

# CITY *of* CAPE GIRARDEAU

## COMMUNITY DEVELOPMENT DIRECTOR



## EXECUTIVE RECRUITMENT



# CAPE GIRARDEAU COMMUNITY DEVELOPMENT DIRECTOR



## THE POSITION IN BRIEF

The Director of Community Development oversees a dynamic department consisting of 31 team members with an annual budget totaling \$6.2 million. The Department consists of the following four (4) divisions: Planning, Engineering, Building Inspection & Code Enforcement, and GIS Mapping. The Director is appointed by and reports to the City Manager. The mission of the Community Development Department is to partner with the residents and the development community to maintain and strengthen Cape Girardeau's position as a regional leader, ensuring economic prosperity, public health and safety, and community resilience.



## BY THE NUMBERS

Population (2020)	39,540
Land area	28.43 sq. miles
Average Age	34.4 years
Gender breakdown:	
Female	52%
Male	48%
Racial breakdown:	
White	79%
Black	13%
Asian	3%
Hispanic	2%
All other	3%
Unemployment Rate	3%
Total persons employed	18,800
<u>Largest employment sectors:</u>	
Healthcare & social services	3,600
Retail	2,673
Educational services	2,658
Total number of households	15,855
Persons per household	2.34
Median household income	\$45,713
Median owner-occupied home value	\$153,400
Median monthly gross rent	\$762
Average commute time	16.3 min.

# THE COMMUNITY

## HISTORY

Born on the Mississippi River more than 200 years ago, Cape Girardeau Missouri has evolved from a tiny trading post on an inland cape, to a frontier settlement governed by French-Canadian commandment, to a thriving, culturally rich community of nearly 40,000 residents.

The town was incorporated in 1843 as the City of Cape Girardeau following the establishment of Missouri as a state. The City's first charter, establishing it as a Constitutional Home Rule municipality, was adopted by the voters in 1982.

During the Civil War, Cape Girardeau was originally occupied by Union forces who built forts to protect the city and the river. For a brief period in 1863, General Ulysses S. Grant set up headquarters in Cape Girardeau before moving his headquarters to Cairo, Illinois. A minor skirmish was fought just west of town in 1863, but fortunately Cape Girardeau was spared the devastation that claimed other cities.

Today, Cape Girardeau continues to celebrate its rich and glorious history through the many historic landmarks in and around the community, and through the stately historic homes and buildings that can be found in Cape's historic district rising up from the river's edge to the magnificent bluffs overlooking the mighty Mississippi.

## LOCAL ECONOMY

Cape Girardeau offers a range of amenities typically found in my larger urban settings. However, the community has been able to retain the values and friendliness of a small town. Cape provides its residents and visitors with the best of both worlds.

Cape Girardeau is a bustling regional center for commerce, education, and culture attracting people from throughout Missouri, Illinois, and Kentucky. Local economy is underpinned by a wide range of large and mid-sized employers, in both manufacturing and logistics, along with a robust retail sector and a very strong hotel and lodging industry. Healthcare services in Cape represents the largest source of jobs in the community employing over 7,200 people from Cape and surrounding areas. The three major hospitals collectively continue to be the community's largest employers, followed by the University. The local unemployment rate is consistently below the state and national averages.

## HEALTHCARE

The City is home to three hospital facilities which include St. Francis Medical Center, Southeast Hospital, and Landmark Hospital. Together, these accredited health care facilities have a total patient capacity of 551 and they collectively serve over one million people from five states with comprehensive medical services. St. Francis features a Level III Emergency and Trauma Center as well as a Level III Neonatal Intensive Care Unit.

In addition, a new 43,000 square foot VA health care facility and a new \$33 million state-of-the-art behavioral health center both opened in Cape Girardeau this past February.

## EDUCATION

Cape Girardeau is regarded as a center of education. The public school system is known for its outstanding curricula along with an impressive array of excellent extra-curricular offerings for the K-12 student body. The community also offers several private and parochial school options.

Southeast Missouri State University (SEMO) was founded in Cape in 1873 and has endured as one of Missouri's most important and vital institutions of higher learning since that time. Today, SEMO has an enrollment of over 10,000 students and offers more than 145 undergraduate majors, 100 minors, and more than 75 graduate programs. It is the only university in Missouri to be accredited in all four areas of art, dance, music, and theater. SEMO is also ranked among the top 30 midwestern universities by U.S. News & World Reports, and is considered to be one of the finest institutions in the country for teacher education.





## MUNICIPAL GOVERNMENT

The City of Cape Girardeau operates under the Council-Manager form of government. The municipality has over 500 full-time employees and a total annual budget of \$79.3 million. The City provides a full complement of municipal services to its residents including a regional airport. The City Manager serves as the chief administrator officers with full oversight authority over all of the operating departments including Community Development. The City Manager reports to a seven-member City Council consisting of the Mayor, elected at-large, and six (6) Council Members, each elected by wards.

## COMMUNITY DEVELOPMENT DIRECTOR

The Director of the Community Development Department is a complex and highly responsible position requiring excellent interpersonal skills along with strong analytical and problem-solving abilities. The Director oversees 30 professional staff members within the Engineering, Planning, Building Inspection, and GIS Mapping divisions. The Director is responsible for managing a \$6.2 million annual budget.

This person in this position has regular interaction with community leaders including the members of the City Council and a variety of important community stakeholders. He or she is often involved in complex and vitally important negotiations with local, regional, and national developers regarding a variety of real estate development and construction projects. It is essential that the person in this position can work effectively with those in the development community to encourage and support economic investment while, at the same time, ensuring compliance with the rules and regulations of the City of ensure safe, enduring, and well designed residential and commercial development projects. The Director will also play an integral role in developing appropriate and reasonable land use regulations for recommended adoption by the Cape Girardeau City Council.







## DESIRED LEADERSHIP TRAITS AND PROFESSIONAL SKILLS

For this important managerial position, the City is hoping to attract candidates who possess the following leadership characteristics and professional competencies:

- Excellent interpersonal skills... can effectively interact with a variety of personality types
- Outstanding communicator... communicates effectively with internal staff and external stakeholders
- Visible... plays an active role in the community beyond what is required by his or her municipal duties
- Approachable... is accessible and communicative with all customers and community members
- Problem-solver... is an out of the box thinker who can develop effective solutions to difficult and complicated problems.
- Responsive... responds in a timely manner to all customers, meets prescribed deadlines, and always follows through on commitments.
- Open-minded... Is a good listener and is able to see and appreciate alternative points of view. Is willing to consider ideas and suggestions from others including staff and customers.
- Respectful... always maintains a professional demeanor and treats everyone with respect and dignity.
- Honest... is a person of high integrity that is trustworthy and always functions in an ethical manner.
- Dependable... always delivers
- Resolute... can be firm and decisive when appropriate. Does not avoid initiating difficult conversations with superiors, subordinates, peers, and customers when necessary
- Competent... has a general understanding of many of the activities that take place within a municipal Community Development Department, however the applicant need not possess actual work experience with a Community Development Department.
- Collaborative... Is a team-oriented leader who understands the importance of working cooperatively and collaboratively with all stakeholders.
- Inspirational... Encourages, motivates, coaches, and supports staff in such a way that they are inspired to excel.







## QUALIFICATIONS

The Community Development Director is appointed by and reports to the City Manager. The City is requiring applicants for the position to have at least seven (7) years of increasing responsible managerial experience in local government or in some other related field or industry including real estate sales and/or development, construction management, engineering, etc. Some experience with community development related activities is desirable but is not required. A Bachelor's Degree in public administration, business administration, community/economic development, real estate, engineering, urban planning, or some other related field is required. A post-graduate degree in any of the aforementioned fields of study is desirable but not required.

## COMPENSATION & BENEFITS / HOW TO APPLY

The starting annual salary range for the position is \$90,000 to \$100,000 DOQ/E. The City also offers a wide array of outstanding fringe benefits. Residency within the City of Cape Girardeau is encouraged but not required.

Interested candidates should apply online with resume, cover letter, and contact information for five (5) work related references to [www.GovHRjobs.com](http://www.GovHRjobs.com) to the attention of Mark R. Peterson, Vice President, GovHR USA. On-line application submittals are required. The position will remain open until filled. Please direct all questions about the position, the community, and/or the selection process to Mr. Peterson at (309) 825-5091. The City is an Equal Opportunity Employer.



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