



THE CITY OF WATSONVILLE

The City of Watsonville is situated in the heart of the Monterey Bay in the lush Pajaro Valley. Midway between the cities of Santa Cruz and Monterey, Watsonville is only 95 miles south of San Francisco. The City is noted for its thriving agricultural and flower industries. More strawberries and long stem roses are produced in Watsonville than in any other region in the country. The City's economy has been diversifying with the influx of electronics, light manufacturing and high tech service firms, construction in addition to the establishment of distribution centers for non-agricultural products.

The City's close proximity to the ocean and redwoods provides a variety of recreational and sightseeing activities. The high quality of life, temperate climate, beautiful countryside, and strong sense of community make Watsonville an attractive place to live, a fact that is proudly attested to by its approximately 52,508 residents.

HOW TO APPLY

Qualified applicants are encouraged to submit a completed and signed City application to:

City of Watsonville Human Resources Office
275 Main Street, Suite 400
4th Floor
Watsonville, CA 95076
Phone: (831) 768-3020
Fax: (831) 761-0736
www.cityofwatsonville.org

FILING DEADLINE:

Thursday, April 21, 2016 at 5:00p.m.

COMPENSATION

The salary for this position will be dependent upon the successful candidate's experience and qualifications.

SALARY: \$116,082—\$155,562/Annually

RETIREMENT: The City is a member of the Public Employee's Retirement System (PERS) 2% at 60 plan for classic employees and 2% at 62 for new PERS members under PEPRA.

MEDICAL: The City offers excellent medical, dental and vision benefits for the employee and dependents. Employees accrue 15 days of sick leave per year.

VACATION AND HOLIDAYS: Depending on the length of service, from 12 to 20 vacation days per year are earned. There are also 13 paid holidays per year.

ADMINISTRATIVE LEAVE: Management employees receive (11) days per year. Unused administrative leave as of June 30th is paid out to employees.

LIFE INSURANCE: \$50,000

LONG TERM DISABILITY: City paid LTD insurance

BILINGUAL PAY: Spanish/English-\$250/month stipend may be available depending on the needs of the department

City of Watsonville is an Equal Opportunity Employer

THE CITY OF WATSONVILLE INVITES YOUR APPLICATION FOR COMMUNITY DEVELOPMENT DIRECTOR



THE POSITION

To plan, organize, coordinate and direct the functions of the City's Community Development; to administer and maintain the City's General Plan, Zoning Ordinance and other developmental regulations; to oversee the issuance of all permits and approvals for private construction and land development; to serve as Secretary to the Planning Commission.

This job class functions at a Senior Management level of classification and is responsible for the effective administration of a major department which includes planning, building inspection and development engineering plan check and inspection.

SUPERVISION RECEIVED AND EXERCISED

- Receives executive direction from the City Manager
- Exercises direct supervision over Assistant Community Development Director, and may directly supervise other staff
- Oversees the management and provides executive level leadership for personnel assigned to the Community Development Department

SUCCESSFUL CANDIDATES WILL POSSESS KNOWLEDGE OF:

- Principles and practices of management in a diverse organization, including organization and management of work, effective delegation and supervisory practices, staff team-building and development, and personnel administration
- Principles and practices of land use planning, land subdivision, zoning and other land use regulations, building regulation, and code enforcement
- Federal, State, and local laws, codes, regulations and ordinances affecting the development of the community
- Applicable City policies, procedures and memoranda of understanding relating to community development, budgeting, finance and personnel management

- Principles of municipal finance; methods and techniques of budget development and administration

AND THE ABILITY TO:

- Plan, organize, coordinate and manage at an executive level skill, including long range staff planning, organizational development, forecasting, benchmarking, etc.
- Provide for supervision, training and staff development, and appraisal of staff performance
- Formulate, evaluate and make recommendations on policies and procedures affecting the provision of community development services
- Prepare effective presentations to elected and appointed officials, city executives, the general public, community and neighborhood groups, business owners, and other governmental bodies
- Establish and maintain positive and effective working relationships with all kinds of people contacted in the performance of required duties
- Prepare and manage the departmental budget, including accounting for fee revenues
- Review and evaluate technical community development information, reports and recommendations
- Effectively and tactfully communicate orally and in writing
- Sit at a desk in meetings for long periods of time on a continuous basis
- Intermittently bend and twist to reach equipment surrounding desk, to get in and out of automobile, and perform simple grasping and fine manipulation
- Use a telephone and voicemail system
- Correctly use a personal computer and basic applications of word processing and electronic mail in a networked Windows environment
- Drive an automobile

EXAMPLES OF DUTIES

- Plans, organizes, coordinates and directs the Community Development Department's function, including planning, building inspection and development engineering plan check and inspection
- Acts as Building Official, oversees the role of City Planner that is assigned to other departmental management staff
- Acts as City Planner, or oversees the role of City Planner that is assigned to other departmental management staff
- Oversees long-range land use planning and annexations
- Oversees the processing of applications for private construction, subdivisions, and land development, including plan check, design review, field inspection and permit enforcement
- Maintains close and effective working relationships with the management staff of other City departments
- Performs evaluations for employees directly supervised
- Oversees the selection of staff; provides for their training and development; reviews and approves performance appraisals and recommendations for disciplinary action, wage and salary actions, promotions, and related employment actions
- Develops the Community Development Department budget; approves, monitors and coordinates expenditures
- Provides technical advice and consultation to the City Manager, City Council, and Planning
- Analyzes complex community development issues and problems; evaluates alternatives; and develops and implements effective courses of action
- Prepares and makes presentations to the City Council and Planning Commission
- Formulates, evaluates and implements departmental operating policies and procedures

- Receives, investigates, and resolves difficult and complex complaints and requests
- Prepares and/or approves a variety of technical studies, reports, and correspondence
- Represents the Community Development Department and maintains close and effective working relationships with officials of relevant County, Regional, State and Federal agencies
- Represents the Community Development in meetings with community organizations, the general public, private and trade organizations, and businesses
- Oversees the California Environmental Quality Act (CEQA) with respect to private development projects
- Ensures that all safety regulations are communicated to department staff and followed
- Reviews and recommends appropriate adjustments to fees for services provided by the Community Development Department
- Makes presentations and serves on a variety of committees to work with regulatory agencies, the public, elected officials and other governmental agencies
- Ensures the effective utilization of equipment, material and other resources of the department
- Develops and directs an ongoing training and staff development program for departmental personnel

LICENSE AND CERTIFICATES

- A valid Class C California Driver's License and a safe driving record

TRAINING AND EXPERIENCE

- Minimum of a bachelor's degree in public administration, political science, management, city planning, architecture, business administration, economics or a closely related field, with a master's degree preferred; and, eight years of increasingly responsible experience in the management and direction of one or more municipal planning, building, construction, housing, economic development or closely related programs and services; or,
- Equivalent experience and/or education that would indicate the ability to perform essential duties