



PLANNING & COMMUNITY DEVELOPMENT DIRECTOR

CITY OF SAN JACINTO

Salary Depending on Qualifications is \$106,061 - \$135,500 annually.

Applications will be accepted until Friday, November 19, 2017 (EXTENDED)

The City of San Jacinto is seeking qualified candidates for the position of Planning & Community Development Director. Under administrative direction, plans, organizes, and directs the operations of the Community Development Department which includes current and advanced planning, code enforcement, building and permit processing, and building inspection; provides highly responsible and complex administrative support to the City Manager; serves as a member of the City's management team; performs related duties as required.

This position reports to the City Manager, and is responsible for the activities, operations and implementation of services, functions and policies of the Community Development Department. The incumbent develops and administers projects and programs in accordance with the goals established by the Council and implemented through the City Manager's office. The responsibilities include the direct and indirect supervision of management, professional, technical and clerical staff.

Ideal Candidate will:

- Be proactive, approachable, and responsive to stakeholder interests and needs.
- Be ethical, self-motivated, creative, adaptable, organized and comfortable working in a dynamic and team oriented environment.
- Develop, organize and administer the functions of the Community Development Department.
- Plan, revise and implement a sound community development and land use planning and zoning program for the City.
- Analyze and interpret data pertaining to planning, zoning and building.
- Plan, direct, coordinate and supervise the work of professional and technical staff including monitoring work schedules and evaluating the work of subordinates.
- Establish and maintain effective working relationships with the public, developers, consultants, governmental officials and public bodies.
- Interpret and apply zoning and building regulations and planning concepts to unusual or difficult land use problems.
- Prepare and present comprehensive reports.
- Communicate clearly and concisely, orally and in writing.
- Utilize personal computers to perform word processing, spread sheet and specialized functions; administer budgets.
- Train, direct and motivate employees engaged in community development programs.
- Exemplify and foster an enthusiastic, resourceful and effective service attitude with public and co-workers.

Minimum Qualifications:

Five (5) years of increasingly responsible experience in community development which included urban planning, including three (3) years of administrative and supervisory responsibility coupled with a Bachelor's degree with major coursework in land use planning, public administration or a related field. A Master's degree in a related field and membership in the American Institute of Certified Planners (A.I.C.P.) is desirable.

Special Requirements: Possession of a valid Class C Driver's License and a good driving record. Independent travel is required. Attendance at evening meetings necessitates work outside normal working hours. This is an exempt, at-will position.

About the City of San Jacinto: Founded in 1870, and incorporated on April 9, 1888, San Jacinto is one of the County's oldest communities with roots that stretch back to the earliest days of California. The current population is just under 48,000 in San Jacinto's 26 square miles, with an average population age of 31.6 years old.

San Jacinto is experiencing a revitalization in a variety of development projects, road and drainage improvements, and is growing at its fastest pace in well over 10 years.

The City is nearing the completion of a long awaited Downtown Specific Plan that it hopes will reinvigorate and revitalize its San Jacinto Main Street.

Additionally, the community is excited about the new economic growth inside the City - spurred by the development of the new 480,000 square foot Soboba Casino Resort, new retail establishments (Aldi Grocery, Starbucks Drive Thru, Wienerschnitzel Restaurant and Sonic Drive In, among others to come) and over 200 new homes permitted this calendar year.

Compensation and Benefits: The starting salary will be commensurate with the experience, qualifications and skills of the successful candidate and within the range of \$106,061 - \$135,500 annually.

The City of San Jacinto also offers a competitive benefits package, including California Public Employees Retirement System pension, multiple HMO and PPO medical plan alternatives, dental, vision, life insurance, paid leave, commute incentives and continuing education.

SELECTION PROCESS: The deadline to apply is extended to November 19, 2017 before 11:30 PM PST.

To be considered for this exciting opportunity, candidates should apply through CalOpps.org. Candidates can access the application at <https://www.calopps.org/regional-government-services/job-17185621>

Qualified candidates are invited to submit a statement of interest and a focused resume detailing their recent (within the past 10 years) experience and demonstrated career accomplishments relevant to this position along with their application. When describing projects and programs managed, please include the name of each employer, job title, size of project or program budget, number and composition of personnel supervised, scope of management responsibilities, functions managed, and dates of employment.

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 further in a panel interview process tentatively scheduled for the week of November 27th. Subsequently, the names of highly qualified candidates will be submitted to the City for consideration for final selection.

Additional inquiries about the position may be directed to Kay Randolph-Pollard krandolphpollard@rgs.ca.gov. Neither Regional Government Services nor the City of San Jacinto are responsible for failure of internet forms or email 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.