

APPLICATION PROCESS

Applications are available at the City of Ukiah, 300 Seminary Avenue, Ukiah, CA, (707) 463-6272, or they may be downloaded at www.cityofukiah.com. Applications will be reviewed by a screening committee and those applicants who appear to be among the best qualified will be selected for the examination process. This process may include a variety of techniques designed to test applicants' knowledge, skills and abilities to perform the duties and responsibilities of the job. An Eligibility List will be established by ranking candidates by their overall score, and a selection will be made from the candidates on this list. All employment offers are subject to a City-paid physical examination and a thorough reference and background check.

COMPENSATION AND BENEFITS

Salary - \$9,381 — \$11,403 monthly

Executive Leave Pay - 120 hours (15 days) annually to be taken as cash payment or as time off.

Retirement - CalPERS "Classic" members: 2.7%@55 with employee contributing 8% of pre-tax salary. "New" members: 2%@62 with employee contributing 6.75% of salary. Ukiah does not contribute to Social Security.

Leave - Vacation Leave is accrued at 161.2 hours per year and increases with City service to a maximum of 218.4 hours. Credit for prior public service will be considered. Ability to cash out up to 2 weeks, 2 times per fiscal year, when within 2 pay periods of reaching half of the maximum vacation accrual limit. **Sick Leave** is accrued at 96 hours per year. The City observes 13 *holidays* each year.

Health Insurance/Flex Plan Dollars - The City provides \$1,529 per month in flex plan dollars to apply toward health insurance premiums. Any amount not applied toward premiums will be directly paid out..

Other Benefits - Other benefits include City-paid membership in an Employee Assistance Program (EAP) for employee and eligible dependents; optional participation in supplemental health coverages through AFLAC, optional participation in pre-taxed Unreimbursed Medical and Dependent Care Assistance programs; optional participation in AIRMED; and optional participation in Employee Credit Union and Deferred Compensation 457 Savings Plans.



CITY OF UKIAH CORE VALUES

PROFESSIONALISM

We demonstrate professionalism through proficiency, reliability, and our drive to make opportunities happen.

SERVICE

We inspire confidence in our organization and our team members by consistently providing exceptional service.

TEAMWORK

We believe in creating an environment that fosters teamwork and processes that support equal opportunity, collaboration, and commitment to common goals.

INNOVATION

We work to discover practical solutions, challenge prevailing assumptions, and create new ideas that prove useful.

SAFETY

We strive to keep our community and our workplace safe and healthy.

Contact Information:

Human Resources

300 Seminary Ave
Ukiah, CA 95482

Phone: (707) 463-6272

www.cityofukiah.com/jobs

FINAL FILING DATE: Open Until Filled

The City of Ukiah is an Equal Opportunity Employer committed to building a diverse workforce.

Note: The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked.



City of Ukiah

The City of Ukiah

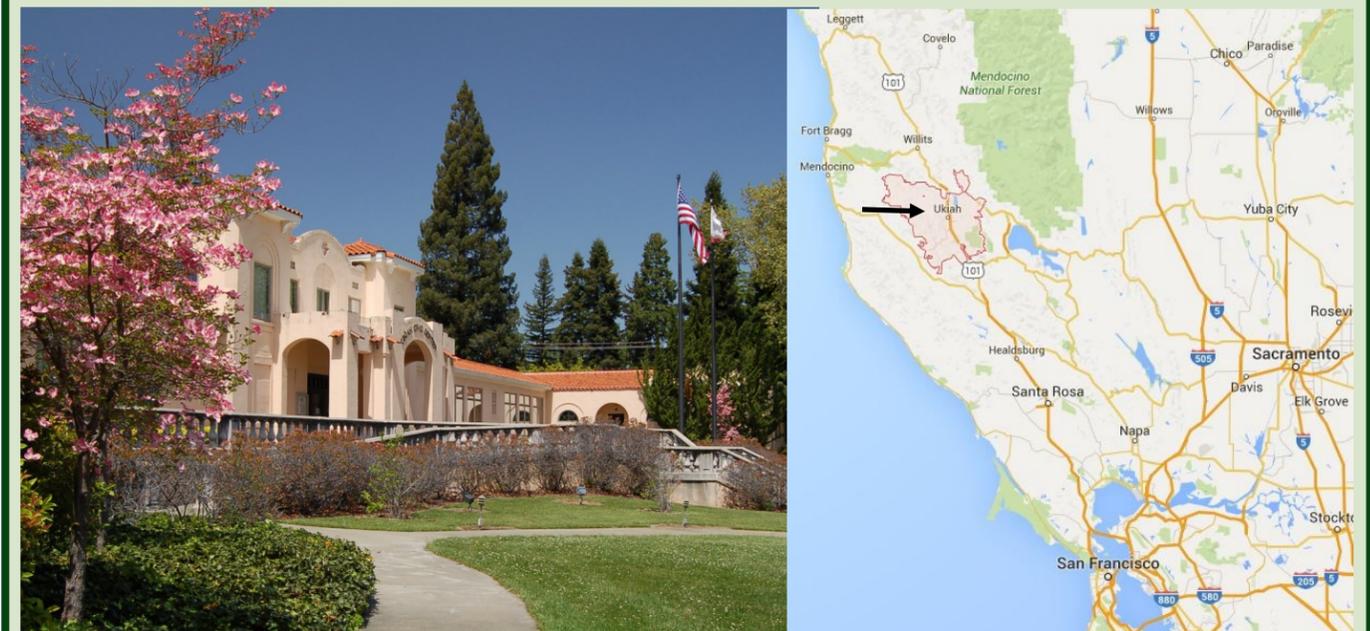
invites applications for the position of

DIRECTOR OF COMMUNITY DEVELOPMENT AND PLANNING

(At-will/Exempt, Department Head Position)

\$9,381 — \$11,403 per month

OPEN UNTIL FILLED



THE CITY OF UKIAH AND COMMUNITY

The City of Ukiah is located in the beautiful Northern California Yokayo Valley, surrounded by rich grape vineyards, pear orchards and coastal mountains. Situated on the Highway 101 corridor, Ukiah is located about 100 miles north of San Francisco, providing easy access to Bay Area resources. About an hour drive east from the Mendocino Coast and located near spectacular redwood forests, Ukiah invites an abundance of recreational and cultural pursuits. It is an ideal location to live, work and play!

The County Seat of Mendocino County, Ukiah is a full service City providing public safety, water, sewer and electric utilities, land use planning and development services, parks, recreation and street maintenance. The City is governed by a five-member Council, elected at-large by the citizens of Ukiah. Ukiah has a population of 16,075 and serves a population of over 104,452 within 30 minutes of Ukiah.

[Ukiah Economic Profile Brochure](#)



THE DEPARTMENT AND POSITION

The City of Ukiah is seeking a forward-thinking Director of Community Development and Planning with strong leadership skills and a proven track record to join our full-service municipal team. The City is large enough to provide a challenging professional opportunity, yet small enough to see the positive impacts our services have on a community loved by its residents. We are looking for an exceptional communicator and collaborator that will embrace and commit to our organizational core values of professionalism, service, teamwork, innovation and safety.

The Director of Community Development and Planning is a position that enjoys a high level of autonomy in the operation of the department while benefiting from an organizational wide team approach that fosters a multi-disciplinary effort to program/policy development and implementation. Under the administrative direction of the City Manager, responsibilities are to plan, direct, supervise, and coordinate the City's land use and environmental planning activities, including building plan review and inspection programs; develop and manage the City's housing activities; and to provide highly responsible and technical staff assistance to the City Manager, City Council, and Planning Commission, and to perform other related duties as assigned. The Director is a coordinating leader of the City's economic development team that is responsible for business support and redevelopment priorities.

EXAMPLES OF DUTIES

These examples are intended only as illustrations of the various types of work performed. The examples of work performed are neither restricted to nor all-encompassing of the duties to be performed under this job title. **(E=Essential Duty; M=Major Portion of Time)**

- ◆ Direct and participate in the development and implementation of planning goals, objectives, policies, and priorities. (E,M)
- ◆ Coordinate planning, community development, housing and economic development activities with other City departments and divisions, and with outside agencies. (E,M)
- ◆ Plan, direct, supervise, coordinate, and participate in current and advanced planning & building plan review & inspection programs. (E,M)
- ◆ Oversee the education, enforcement, & compliance of building & zoning ordinances & other related City, State, and Federal regulations. (E)
- ◆ Serve as the principal adviser to the Planning Commission, Design Review Board, Paths, Open Space and Creeks Commission, and City Council in planning and community development matters including the preparation and presentation of reports and recommendations. (E,M)
- ◆ Prepare special planning studies such as for new zoning districts, annexation proposals, specific plans, General Plan updates, and design criteria. (E,M)
- ◆ Represent the City in development and land use matters. (E)
- ◆ Coordinate and provide strategic direction on economic development, redevelopment, and housing activities. (E)
- ◆ Promote policy and operational plans to foster a business/customer supportive approach to service and departmental related activities. (E)
- ◆ Meet and engage with a variety of citizens, governmental representatives, technical experts, and developers on issues including traffic, facilities design, housing, parking, commercial/industrial development, zoning, and neighborhood improvements. (E,M)
- ◆ Serve as the City's CEQA Environmental Coordinator and Zoning Administrator (E)



- ◆ Provide staff support on easement and property acquisitions. (E)
- ◆ Represent the City on annexation and municipal service activities inclusive of LAFCo related activities. (E)
- ◆ Make authoritative interpretations of applicable laws, regulations, and policies pertaining to planning, environmental quality, zoning, and land use. (E,M)
- ◆ Secure outside funding sources, including grant applications and research. (E)
- ◆ Represent the City in the community and at professional meetings as required. (E,M)
- ◆ Develop and implement policies and procedures relating to the operation, maintenance, long range planning, and fiscal management of the department operations. (E)
- ◆ Prepare and administer the department budget. (E)
- ◆ Work to resolve complex planning, building, development engineering or economic development and administrative policy issues and questions. (E)
- ◆ Select, supervise, train, and evaluate assigned staff. (E,M)
- ◆ Work flexible hours. (E)
- ◆ Prepare studies, reports and perform other duties as assigned by the City Manager. (E)

REQUIREMENTS AND QUALIFICATIONS

Knowledge of

- ◆ Planning principles, theories, and practices.
- ◆ Variety of planning areas including LAFCO/annexation, airport, transportation, General Plans, zoning principals and the California Environmental Quality Act.
- ◆ Applicable federal, state, and local planning laws and regulations.
- ◆ Economic, housing development, and redevelopment strategies.
- ◆ Organization and functions of the various agencies involved in the planning process.
- ◆ Principles and practices of organization, administration, budgeting, personnel management, and customer service.
- ◆ Principles of computer operation.

Ability to

- ◆ Communicate clearly and concisely, orally and in writing.
- ◆ Prepare and interpret ordinances and formulate land use policies.
- ◆ Collect and analyze data and develop complex plans and reports.
- ◆ Engage with stakeholders, developers, community members, elected/appointed officials, and other governmental agencies.
- ◆ Prepare and administer professional services contracts.
- ◆ Pursue, process, and implement grants offered by local, state, and federal agencies.
- ◆ Creatively and expediently solve problems.
- ◆ Establish and maintain cooperative relationships with City officials and employees, the general public, and representatives of other agencies.
- ◆ Properly interpret and make decisions in accordance with laws, regulations, and policies.
- ◆ Select, supervise, train, and evaluate assigned staff.

Experience and Education

Any combination equivalent to education and/or experience that would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities is to possess a Bachelor's Degree from an accredited college or university with major work in planning, community development, redevelopment, housing, economic development, urban design or a related field, and five years of progressively responsible professional planning experience including four years in a supervisory management and leadership capacity. A Master's Degree in a related field is desirable.

Necessary Special Requirement

Possession of a valid Class C California Driver License.

