



EMPLOYMENT OPPORTUNITY:
ASSISTANT DIRECTOR
OF
PLANNING & DEVELOPMENT

THE COMMUNITY

The City of Fresno, CA is located in the heart of the state in the fertile San Joaquin Valley. From the agricultural fields on the valley floor to the snow-capped peaks of the Sierra Nevada mountain range, the Fresno area offers something for everyone. With a population of approximately 540,000 residents, Fresno is the fifth-largest city in California and serves as the financial, industrial, trade, and commercial capital of the central San Joaquin Valley.

Travel from Fresno to other major metropolitan areas in California is convenient. The City is located approximately four hours north of the Los Angeles basin and three hours south of the San Francisco Bay Area. Residents and visitors enjoy Fresno's close proximity to the Yosemite, Kings Canyon, and Sequoia National Parks and other sites of natural beauty, such as the majestic Sierra Nevada Mountains and the Pacific Ocean. The Mediterranean climate in Fresno allows year-round recreational activities including sailing, snow and water skiing, fishing, backpacking, and golfing.

An added benefit of living in Fresno is the excellent housing that is available at price levels that are considerably lower than California's other large metropolitan areas. The current median home price in Fresno is approximately \$290,000. The Fresno area offers four large school districts (Fresno Unified, Central Unified, Sanger Unified and Clovis Unified), and a variety of private institutions offer excellent ongoing



educational and enrichment opportunities. The community is the home of California State University, Fresno, as well as a number of other colleges and universities.

CITY STRUCTURE

Fresno is a full-service charter city operating under a strong mayor form of government. There are seven Council Members. The Council appoints the City Attorney and the City Clerk. The Mayor is elected at-large and does not serve on the Council but has veto power over certain actions taken by Council Members. The City Manager, who is appointed by the Mayor, is responsible for appointing all other department heads in the City, including those for Airports, Finance, Fire, Information Services, Parks, After School, Recreation and Community Services, Personnel Services, Planning and Development, Police, Public Utilities, Public Works and Transportation.

THE DEPARTMENT

The Planning & Development Department is charged with land use management and public infrastructure and is divided into several divisions:

Administration: The Administration Division has overall responsibility for the business management functions of the Department including general administration and financial management. The Division provides public counter cashing services, coordinates and administers the budget, and provides management, personnel, payroll, and training services for the Department.

Planning: The Planning Division performs advanced and current planning functions, including processing entitlements such as plan amendments, rezones, site plans, conditional use permits, and environmental assessments. The Division also prepares and maintains the General Plan and



various community specific and redevelopment plans, processes annexations, manages the City's historic preservation program, provides public counter planning services, and coordinates efforts of citizen advisory and plan implementation committees.

Building and Safety Services: The Building and Safety Services Division is responsible for permit processing, plan checking, and inspection services for public and private projects. The Division provides public counter service; processes subdivision, UGM, and various entitlements associated with development; and provides planning and engineering staff support to commercial and residential projects.

Housing and Community Development: The Housing and Community Development Division serves to deliver quality affordable housing programs and to facilitate and coordinate construction of affordable and market rate housing projects through State and Federally funded programs.

Parking Division: The Parking Division provides management of the City's on-street and off-street parking resources. The Division manages the City's on and off-street downtown parking inventory which includes eleven facilities. The Division is also responsible for parking enforcement across the entire City.

The proposed 2022 Fiscal Year budget for Planning & Development includes 150 full time equivalent employees and a budget of \$100 million for all activities subject to Council Approval.

THE POSITION

The Assistant Director of Planning and Development assists in the planning, direction, organization and review of the assigned operations. In this capacity, the incumbent exercises judgment and discretion in the



administration and direction of an assigned group of operating divisions. The Assistant Director is responsible for the oversight of daily operations and may, in the absence of the Director, assume those duties. In addition, the Assistant Director is



responsible for tactical level planning related to strategic plans, and policies and develops operational goals. Incumbents act as a technical advisor to the Director and the City Manager and attends meetings of the City Council, boards, commissions, and committees. The Assistant Director participates in the preparation and administration of the Department's annual operating budget and works with the City Manager regarding current and anticipated City and departmental needs, prioritization of those needs, and the feasibility of alternative approaches to meeting them. The Assistant Director is expected to facilitate and coordinate activities with other departments within the City of Fresno, as well as outside agencies. This particular Assistant Director vacancy will be responsible for the Housing & Community Development Division and the Parking Division.

This is an unclassified position in which the incumbent serves at the will of the Department Director.

THE IDEAL CANDIDATE

The Department Director is seeking a service and solution-oriented person that understands large on and off-street parking operations, housing and community development, and who possesses excellent leadership skills. An innovative leader who understands how multi-disciplinary collaborative efforts enhance the ability to provide best in class service will do well in this position.

The ideal candidate will have a record of straightforward and open communication and a willingness to make effective decisions within the parameters of the position, as well as the ability to effectively manage conflicting perspectives. The ideal candidate will also have a strong background in project management, program administration, and overseeing fiscal programs consisting of multiple fund sources with complex regulatory requirements.

The Assistant Director is a key member of the Department's executive management team, recognizing this position is a vital element that works together with others to support the Mayor and Council's vision for the City of Fresno. A candidate with a strong record of collaborative work with internal and external stakeholders would be highly valued, as the Assistant Director must be able to develop positive relationships with staff, other City departments, the public, and a number of other agencies. The Assistant Director must have excellent written and verbal communication skills and the ability to prepare clear, concise, and comprehensive reports, records, and other written materials for a variety of audiences.

A background that includes a Bachelor's Degree from an accredited college or university with major course work in Business Administration, Public Administration, Regional Planning or a related field and five (5) years of progressively responsible and directly related management experience will be considered qualifying for this position. A Master's degree in a related field is highly desirable. Possession of a valid California Driver's License is required at time of appointment.

COMPENSATION AND BENEFITS

The salary for the Assistant Director of Planning & Development, dependent upon qualifications, ranges from \$115,056 to \$161,520. The employee benefits package, as noted below, is subject to change and includes:

Retirement: Fresno City Retirement System; reciprocity with other public California systems. The City's pension funds are among the best funded public systems in California.

Health Insurance: City contributes toward the current monthly premium for medical, dental, and vision for employee and dependents.

Annual Leave: 23 days per year of annual leave with cash out provision upon separation from the City.

Management Leave: 60 hours per fiscal year.

Holidays: Ten (10) City-observed holidays annually,

plus birthday and one (1) personal day per year.

Auto Allowance: \$300/month.

Deferred Compensation: 457 plan available.

Flexible Spending Account: IRS 125 Plan for health/dependent care.

Life Insurance: Equal to annual salary; premium paid by City.

Long-Term Disability: City pays premium for 66 2/3% of monthly salary up to \$7,500 per month after 30 days.

The City does not participate in Social Security, but does participate in Medicare.

Additional information regarding the City of Fresno is available at www.fresno.gov.

Additional details about the benefits for this position can be found here:

<https://www.fresno.gov/personnel/wp-content/uploads/sites/12/2018/11/Unit-02-Unrep-6.24.20.pdf>

APPLICATION PROCESS

If you are interested in this outstanding opportunity, please submit a letter of interest, your resume and five references to:

Sandra Chavez Martin, Human Resources Manager
City of Fresno
Personnel Services
2600 Fresno Street, Room 1030
Fresno, California 93721
Email: Sandra.chavezmartin@fresno.gov

Filing Deadline: Open Until Filled

A select group of candidates will be invited to interview for this excellent opportunity. Equal Opportunity Employer.

