

SAN JOAQUIN COUNTY COMMUNITY DEVELOPMENT DEPARTMENT

Assistant Director of Community Development (Exempt)

THE POSITION

The Assistant Director of Community Development is a single-position, at-will class that is exempt from the San Joaquin County Civil Service system. The incumbent reports to the Director of Community Development and serves as the assistant department head, acting in the absence of the Director as required. The incumbent performs senior-level managerial duties in order to assist with the administration of department budgets, functions, and activities, while helping to ensure their compliance with all applicable laws and regulations, as well as the policies established by the Director, the County Administrator, and the Board of Supervisors. The incumbent is expected to model a strong work ethic and leadership skills, including accountability for oneself and others.

THE DEPARTMENT

The Community Development Department consists of three divisions: Planning, Neighborhood Preservation/Fiscal, and Building Inspection/Development Services.

The Planning Division assists the Planning Commission and the Board of Supervisors in the areas of comprehensive planning and community development. This duty includes preparing, maintaining and implementing the General Plan, as mandated by Government Code 65100 et seq.

The Building Inspection and Development Services Divisions protect 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.

The 2016-17 department budget totals \$7.6 million with 45 allocated positions.



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



San Joaquin County
is an
Equal
Opportunity
Employer

Recruitment Announcement
1116-EE1105-EX



Assistant Director of Community Development (Exempt)

Recruitment Announcement 1116-EE1105-EX

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.





Assistant Director of Community Development (Exempt)

Recruitment Announcement 1116-EE1105-EX

COMPENSATION PACKAGE

Annual Base Salary: \$112,445 - \$136,656

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

- ♦ Cafeteria Plan: \$24,023 annual amount which may be 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 \$2,240 to \$2,733 annually)
- ♦ Vacation cash-out up to 8 days annually (valued from \$3,295 to \$ 4,004)

Potential cashable compensation

	Step 1	Step 5
Annual Salary	\$112,445	\$136,656
2% Deferred Comp	\$2,240	\$2,733
Vacation Cash-out 8 days annually	\$3,459	\$4,204
Cafeteria	\$24,023	\$24,023
Total	\$142,167	\$167,616

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

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 QUALIFICATIONS

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 30, 2016

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.sigov.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.





Assistant Director of Community Development (Exempt)

Recruitment Announcement 1116-EE1105-EX

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: