



City of Gautier

Office of Human Resources
3330 Highway 90
P.O. Box 670
Gautier, MS 39553
(P) 228.497.2539 / (F) 228.497.9984
Email: vbarnett@gautier-ms.gov
Website: www.gautier-ms.gov



EMPLOYMENT APPLICATION PROCESS

DIRECTOR OF ECONOMIC DEVELOPMENT/PLANNING

The City of Gautier's goal is to retain highly talented and engaged individuals in support of our vision to uplift and promote our priceless gem as the city of choice for new businesses and residents along the Mississippi Gulf Coast.

All persons interested in employment with the City of Gautier must have a current application on file with the Office of Human Resources and shall remain on file for one (1) year. It is your responsibility to keep your application up to date with your most recent address, phone number, or employment information.

Instructions:

- Please type or legibly print your application in blue or black ink only.
- List the position to which you are applying for.
- Complete and sign all sections on your application.
- Employment applications and specified documents must be returned to the Office of Human Resources between 7:30 a.m. and 5:00 p.m., Monday through Thursday and 8:00 a.m. – 12:00 noon, Friday to:

City of Gautier
Attn: Office of Human Resources
3330 Hwy 90
Gautier, MS 39553
Phone: (228) 497-2539
Fax: (228) 497-9984
Email: vbarnett@gautier-ms.gov

Applicants **MUST** meet the following Qualifications:

- Applications received after the closing date will not be considered.
- Be eligible to work in the United States.
- Must provide proof of Bachelor's or Master's Degree or at least a High School Diploma or GED equivalent
- An elector of the county in which he/she resides, if registered outside of State of Mississippi; proof of registration is required.
- Valid Driver's License (driver's license number must be listed on application)

All Managerial/Supervisory applicants **MUST**:

- Be deemed eligible according to the educational background stated in the job description enclosed; and
- Provide our office with proof of a credible track record of qualifications, certifications, educational background, etc. so that our records may reflect your qualifications accurately.

Deadline for applications: July 8, 2013 at 5:00 P.M.

The City of Gautier is an Equal Opportunity Employer. Persons are considered for all positions without regard to race, color, religion, national origin, veteran or handicapped status. The City of Gautier will attempt to meet any reasonable request for accommodation in the hiring process in accordance with Title II of the ADA.



Post Date: June 6, 2013
Removal Date: July 8, 2013

CITY OF GAUTIER VACANCY ANNOUNCEMENT

POSITION: Director of Economic Development/Planning
DEPARTMENT: Economic Development/Planning Department
HOURS: 40 Hours per Week
PAY GRADE: Schedule 2080 (Grade 22) \$59,579.52 - \$94,878.37 **Based on Experience*

SUMMARY: Performs responsible managerial, professional and administrative work in planning, directing, coordinating and implementing the programs, services and activities of the Economic Development/Planning Department, including: planning, zoning, economic development, neighborhood services, cultural services and recreation, federal grants and code enforcement. This work places considerable emphasis on creativity, initiative, consensus building and judgment. The incumbent should have considerable expertise with planning and project management.

CIVIL SERVICE MINIMUM QUALIFICATIONS: Individual must have a High School Diploma or GED equivalent; be eligible to work in the United States; an elector of the county in which he/she resides; and have a valid driver's license.

MINIMUM EDUCATION AND EXPERIENCE: This position requires a high level of technical, professional and managerial competency with a proven and verifiable track record of success.

Graduation from an accredited college or university with a baccalaureate or master's degree in Economic Development, Urban Planning, Business or Public Administration, Public Relations or a closely related field. Five (5) years prior supervisory and professional experience in economic development, community development or urban planning agency; to include a minimum of three (3) years or more experience in community development or a closely related field of proven and verifiable performance. Background working in a public organization or municipality is preferred, but not required.

REQUIRED DOCUMENTS: Applicant must provide proof of a Bachelor's Degree or higher in a related field or provide a valid copy of his/her transcript to verify coursework. If applicant is an elector of a county outside of the State of Mississippi; proof of voter registration is required.

(Job description with minimum requirements attached.)

INTERNAL APPLICANTS: Please contact Veneice A. Barnett, HR Generalist at (228) 497-2539 or send an email to: vbarnett@gautier-ms.gov for details on how to apply.

EXTERNAL APPLICANTS: Application packets may be downloaded online at www.gautier-ms.gov and are available in person at Gautier City Hall, 3330 Highway 90, Gautier, MS 39553; for more information on how to apply, please call (228) 497-2539.

XC: City Clerk Department
Civil Service Commission (3)
Clearwater Solutions, LLC (2)
Economic Development/Planning Department
Finance Department
Fire Department (3)
Human Resources Department
Police Department
www.gautier-ms.gov
www.wlox.com
MS Colleges and Universities Career Centers
www.careerbuilder.com
Cableone (Channel 13)

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DIRECTOR OF ECONOMIC DEVELOPMENT/PLANNING

Department:	Economic Development/Planning	Pay Grade:	22 (Schedule 2080)
Reports To:	City Manager	Exempt (Y/N):	Y
Competitive (Y/N):	N		

SUMMARY:

Performs responsible managerial, professional and administrative work in planning, directing, coordinating and implementing the programs, services and activities of the Economic Development/Planning Department, including: planning, zoning, economic development, neighborhood services, cultural services and recreation, federal grants and code enforcement. This work places considerable emphasis on creativity, initiative, consensus building and judgment. The incumbent should have considerable expertise with planning and project management.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Any one position of this class may not include all duties listed, nor do listed examples include all duties which may be found in positions of this class.)

- Serves as the City's economic and community development strategist and provides assistance to the City Manager in the development of short and long-term economic and community development plans, as well as collecting data and preparation of studies, reports and recommendations.
- Assists in developing an overall vision for the City's land use consistent with and supportive of Comprehensive Plan and Strategic Plan.
- Assists in identifying and prioritizing economic development opportunities for the City.
- Develops an ongoing process to measure progress on key planning and economic development priorities.
- Prepares and monitors departmental and project budgets; ensures that all purchases are within budgetary constraints.
- Plans, organizes, and prioritizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as necessary
- Submits monthly and special reports covering departmental activities to the City Manager.
- Coordinates and communicates with the City Manager, administration, other departments, private businesses, individuals, and groups to determine grant needs; researches possible funding sources.
- Acts as a liaison with state, and federal agencies engaged in related community development activities.
- Delegates duties as necessary to provide support to the boards and committees including the: Historic Preservation Commission, Recreation Advisory Board and Planning Commission; and also prepares agenda and materials for monthly meetings regarding commercial and residential projects related to their purpose, or delegates that task to other Economic Development/Planning staff.
- Any other duties assigned by the City Manager.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS:

(Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.)

- Knowledge of the principles, practices and procedures of urban planning and development, federal and state grant application administration and management, and public administration is essential.
- Knowledge of principles and procedures of federal and state grant administration and management and of grant sources and related requirements.
- Knowledge of strategic planning principles, comprehensive planning, land use, zoning, urban design, site analysis, long and short range planning and research analysis.
- Knowledge of the City's needs growth potential and resources is vital.
- Knowledge of the methods and techniques used in business solicitation or industrial promotion.
- Knowledge of laws and ordinances affecting the economic and industrial development process.
- Ability to plan, organize, direct, and supervise a comprehensive urban and community development, planning, economic and building program.
- Ability to provide technical and professional guidance to subordinate staff and to secure acceptance from official bodies and the public of planning, building, economic and community development objectives.
- Ability to communicate effectively, verbally, and in writing, and to make effective presentations to professional groups and the public.

- Possess high degree of skill in leadership, planning, negotiating, problem solving and self-motivation.
- Ability to interpret codes, laws, statutes, ordinances and regulations and apply them in appropriate situations and projects implemented by the department.
- Display a high degree of sound business judgment, prudence and ethical conduct.
- Ability to maintain harmonious and effective working relationships with other employees, supervisor and other departments.
- Must be proficient in Microsoft Office Suite: Outlook, Word, Excel, and PowerPoint. Previous experience with GIS software is preferred.
- Ability to understand written and oral instructions read, analyze and interpret complex documents, instruction manuals, policies and procedures is essential.
- Excellent communication skills are required to effectively present information in a one-on-one, small and large group setting.
- Strong interpersonal skills are essential to maintain effective working relationships with a wide variety of people.
- Ability to work effectively and efficiently, under stressful conditions, to ensure deadlines are met is essential.
- Must have demonstrated, through prior work experience, the ability to identify and resolve complex issues and problems in a courteous and professional manner while adhering to an appropriate policy and procedure.
- Must maintain a valid Mississippi driver's license.

SUPERVISORY RESPONSIBILITIES:

This position directly supervises the Building and Zoning Administrator, Grants and Projects Manager, Cultural Services Manager, and the Administrative Clerk and Administrative Bookkeeper.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

This position typically performs work in a well-lit, climate controlled, and adequately ventilated office environment and requires observance of safe work practices, fire regulations, and avoidance of falls, trips, and similar office work hazards. Occasionally, outdoor work is required when attending special events and functions.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

This position is requires periods of sustained sitting, standing, and walking and the ability to see, speak, and hear. Work requires physical activity, and occasional light lifting is required. Requires the use of hands and fingers to input data into computer and move materials for special events.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE:

This position requires a high level of technical, professional and managerial competency with a proven and verifiable track record of success.

Graduation from an accredited college or university with a baccalaureate or master's degree in Economic Development, Urban Planning, Business or Public Administration, Public Relations or a closely related field. Five (5) years prior supervisory and professional experience in economic development, community development or urban planning agency; to include a minimum of three

(3) years or more experience in community development or a closely related field of proven and verifiable performance. Background working in a public organization or municipality is preferred, but not required.

REQUIRED LICENSES AND CERTIFICATES

Possession of or ability to obtain and maintain membership within job related programs, institutes and organizations.

CIVIL SERVICE MINIMUM QUALIFICATIONS (Rule 4, Section 4.2)

For minimum qualifications established by the Mississippi Code, see Section 21-31-15.

SCREENING SCHEDULE

DIRECTOR OF ECONOMIC DEVELOPMENT/PLANNING (Economic Development/Planning Department)

Advertise June 6, 2013 – July 8, 2013

Post June 6, 2013

Cut-Off Date July 8, 2013
(Application packet is to be submitted to the Office of Human Resources by 5:00 P.M.)

Eligibility List Compiled July 10, 2013
(Applicant to Call (228) 497-2539 2:00 p.m. – 4:00 p.m. for Eligibility Determination)

Civil Service Receives Eligibility Listing July 11, 2013

Interviews To be scheduled at a later date

CITY OF GAUTIER

3330 Hwy 90* GAUTIER, MISSISSIPPI * 39553-5124 * TEL: 228-497-8000 * FAX: 228-497-8028

We consider applicants for all positions without regard to race, color, religion, gender, national origin, age, marital or veteran status, the presence of a medical condition or handicap, or any other legally protected status.

PLEASE PRINT OR TYPE * PROVIDE ALL INFORMATION REQUESTED

Position Applied For (list only ONE per application)	Date of Application	
Last Name	First Name	Middle Name
HOME ADDRESS: (STREET, CITY, STATE, ZIPCODE)		
Daytime Phone #: _____		Evening Phone #: _____
Email (if checked daily):		
Have you ever been employed with us before? <input type="checkbox"/> NO <input type="checkbox"/> YES DATES:		
Are you eligible to work in the United States? <input type="checkbox"/> NO <input type="checkbox"/> YES		
Are you registered to vote in the county in which you reside? <input type="checkbox"/> NO <input type="checkbox"/> YES		
Do you have a valid driver's license? <input type="checkbox"/> NO <input type="checkbox"/> YES License #:		State:
Commercial –Class:		
Are you employed now? <input type="checkbox"/> NO <input type="checkbox"/> YES Date available for work:		
Have you been convicted of a felony within the last seven (7) years? <input type="checkbox"/> NO <input type="checkbox"/> YES		
<i>(Conviction will not necessarily disqualify an applicant from employment)</i>		
<i>If Yes, please explain.</i>		
Have you ever had any job-related training in the United States military? <input type="checkbox"/> NO <input type="checkbox"/> YES		
If Yes, please describe.		
Do you have any relatives currently employed with the City of Gautier? <input type="checkbox"/> NO <input type="checkbox"/> YES		
If yes, please give name(s) and relationship(s).		

EDUCATION *If you have a GED, please note last year of high school completed and date GED acquired. You will be asked to provide diplomas, certificates, and/or official transcripts to document education and training.*

School	Address	Course of Study	Diploma/Certification

Describe any specialized training, apprenticeship, extracurricular activities and honors received

EMPLOYMENT EXPERIENCE *Please begin with your present or last job. Include all employment history and any job-related military service assignments and volunteer activities. An additional sheet will be provided upon request. Resumes may be attached*

1.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
Reason for Leaving					
2.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
Reason for Leaving					
3.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
Reason for Leaving					
4.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
Reason for Leaving					
5.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
Reason for Leaving					

Please list any additional skills or qualifications that relate to your ability to perform the job for which you have applied such as licenses, software proficiency, professional types of machinery or equipment you operate, etc.

REFERENCES (Do not include relatives)

Name	Address	Phone Number	Occupation

I certify that all foregoing statements are complete, true and correct, and that I have not knowingly withheld any facts or circumstances that might, if disclosed, affect my application unfavorably. I understand that this employment application is not an employment contract. I understand that misrepresentation or omission of fact within this application is cause for rejection of said application, or termination, if discovered after I am hired.

I hereby authorize the City to investigate all statements contained in this application. I hereby authorize all previous employers, references, persons or entities that the City of Gautier may contact to furnish information concerning my personal character or employment records, and I release them from any and all liabilities or damages incurred as a result of furnishing this information.

I agree to submit to pre-employment drug testing and understand if hired I may be subject to future drug testing pursuant to the written policies of the City of Gautier. I understand and agree to a pre-employment review of my motor vehicle record; and if I am employed and operate City vehicles or similar equipment, to a periodic review of my motor vehicle record. I agree to conform to the rules and regulations of the City of Gautier.

I hereby understand and acknowledge that, unless otherwise defined by law, any employment relationship with this organization is of an *at will* nature, which means the Employee may resign at any time and the Employer may discharge Employee at any time without cause or notice. It is further understood that this *at will* employment relationship may not be changed by any written document or by conduct. I understand that if I am offered and accept a job, the City of Gautier reserves and retains the right to make changes in the terms and conditions of my employment as the City of Gautier determines to be necessary or appropriate.

I hereby understand and acknowledge that this application shall remain valid for consideration for a period of twelve weeks from the date of this application. In the event I have not been contacted prior to expiration of the stated period, it will be necessary for me to submit a new application for consideration.

I hereby acknowledge that I have read the foregoing and understand the same.

Signature of Applicant: _____ Date: _____



City of Gautier

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VERIFICATION OF PREVIOUS ECONOMIC DEVELOPMENT/PLANNING WORK EXPERIENCE

Note to Applicant: Complete this section and submit to your previous employer for verification of your work experience.

DATE: _____ POSITION APPLIED FOR: _____
TO: _____ FROM: _____ (Applicant Name)
COMPANY: _____ PREVIOUS NAME: _____ (If applicable)
ADDRESS: _____

I have been requested to furnish verification of my service while in your employment. Please complete the section below and mail directly to the City of Gautier.

Applicant Signature _____ Social Security Number _____ Date(s) of employment _____

Note to Previous Employer: Please complete the information requested below and mail directly or fax to:

City of Gautier
Office of Human Resources
3330 Highway 90
Gautier, MS 39553
Fax: (228) 497-9984

Date of Employment: _____ Last Date of Employment: _____

Please list below all positions held by the applicant while in your employment. If more space is needed please attach additional documentation.

Table with 5 columns: Employee's Position/Title, Briefly describe duties of position, Date employee began position, Date employee ended position, Indicate if Full-Time or Part-Time Status

Completed by: _____ Title: _____

Signature: _____ Date Completed: _____