

CITY OF NEWPORT NEWS

Assistant Planning Director



The Position

The City of Newport News, one of seven cities that make up the Hampton Roads metropolitan area, with a rich history dating back to before colonial times, is seeking their next Assistant Planning Director. The next Planning Director will play a pivotal role in guiding and leading the City's Long-Range Planning efforts.

While experiencing exponential growth, the City of Newport News offers small-town charm coupled with the rewards of big city living and is a unique place to live, work and play. Newport News is well known for its shipbuilding, production of nuclear submarines and aircraft carriers, and has some incredible waterfront neighborhoods that offer a high quality of living. Newport News also has great river beaches and plenty of history, including the Virginia Living Museum and the Ferguson Center for the Arts.

The next Assistant Planning Director will be a visionary leader who is excited about embracing new challenges and showcasing creativity and vision in their approach to planning. The Assistant Planning Director will report to the Director of Planning and provide departmental leadership and responsibility for developing programs and systems, as well as managing assigned projects to meet organizational needs, vision, and values.

The Assistant Planning Director will be a working Director who brings a wealth of experience and introduces innovative solutions for the community's long-term, sustainable development. The Assistant Director will be experienced in assisting in the overall management and administration of the Planning Department and will work alongside the Comprehensive Planning Team, to accomplish the goal of developing the City's Comprehensive Plan, and area and neighborhood plans throughout the City.

Priorities

- Establish positive relationships with the Planning Director, Executive Leadership Team, and other department heads.
- Develop sound working relationships and trust with the Planning staff.
- Complete an update of the Comprehensive Plan in conjunction with a citizen advisory committee.
- Hire and successfully onboard a Senior Planner who will strengthen and enhance the planning team.
- Conduct a thorough analysis and assessment of the current neighborhood and area plans to identify areas for improvement and optimization and determine the need for new area plans and planning studies to address emerging needs and challenges.
- Actively pursue and secure grants to facilitate the development and implementation of new plans, ensuring financial support for these initiatives.



The Successful Candidate

The next Assistant Planning Director will lead by taking initiative, have extensive experience in Comprehensive Planning, and demonstrate a contagious passion for urban redevelopment and the overall planning profession.

The Assistant Planning Director will understand the complexities of managing a fully built-out city and have a proven track record of experience in increasing density within growing urban environments.

The Assistant Planning Director will be a skilled collaborator and facilitator, possessing the ability to engage with various community residents and stakeholders in an effective and efficient manner. Previous experience in long-range and neighborhood planning is highly desirable.



Qualifications

Minimum requirements include any combination of education and experience equivalent to a bachelor's degree in planning, urban design, architecture, or a related field. At least five to seven years of professional planning experience with three to five years of supervisory experience, or an equivalent combination of education and experience.

Preferred qualifications include a master's degree in planning or a related field. Experience in comprehensive planning and possessing an AICP certification is preferred.

The Organization

The City of Newport News is a council-manager form of government, wherein the City Manager is appointed by the Mayor and City Council to oversee the day-to-day administrative operations of City government. All seven members of the Council are elected to serve four-year terms in nonpartisan elections. Two Council members are elected from each of the City's three districts, and the Mayor is elected at large. The City Attorney and City Clerk are also appointed by the Council, and all department heads are appointed by the City Manager.

The City's FY 2023 operating budget is \$894,488,165, including a General Fund budget of \$448 Million. The City's FY 2024 adopted operating budget is expected to be \$957,688,136. The City's diverse workforce includes approximately 3,060 full-time and 785 part-time and temporary employees across 29 departments and offices.

Newport News utilizes a Shared Leadership approach, with similar departments grouped into Shared Leadership Networks to enhance connectivity and collaboration across the organization. The five networks are Quality of Life, Public Safety, Infrastructure, Community Development, and Quality Government, with City Management at the center of all networks.

The Planning Department

The Comprehensive Planning Division is dedicated to developing, refining, and facilitating the implementation of a comprehensive planning vision for Newport News that promotes an equitable, healthy, and sustainable community.

The Division's goals are to:

- Preserve the integrity of the city's unique history and heritage
- Enhance the quality and diversity of our urban setting
- Promote equitable development citywide
- Promote public engagement in the comprehensive planning process

Our primary responsibility is to prepare, update, maintain, and implement the City's comprehensive plan. The Division focuses on long-range planning, providing a variety of services and products including annual reports (including the Statistical Profile), area and neighborhood plans, special projects and studies, and coordination on regional planning initiatives. Staff also leads or partners on grant writing, conducts population and socioeconomic research for other departments, and supports various citywide policy efforts.

The Community

Located along the banks of the Hampton Roads harbor in southeastern Virginia, Newport News is a major East Coast port and one of the Commonwealth's largest cities. With a rich heritage dating back to the founding of the United States, Newport News offers safe and family-friendly neighborhoods, high-quality public schools, and access to a plethora of outdoor recreation opportunities. Newport News abuts the City of Hampton, is minutes away from Williamsburg, and is a short drive from Virginia Beach and the Atlantic Ocean.

Newport News is home to nearly three dozen properties and districts in the National Register of Historic Places and a wide array of museums celebrating the region's history. The City is conveniently located between historic Williamsburg and Virginia Beach, the Commonwealth's largest city. Despite its enviable location between several popular tourist destinations, Newport News provides a small-town, suburban atmosphere.

Newport News boasts an award-winning public school system, which comprises over 40 schools. The City is home to Christopher Newport University, a public liberal arts university with an enrollment of approximately 5,000 students. Hampton University, Old Dominion University, and Norfolk State University are located in neighboring Hampton and Norfolk, and the College of William and Mary is situated just over 20 miles northeast in Williamsburg.

The City's major industries are shipbuilding, research, and defense. Huntington Ingalls Industries is the region's largest employer, with a workforce of nearly 24,500 in its Newport News Shipbuilding division. The Hampton Roads region is serviced by three airports: Newport News/Williamsburg International Airport, Norfolk International Airport, and Richmond International Airport. Greyhound Lines provides interstate bus service, and Hampton Roads Transit provides regional service. Amtrak connects to Newport News on the Northeast Regional line.





Quick Facts

- **Population:** 184,306
- **Median Household Income:** \$57,463
- **Median Home Value:** \$204,900
- **Median Age:** 33.9

All demographic information was sourced from the U.S. Census Bureau 2022.



Compensation and Benefits

The expected hiring range is \$105,408 - \$115,000, depending on qualifications, with an excellent benefits package. Learn more about our options and employee-based benefits [here](#).

Benefits offered include the following:

- Health, dental, vision, life, and short- and long-term disability insurance
- Retirement benefits through the State of Virginia Retirement System (VRS)
- Deferred compensation
- Paid leave
- Flexible spending accounts
- Employee Assistance Program (EAP)
- Discounted fitness center memberships
- Relocation up to \$5,000



How to Apply

Applications will be accepted electronically by Raftelis at jobs.crelate.com. Applicants complete a brief online form and are prompted to provide a cover letter and resume. The position will be open until filled with a first review of applications beginning **February 26, 2024**.



Questions

Please direct questions to Pamela Wideman at pwideman@raftelis.com and Alexa Worrell at aworrell@raftelis.com.