the City. The Director is primarily responsible for the progressive development of the commercial, industrial, and residential areas of the City thereby ensuring the planned, orderly development of the City. The position requires strong interpersonal skills, customer service mentality, and problem solving ability utilized for both internal and external customers.

For a copy of the full job description, please [click here](#)

POSITION REQUIREMENTS: The position requires a Bachelor's degree in planning, geography or related field. A Master's Degree in Planning or Master's Degree in Public Administration is preferred. A minimum of five to seven years of increasingly responsible experience in planning or economic development experience with a municipality is required. AICP Certification is preferred.

The successful candidate will have a working knowledge of the principles, practices and administration of urban and regional planning; knowledge of the building inspection process and related construction fields; and knowledge of the methods and procedures in establishing and maintaining zoning ordinances. Additional knowledge of the principles of budgeting; the ability to communicate effectively, verbally, and in writing; and the ability to demonstrate enthusiasm, motivation, and creativity in planning, directing, and supervising is required. This position requires travel to various local worksite locations.

PAY & BENEFITS: Pay range is \$42.80 (Minimum) - \$46.26 (Market Rate). Possible future financial advancement depending upon funding ability by the City. The City offers a full benefits package including health/vision, dental, long term disability, flexible spending accounts, 457 Deferred Compensation Plan, WRS retirement plan.

[Click here](#) for the City of Marshfield application

APPLICATION DEADLINE: Wednesday, December 6, 2017 at noon

TO APPLY: please submit cover letter, resume, and application to:

City of Marshfield, Human Resources
630 S. Central Avenue, Suite 721
Marshfield, WI 54449

Phone: 715-387-6597
e-mail: hr@ci.marshfield.wi

THE CITY OF MARSHFIELD IS AN EQUAL OPPORTUNITY EMPLOYER