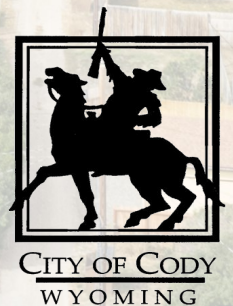
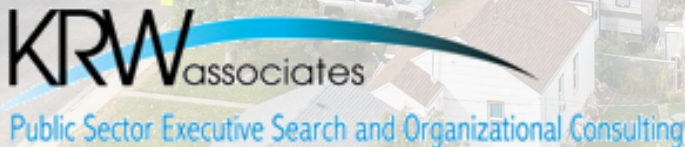


**City of Cody, Wyoming**  
**Community Development Director**  
**Hiring Range: \$93,261—\$100,432**

The City of Cody is being assisted by KRW Associates, LLC.  
Applications are to be submitted to: [apply@KRW-associates.com](mailto:apply@KRW-associates.com).  
Deadline: **April 8, 2024** (5:00 PM Mountain)





## The City & Surrounding Community

The City of Cody, Wyoming (population 10,389) is the county seat of Park County, and is located in the northwest corner of the state, just 50 miles from the east entrance to Yellowstone National Park. Founded in 1896, and named after legendary Buffalo Bill Cody, the community is known as the “Rodeo Capital of the World” and showcases its rich western heritage with many events and attractions such as the *Cody Stampede and Cody Nite Rodeo*, *Buffalo Bill Center of the West*, and *Old Trail Town*, to name just a few.

Known for its breathtaking scenery and quality of life, Cody is a prime location for both residents and tourists. Cody has mastered the balance of providing high-quality services to its residents, while offering a welcoming environment for the hundreds of thousands of tourists who visit the area each year.

Residents and visitors enjoy a walkable historic downtown with shops, restaurants, galleries and live music venues as well as world-class outdoor recreational opportunities such as fishing, hiking, hunting, and snowmobiling.

While Cody celebrates its rich western heritage, the community is also forward-focused, always proactively and strategically planning for the future. Residents have access to up-to-date amenities and services such as a state-of-the-art health care facility, and an outstanding public school system. Cody’s recreation center and aquatic complex, the *Paul Stock Aquatic and Recreation Center*, offers many activities, events and classes for residents of all ages. Cody is home to many beautiful parks, a trail system and many other recreational amenities. Committed to continually enhancing the quality of life for the local community and its visitors, Cody strives to accomplish its mission by partnering with community stakeholders, and with the economic development membership organization, *Forward Cody*.

The primary industries in Cody are retail businesses, hospitality, health care, and educational services. However, tourism, construction, manufacturing and oil and gas, also play a role as economic drivers.

The City of Cody is governed by a Mayor-Council form of government with a City Administrator. Municipal services include, public works, utilities (electric, water, and wastewater) sanitation, recycling, parks, recreation and law enforcement.

To learn more, go to: [Cody, WY | Official Website \(codywy.gov\)](http://Cody, WY | Official Website (codywy.gov)) and [Forward Cody Home - Forward Cody](#)



## The Opportunity

This is an excellent opportunity for a city planner or community development professional to live and work in a welcoming community and beautiful vacation destination.

The wide range of responsibilities make this an attractive professional opportunity. The successful candidate will provide direct management of the Community Development office personnel, coordinate the development review processes among City departments and customers, discover and promote actions to address the development needs of the community, and to otherwise provide planning support for the city.

Successful performance contributes to the positive growth and development of the City of Cody.



[\*Community Values\*](#)

[\*Recreation\*](#)

[\*Open Space\*](#)

[\*Environment\*](#)

[\*Small Town Lifestyle\*](#)



## The Position

The *Community Development Director* reports directly to the City Administrator and is the direct supervisor for four (4) positions: the Administrative Coordinator, the Chief Building Inspector, the Building Inspector, and the GIS Analyst.

The Director must be accountable, responsive to issues, and able to provide a vision and direction. Below is a list of the Director's major duties.

- ◆ Develops and updates the city's land use and subdivision regulations; analyzes and evaluates the appropriateness and effectiveness of existing standards; identifies needed ordinance and code amendments; prepares recommended changes; conducts public meetings to solicit feedback; presents for approval.
- ◆ Implements and administers the city's land use and subdivision regulations.
- ◆ Acts as primary point of contact for questions and concerns from the public and development professionals.
- ◆ Conducts and coordinates the review process for development within the city.
- ◆ Inspects and investigates properties for compliance with land use codes; works with owners to obtain compliance.
- ◆ Participates in Leadership Team meetings and discussions.
- ◆ Develops the proposed department budget and monitors income and expenditures to stay within the adopted budget.
- ◆ Manages the Sheridan Avenue sidewalk encroachment permitting process.
- ◆ Processes applications and requests involving land transfers.
- ◆ Provides staff support for the Planning, Zoning and Adjustment Board.





## The Ideal Candidate

The ideal candidate should possess and exercise effective leadership skills, high integrity, effective communication skills (interpersonal, written, verbal and presentation), sound judgement and emotional intelligence. He/she should have demonstrated success in strategic planning, problem-solving, community relations, office management, organizing workload, setting priorities and budgeting. In addition, the successful candidate should have knowledge of personnel policies; municipal planning; property rights; city, state and federal laws and ordinances governing the regulation of land, planning, zoning, code development and revision; administration principles surveying standards; title research; interpreting drawings and site plans; and job-related computer software programs.

The City is interested in candidates who can establish local and regional partnerships, lead by example, possess the ability to work in partnership with the community, and build successful working relationships with City staff, community members and other stakeholders.

There is no specific residency requirement, however, living in the Cody city limits or within a 5-mile radius of the City is preferred.





## Opportunities & Challenges

This work consists of varied professional planning duties. Strict regulations and the need to work with multiple stakeholders with varying views on property rights contribute to the complexity of the position.

The new Director has the opportunity to:

- ◆ Be on the ground floor to update City Master Plan.
- ◆ Work in a community experiencing sustained residential development, and steady commercial development.
- ◆ Work with the City personnel, community members and other stakeholders to balance the benefits and challenges of growth, while maintaining local character.

## Qualifications

- ◆ A bachelor's degree, or knowledge and level of competency associated with a bachelor's degree in a course of study related to the field.
- ◆ Experience sufficient to thoroughly understand the principles relative to the major duties of the position, usually associated with having five (5) years or more experience in a land use or planning position, with at least one (1) year in a management or supervisory role.
- ◆ A master's degree, and leadership experience in the municipal sector is a plus.
- ◆ American Institute of Certified Planners (AICP) certification is preferred. The successful candidate will be expected to obtain the AICP designation within 18 months of hire.



## Compensation & Benefits

The position has a competitive salary and an excellent benefit package.

**Hiring Range:** \$93,261—\$100, 432 (DOQ)

### Summary of Benefits:

- ◆ **Insurance**-Health Insurance (100% of employee premium, and 85% of dependent premium paid by the City); Life Insurance Benefit (\$10,000) and Accidental Death/Disability Insurance (\$10,000)
- ◆ **Retirement Plan**-Wyoming Retirement Pension Plan (48 months of continual service for vesting)
- ◆ **Vacation Accrual**- 10 days per year; additional accrual based on years of service
- ◆ **Sick Leave Accrual**-8 hours per month
- ◆ **Holiday Pay**- 10 Paid Holidays, plus one personal day
- ◆ **Moving/Relocation**- Stipend paid for moving expenses.
- ◆ **Discounted Rate for the Recreation Center Membership**
- ◆ **Other**- Miscellaneous benefits include limited dental coverage, a RXCare Wyoming discount and life insurance for spouse and dependent children



## To Apply

Application materials accepted electronically at: [apply@krw-associates.com](mailto:apply@krw-associates.com)

Attach a cover letter, a resume, and contact information for six (6) professional references.

Deadline: **April 8, 2024** (5:00 PM Mountain)

KRW Associates LLC is assisting the City of Cody, WY with this search.

Questions should be directed to: [info@krw-associates.com](mailto:info@krw-associates.com) or by phone to:

Lorne Kramer, KRW Managing Partner | 719-310-8960

Mark Collins, KRW Senior Associate | 307-460-1941

Gina McGrail, KRW Senior Associate | 303-249-9572.

The City of Cody is an equal opportunity employer.



CITY OF CODY  
WYOMING