



Assistant Director of Community Development (Exempt) Community Development Department

THE POSITION

The Assistant Director of Community Development will assist the Director of Community Development in administering multiple program functions, serving as the assistant department head, and acting in the absence of the Director as required.

The ideal candidate will have extensive experience in comprehensive planning and community development, with a focus on ensuring departmental fiscal responsibility, increasing organizational capabilities, and promoting economic development while being proactive with environmental issues. The Assistant Director is expected to model leadership skills, a strong work ethic, and accountability to oneself and others, including the Director, the County Administrator, and the Board of Supervisors.

THE DEPARTMENT

The Community Development Department divisions consist of: Planning/Development Services, Building Inspection, and Neighborhood Preservation/Fiscal. The 2017-18 department budget totals \$7.8 million with 53 allocated positions.

The Planning/Development Services Division: assists the Planning Commission and the Board of Supervisors in the areas of comprehensive planning and community development.

The Building Inspection Division: protects the public's health and safety by regulating new building construction, inspecting existing buildings, investigating fires, and by reviewing and regulating all new development projects, as provided for in local and state law.

The Neighborhood Preservation/Fiscal Division: administers federal block grants and ensures compliance with regulations, initiates new programs and monitors activities in six Urban County jurisdictions, manages the county's Continuum of Care process, and prepares federal and state funding applications.

Human Resources
44 N. San Joaquin Street
Third Floor, Suite 330
Stockton, California 95202
Phone: (209) 468-3370

Recruitment Announcement
1117-EE1105-EX
San Joaquin County
is an
Equal Opportunity Employer



SAN JOAQUIN COUNTY

A land of beauty, recreation and natural riches - from the waters of the Delta to the vines of the wine, San Joaquin County has it all. San Joaquin County boasts seven cities and some of the finest opportunities in the state for boating, fishing, camping, history-gathering, or just plain fun in the sun. Each city, as well as the unincorporated county areas, offers a unique opportunity to enjoy California beauty and nature, or music, arts and culture. San Joaquin County has what you're looking for.



ARTS & CULTURE

Enrichment and entertainment can be found at many venues throughout the county: the Haggin Museum, San Joaquin County Historical Museum, Children's Museum of Stockton, Stockton Arena, Stockton Symphony, Stockton Civic Theater, Bob Hope Theatre, Lodi's Hutchins Street Square, Tracy's Grand Theater, Concerts in the Park, the local colleges and many galleries. Art, music, dance and theater choices abound.

Over 60 languages are spoken in one of the most ethnically diverse communities in California.

A constant celebration of cultures is found in the numerous festivals throughout the year that invite all community members to share food, music, dance, folklore, customs and traditions.

RECREATION

San Joaquin County government operates nine community parks for boating, hiking, camping, picnicking, swimming and organized sports. The Downtown Stockton Arena and Ballpark, local college teams and sports complexes throughout the county provide both athletes and fans the chance to enjoy sporting events.

Enjoy the beauty of Lodi Lake Park and Nature Area and the Woodbridge Ecological Reserve. Micke Grove Park offers a zoo, amusement park, the Japanese Garden and the San Joaquin County Historical Museum to delight both children and adults.

The Sacramento-San Joaquin Delta offers the best boating in the state: more than 1,000 miles of waterways stretching from the Stockton Marina to north of Sacramento and offering access to the San Francisco Bay.

AGRICULTURE

The county is one of the most agriculturally rich regions in California. Grapes are the leading commodity, with 98,000 bearing acres, much of that in wine grapes. Over 85 wineries within the Lodi Appellation offer opportunities for tasting and special events.

Almonds, walnuts, tomatoes and cherries round out the top crops, with an abundance of other produce. Weekly farmers markets throughout the county offer a cornucopia of fresh fruit and vegetables and artisanal goods. Fruit stands and pick-your-own produce farms dot the countryside.



EDUCATION

From preschool to higher education, the county has an abundant array of public or private opportunities to learn and grow. The University of the Pacific, Stanislaus - Stockton Center, Humphreys University, and San Joaquin Delta Community College offer a wide variety of educational choices. The county's 14 school districts and 200 school sites provide families with a wide choice for children's educational development, including traditional schools, charter schools and alternative education, in addition to an excellent selection of private educational institutions.

HOUSING

Housing is plentiful in San Joaquin County and is affordable when compared to other nearby areas. Make San Joaquin County your new home. Housing ranges from new developments to established subdivisions to stately historic districts to peaceful country living and every type of housing in between.

San Joaquin County is a place where families can grow, learn, and experience the nature and beauty of the California landscape while benefiting from the unique opportunities - cultural, recreational, and educational - that the area provides.

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TYPICAL DUTIES

- ♦ Assists in planning, organizing and directing the activities, functions, budgets, and programs within the Community Development Department; develops and recommends operational objectives; directs operations to maximize efficiency, improve service levels, reduce administrative and service provision costs, and ensure effective utilization of available resources; exercises good judgment and makes sound business decisions in managing assigned activities; provides strategic leadership through communication, demonstration, and accomplishment of the organizational mission, vision and values.
- ♦ Recommends, implements and revises work systems and procedures; recommends standards of performance; advises department staff on more difficult or complex problems; may assist staff with, or participate in, the most difficult activities, particularly in the areas of planning, zoning, and grant development.
- ♦ Assists with the development and implementation of quality control and quality improvement programs and initiatives; analyzes and monitors performance indicators and ensures that assigned operations meet established standards; recommends process improvements to ensure operational effectiveness and superior customer service.
- ♦ Assists with the establishment of departmental policies and procedures; ensures that assigned operations are in compliance with established policies, procedures, rules and regulations; analyzes and interprets existing and proposed federal, state, and local legislation, policies, procedures and other directives to determine impact on operations.

TYPICAL DUTIES, continued

- ♦ Assists with the effective development and utilization of technology to improve departmental systems and processes.
- ♦ Directs and/or assists with the preparation, presentation, and administration of departmental budgets; analyzes fiscal information and recommends cost-efficiency options; develops and recommends budgetary controls.
- ♦ Seeks grant opportunities, helps design grant plans, writes grant proposals, and implements/monitors grant projects.
- ♦ Assists with the effective development and utilization of technology to improve departmental systems and processes.
- ♦ Analyzes and summarizes complex narrative information and statistical data; prepares or supervises the preparation of reports, records, and correspondence for department and/or county management, as well as for federal, state, or other external agencies; prepares Board of Supervisors' reports and related documents; makes presentations to groups and individuals, including boards and commissions.
- ♦ Develops and maintains cooperative and collaborative working relationships and may represent the Community Development Department to federal, state, and county officials, other counties, community groups, and the public; meets and confers with various agents to negotiate effective solutions to difficult problems; coordinates the provision of departmental services as assigned.
- ♦ Attends meetings and conferences; participates on committees and task forces pertaining to issues germane to the department; acts in the absence of the Director of Community Development.



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COMPENSATION PACKAGE

Annual Base Salary: \$118,061 - \$143,478

In addition to base salary, the County offers a comprehensive compensation package that includes:

- ◆ Cafeteria Plan: \$24,023 annual amount which is considered the employer's benefit contribution used to purchase medical, dental, and vision coverage. Unused monies are included in salary
- ◆ A 2% employer contribution to the County's 457 Deferred Compensation Plan (valued from \$2,361 to \$2,869 annually)
- ◆ Vacation cash-out up to 8 days annually (valued from \$3,632 to \$4,414)

Potential cashable compensation

	Step 1	Step 5
Annual Salary	\$118,061	\$143,478
2% Deferred Comp	\$2,361	\$2,869
Vacation Cash-out 8 days annually	\$3,632	\$4,414
Cafeteria	\$24,023	\$24,023
Total	\$148,077	\$174,784

- ◆ 1937 Retirement Act plan — reciprocity with CALPERS
- ◆ 125 Flex Benefits Plan
- ◆ 12 days sick leave annually - unlimited accumulation
- ◆ 15 days of vacation leave (20 days after 10 years and 23 days after 20 years)
- ◆ 14 paid holidays per year
- ◆ 10 days administrative leave per year

For more benefit information, please access the county's benefits website at:

www.sjgov.org/departments/hr/benefits



DESIRED QUALIFICATIONS

Education: Graduation from an accredited college or university with a master's degree in urban or regional planning, business or public administration, architecture, engineering, or a related field.

Experience: Five years of public sector, development services-related management work, including at least three years in urban or regional planning.

REQUIRED QUALIFICATION

License: Possession of a valid California driver's license.

APPLICATION AND SELECTION

Completed application package must include supplemental application and resume to be submitted to the Human Resources Division before the final filing date.

Final Filing Date: December 8, 2017

Please submit your application, supplemental application and resume to:

San Joaquin County Human Resources
Attn: Evelyn Oliveira
44 N. San Joaquin Street, Suite 330
Stockton, CA 95202
Tel: 209.468.8579

OR

online at www.sjgov.org/departments/hr

If warranted by the number of candidates, applications may be reviewed by a screening panel to determine those selected to participate in screening interviews. Final candidates will be interviewed by the Director of Community Development. Final appointment will be conditional upon passing the pre-employment drug screen and background investigation.

This position is exempt from the San Joaquin County Civil Service system. Appointments to exempt positions are at-will and are not governed by the Civil Service Rules.

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SUPPLEMENTAL QUESTIONS

Please submit responses to the following questions along with your employment application and resume to the San Joaquin County Human Resources Division. When answering the questions below related to your experience, please provide a detailed description that includes **the name of your employer, your dates of employment, and your job title.** These questions will assist us in evaluating your qualifications for this position.

1. Provide an overview of your public sector, development-services related management experience, including at least three years in urban or regional planning. Include in your summary your job title, your role, dates of employment, total number of employees you were responsible for managing, your operating budget, an organizational chart to understand your reporting relationships, and the total number of employees of the organization.
2. Describe your supervisory experience overseeing staff in public sector, development-services related programs. Include the number of employees your supervised, their job titles, and the scope of your program responsibility.
3. Describe your budget experience, including the size and complexity of the budget, and your level of participation in the budget process.
4. Do you possess a master's degree from an accredited four-year college or university in urban or regional planning, business or public administration, architecture, engineering or a closely-related field? List your school, major, and type of degree received below:
5. Do you possess a valid California driver's license? If yes, indicate expiration date: