



DIRECTOR OF DEVELOPMENT OPERATIONS



5440 Route 5&20 W
Canandaigua, NY 14424
585-394-1120

The Community

The Town of Canandaigua, within Ontario County, New York, has a population of over 11,500, covers 62 square miles of land area and has 10 ½ miles of Canandaigua Lake shoreline (Finger Lakes). Located in Ontario County, one of only two counties in New York State gaining more residents.

The Town of Canandaigua, just a 20-minute drive from Downtown Rochester, boasts over 31 zoning districts with a diverse mixture of land uses featuring industrial, commercial, agricultural, rural, and a regional airport. The Town has issued an average of 600 building permits annually since 2014. With top rated schools, and a focus on recreation through the Town's nine beautiful parks, the quality of life is second to none.

Extensive planning efforts have positioned the Town of Canandaigua to thrive. Uptown Canandaigua, a designated growth area, showcases the advantages of form-based code zoning ensuring economic development for future decades.

Operating under a Town council-manager form of government, the Town of Canandaigua is widely recognized as a leader in municipal governance, while sustaining natural resource protection and financial stability.

The Position

The Director of Development Operations serves as the operational manager of the Town of Canandaigua's Development Office, which encompasses Planning, Zoning, and Code Enforcement. This position is responsible for supervising departmental staff, coordinating internal workflows, supporting application and review processes, and implementing the objectives of the Town Board and the Town Manager. The Director will play a key role in aligning departmental operations with the Town's Comprehensive Plan, strategic initiatives, and community development goals. Reporting directly to the Town Manager, the Director ensures consistent execution of departmental procedures, effective case management, interdepartmental collaboration, and a high level of customer service to residents, applicants, and developers. The role requires strong leadership and administrative experience, coupled with knowledge of municipal planning, land development, and/or economic development to provide informed guidance on planning, zoning, development policy, code enforcement practices, and economic growth strategies.





The Ideal Candidate

The ideal candidate will be an experienced and organized leader with a strong background in managing people, processes, and departmental operations. They will demonstrate the ability to align daily workflows with long-range planning goals and the Town's Comprehensive Plan while maintaining high standards of efficiency, consistency, and accountability. This individual will possess excellent communication and interpersonal skills, fostering positive collaboration with staff, elected officials, applicants, and community members. They will bring a solid understanding of planning, zoning, and code enforcement—or the ability and willingness to develop these competencies quickly—while exercising sound judgment and a professional demeanor. The candidate will also be adept at balancing administrative responsibilities such as budgeting, recordkeeping, and performance management with a forward-looking focus on strategic initiatives and community development. A results-driven, detail-oriented approach combined with a commitment to public service and continuous improvement will make this candidate successful in the role.

Qualifications

- Graduation from a regionally accredited or New York State registered college or university with a Master's degree in planning, architecture, landscape architecture, geography, environmental studies, natural resources, public administration, urban or regional planning, engineering, economic development, business administration, or a closely related field AND one (1) year of full-time paid experience in a relevant or related field, with at least (1) year of supervisory or managerial experience; OR
- Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in one of the above-listed fields AND two (2) years of full-time paid professional experience, or its part-time equivalent, in planning, land development, zoning, code enforcement, economic development, municipal or regional planning, or other related work in either the public or private sector, including at least
- An equivalent combination of training and experience as defined by the limits of (1) and (2) above.



Work Schedule

As a full time employee, you will work 40 hours a week. The normal workweek is Monday-Friday 7:30am-4:00pm or 8:00am-4:30pm. This position will require some evening meetings. Your office will be located at Canandaigua Town Hall.

Application and Recruitment Process

If you are interested in working for this incredible municipality, please e-mail your resume and letter of interest to:

LFrarey@TownofCanandaigua.org

Or

Call Lindsay Frarey at
(585)394-1120 x 2229

The Town of Canandaigua is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, religion, color, sex, national origin, marital status, age, disability, sexual orientation, political affiliation or on the basis of actual or perceived gender as expressed through dress, appearance, or behavior.

Salary and Benefits

The annual salary range for this position is **\$95,000-\$105,000 annually**. The Town of Canandaigua offers a generous benefits package including:

- 12 Paid Holidays per year
- 96 hours of paid Sick leave per year
- 3 paid floating holidays prorated based on time of hire
- Will receive 80 hours of paid vacation leave at time of hire
- Paid Personal Leave
- Enrolled in New York State Retirement System (NYSLRS)
- Excellus Blue Cross Blue Shield Insurance- 3 options to choose from with a minimal cost to the employee
- Town contributes money annually into employee HRA/HSA accounts
- Insurance Opt out stipend of \$2,000 annually if Health Insurance Plan is not selected
- Dental insurance- Employee pays 25% of plan cost

Optional Benefit Offerings:

- NYS Deferred Compensation Plans
- Short Term Disability
- Cancer Plan
- Accident
- Whole Life
- Term Life

