

# Community Development Director



Annual Salary

\$105,000 - \$120,000 (DOQ)



## THE COMMUNITY

The City of Marysville (pop. 12,200) is a unique and charming community located at the confluence of the Feather and Yuba Rivers. It is also the County Seat of Yuba County, as well as home to Caltrans District 3 Headquarters, the Yuba Water Agency, and the Yuba-Sutter Bi-County region's only full-service hospital, Adventist Health—Rideout.

As one of California's historic Gold Rush cities, Marysville is a vibrant center of distinctive shopping, dining, and entertainment. A stroll along the City's treelined, historic D Street with its cafes, galleries, boutiques, and specialty stores; you will find nearly everything that a Main Street was meant to be. In addition to these unique characteristics, Marysville is also home to several historic buildings and sites listed on the National Register of Historic Places.

The City's location and proximity to State Routes 99, 70 and 20 provides easy access to many of the area's major attractions such as the state capital of Sacramento and the Sutter Buttes recreation area.

Nestled in the northern Sacramento Valley, residents enjoy hot, dry summers and cool, wet winters—an ideal climate that is perfect for year-round leisure and recreation, including golf, hiking, fishing, hunting, and boating to name a few.



## THE ORGANIZATION

The City of Marysville is a full-service City that includes the Administration, City Attorney, Community Development, Finance, Fire, Police and Public Works Departments. In addition, both the General Services and Human Resources Departments are managed by the Finance Director while the Information Technology Department is managed by the Chief of Police. There are 63 budgeted full-time positions and another 45 part-time positions.

## THE DEPARTMENT

The Department was only recently created by dividing the former Community Development & Services Department into two departments: Community Development and Public Works. Previously home to 10 Divisions, the new Department now includes: **City Planning, Building, Economic Development, Permit Services and Code Enforcement.**

The Community Development Department staff includes a Building Inspector (currently vacant), Community Improvement Specialist (e.g., Code Enforcement) and Permit Technician (Permit Counter Services).

## THE POSITION

Reporting directly to the City Manager, this position is responsible for executive direction, strategic leadership, and management of the Community Development Department, including the following Divisions and functions: **City Planning, Building, Economic Development, Permit Services, and Code Enforcement (with the Chief of Police).**

As the principal administrator of the Community Development Department and City Planner, the Director plans, organizes, directs, reviews, and manages all department activities and functions. While coordinating departmental activities with other City departments, outside agencies, community groups and individuals. The Director also provides highly complex professional advice and support to the City Manager, City Council, and the Planning & Historic Preservation Commission, assuring department compliance with and enforcement of applicable federal, state, and local laws, ordinances, and codes; manages and supervises staff while serving as a member of the City's Executive Team.





## SALARY & BENEFITS

The City offers a generous variety of benefits for its unrepresented employees including CalPERS retirement; and health, dental, vision and life insurance.

**Salary:** The starting salary will commensurate with the experience, qualifications and skills of the successful candidate and shall not exceed \$120,000 annually.

**Retirement:** The City participates in the CalPERS retirement system. "Classic" participants will be enrolled in the 2% @ 55 plan. New participants will be enrolled in the 2% @ 62 plan. Employees must pay the full employee share based on the plan in which they are enrolled.

**Health/Dental/Vision Insurance:** City pays 80% of medical, dental and vision premiums.

**Vacation:** 10 hours per month or 120 hours per year; Maximum accrual 312 hours.

**Sick:** 8 hours per month or 96 hours per year; Unlimited accrual.

**Executive Leave:** 80 hours per year; unused leave expires at the end of each fiscal year.

**Holidays:** 12 paid holidays per year.

## THE IDEAL CANDIDATE

The ideal candidate will be a confident leader that has exceptional management, interpersonal, and communication skills. The candidate will have an accomplished planning and community development background and an understanding of economic development. The new Director will be a solutions oriented problem solver, versed on all aspects of the Planning and Development Review Process, from entitlement through plan check and inspections. The new Director must be personable and able to forge key relationships with a variety of public agencies, civic leaders, regional stakeholders and the business community. The Director will be politically astute while remaining apolitical.

Other key competencies and responsibilities of this position include:

- ◆ Understanding California land use development laws;
- ◆ Experienced Grantsmanship and how to secure Planning and other Community Development grants;
- ◆ Experienced working with Councils, Commissions, Boards and Committees;
- ◆ Understanding of technology based permit tracking with the ability to lead the organization toward electronic plan check and GIS; and
- ◆ Experienced with economic strategic plans and economic development incentives.

Other desired candidate traits include:

- ◆ Innovative, proactive, ethical, self-motivated, creative, and adaptable; an individual who is comfortable working in a dynamic, fast-paced and team-oriented environment;
- ◆ Communicates in a proactive, approachable, and responsive nature with the ability to understand stakeholder interests and needs; and
- ◆ Enjoys the challenges of serving a small, lower-income community.

## THE OPPORTUNITY

The successful candidate will have an opportunity to manage and/or partner with other staff and agencies on the following projects:

- ◆ A comprehensive update of the current 32-year old General Plan, Historic Overlay District, and Zoning Codes;
- ◆ Develop a Medical Arts District Specific Plan;
- ◆ Update the City's Housing Element;
- ◆ Partner with the Yuba Water Agency to develop the Ellis Lake Master Plan;
- ◆ Implement the City's Cannabis Ordinance;
- ◆ Launch a Retail Window 'Makeover' Program;
- ◆ Implement the Active Transportation Program Grant (w/Public Works Director); and
- ◆ Help launch the City's Parking Management Plan.

## DESIRED QUALIFICATIONS

- ◆ Experience serving as a Community Development Director, Planning Manager and/or Principal Planner.
- ◆ Experience with Current and Long Range City Planning.
- ◆ Knowledge of economic development in a small city with limited funds.
- ◆ Capable of writing, managing and implementing grants and grant funded projects.
- ◆ Skilled at redevelopment and revitalization efforts to address high vacancy rates, vacant lots and abandon buildings, code enforcement and physical and economic blight in general.
- ◆ Understanding of how to develop 'development-friendly' municipal codes while ensuring historic preservation.

## REQUIREMENTS

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

### Education and Certification

Education: Graduation from an accredited four-year college or university with a degree in City or Regional Planning or similar major. A Master's Degree preferred.

### Experience

Incumbents must have a minimum of five (5) years of broad and extensive experience directly involving municipal services such as Current and Long Range Planning, Architectural and Design Review, Historic Preservation, Building Inspection, Code Compliance, Economic Development and Business Retention, including at least three (3) years of project management and supervision of others engaged in such work.

## TO BE CONSIDERED

The deadline to apply is October 20, 2019 before 12:00 AM (PST).

To be considered for this exciting opportunity, candidates should apply at <https://www.calopps.org/marysville/job-19921473>

Each candidate's background will be evaluated on the basis of information submitted at the time of application, and qualified candidates will participate in a preliminary phone interview. Only the most qualified candidates will be invited to participate in a panel interview process. Only the names of the most-qualified candidates who pass the panel interview process will be submitted to the City for consideration for final selection.

Additional inquiries about the position may be directed to Kris Harapan at [kharapan@rgs.ca.gov](mailto:kharapan@rgs.ca.gov). Neither Regional Government Services nor the City of Marysville are responsible for failure of internet forms or email transmission in submitting your application. Candidates with a disability who may require special assistance in any phase of the application or selection process should advise Human Resources by emailing [krandolphpollard@rgs.ca.gov](mailto:krandolphpollard@rgs.ca.gov).



The City of Marysville is an Equal Opportunity Employer.

[www.marysville.ca.us](http://www.marysville.ca.us)

*Recruitment services provided by -*

**Regional Government Services**

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