



CAREER OPPORTUNITY

Director of Development Services

City of Yuba City, California



The Community

Yuba City, with a population of just over 65,000, is located 41 miles north of the state capital, Sacramento, at the crossroads of Highway 99 and Highway 20, in the central part of the Sacramento Valley. Nestled between the famous Sutter Butte Mountain Range and the picturesque Feather River, and just a short drive north of Sacramento, the City of Yuba City acts as the regional center for the 120,000 people that live within a 15-minute drive.

Bounded on the east by the Feather River and on the west by the Sacramento River, the Yuba City area offers an abundance of recreational, hunting and fishing opportunities. Uncongested lakes provide a wonderful opportunity for boating and water-skiing enthusiasts. The Sutter Buttes, dubbed the smallest mountain range in the world, are a beautiful backdrop for Yuba City.

Yuba City serves as the county seat for Sutter County and is in close proximity to the city of Marysville which serves as county seat for Yuba County and home to Beale Air Force Base. Both cities resulted from the Gold Rush and its stream of miners coming up the Feather River by steamboat. These two communities confer on areas of mutual interest such as flood control, waste disposal and transit. Many agencies are bi-county: the Yuba-Sutter Chamber of Commerce, Yuba-Sutter Waste Disposal, and Yuba-Sutter Transit to name a few.

Yuba City offers outstanding combination quality-of-life attributes including affordable housing, friendly people, quality schools, a great climate, safe community, excellent recreational opportunities, and proximity to major metropolitan areas.

Founded in 1849, Yuba City has developed through the years as a growing community and now serves as the retail and service center hub for the surrounding area. The economy of the area is based on agriculture, food processing, lumber and wood products, medical offices and government, including Beale Air Force Base.

Yuba City offers small-town events where you will likely run into your friends, neighbors and co-workers. Downtown's Plumas Street is closed off several times a year for the Christmas and Summer Strolls, Fine Arts Festival, 4th of July Children's Parade, Harvest Festival, and Yuba City High School Homecoming Parade. A huge event for the City is the Sikh Parade, which attracts a large crowd every year to view the parade and participate in the numerous associated activities. The Certified Farmer's Market offers locally grown fruits, vegetables, flowers and baked goods from May to October.

In the Yuba City Unified School District, eighteen schools serve the students, faculty and parents. Private educational institutions, as well as a junior college, provide a well-rounded educational opportunity for Yuba City residents. In addition, California State University, Chico, California State University, Sacramento, and the University

of California, Davis are within 45 minutes of the City and provide additional options for higher education.

Even with the growth Yuba City has seen over the years, it has retained its "small town" feeling which makes it a great place to live!

The Organization

Incorporated in 1908, the City of Yuba City is a full-service general law city that operates under a Council-Manager form of government. The mission of the City of Yuba City is to anticipate and provide for the needs of the community through quality service, innovation, and leadership for today and in the future. The City Council is made up of five members who are elected at-large, serving four-year staggered terms. The Council selects the City's Mayor and Vice-Mayor each year. The City Council appoints the City Manager.

City management and staff work well together, which contributes to a healthy working environment. Yuba City is a unique city in that it has five Commissions (Planning, Parks and Recreation, Economic Development, Senior, and Youth) that were created to advise the City Council on specific issues. The City of Yuba City is financially stable and has approximately 300 full-time employees.

For more information, visit www.yubacity.net

The Department

The Development Services Department is responsible for functions related to the development, enhancement, and preservation of the City. Areas of responsibility include:

- » Planning and Zoning
- » Building Inspections
- » Code Enforcement
- » Housing/CDBG

Specific task areas include current and advanced planning, zoning administration, downtown redevelopment, environmental impact studies, management of historic structures, code compliance, and public information. The Department strives to provide vision and leadership within the context of innovative, high quality, equitable and efficient services that encompass and reflect community values.

The City's Planning Division provides assistance to ensure that future growth and change happens in accordance with the community's adopted vision. This happens through the development and implementation of the City's General Plan, Specific Plans, and the Zoning Ordinance. The division provides services including:

- » Development review for current planning projects
- » Design review
- » Environmental review to implement the California Environmental Quality Act (CEQA)

- » Long-range planning services, including general plans, infill development, and strategies for new growth
- » Urban planning to ensure design and historic preservation remains intact
- » Support staff to the Planning Commission

The Planning Commission meets twice monthly and is charged with making investigations and reports on the design and improvement of proposed divisions of land and the imposing of requirements or conditions thereon. This seven-person commission has final jurisdiction in the approval or disapproval of tentative maps, subject to appeal to the City Council.

The Development Services Department oversees all aspects of physical development from entitlement processing to construction permits and inspections. The Department promotes quality-of-life improvements and maintenance of community standards to ensure a safe and attractive community through urban design guidelines, high design standards, and code enforcement services.

The Position

The Development Services Director is a working director position responsible for the functions of planning, building, code enforcement and housing. The Director reports directly to the City Manager and the department currently has a staff of seven.

This Director position is designed as an at-will executive service position within the City and is expected to perform daily work with administrative and/or policy direction. The position requires extensive knowledge of the planning, building, code enforcement and housing functions and the new Director is expected to set the tone for the department as far as being hands-on and involved in the daily work of the department. Interpersonal relationships, both internal and external, will be integral to the success of the Director of Development Services. The Director is an advocate for department staff and support them in the performance of their daily work efforts.

Experience in specific plans, master plan preparation and processing, entitlement processes, sphere of influence expansion, annexations, permitting processes, infrastructure, and inspection processes is desired as well as having a good eye for design aesthetics. The ability to communicate openly and effectively with a variety of audiences is necessary as is the inherent aptitude to help and teach a development community where local developers need assistance in understanding the complete development process. The Development Services Director works closely with the Planning Commission and City Council and is responsible for preparing technical documentation, staff reports and formal presentations frequently.

The Ideal Candidate

The City, and the department, are looking for a leader with a servant's heart and strong customer service skills. This position is a very important interface between the City and the private sector and will have significant impacts on Yuba City's future for decades to come. The ideal candidate should have the ability to build consensus, remain objective, and act as a positive change agent for the community. Excellent diplomacy, transparency, and leadership are essential qualities for this position. Yuba City is a proud community that offers an outstanding combination of quality-of-life attributes coupled with a small town ambiance – a great place to become part of the fabric of the community you serve.

Any relevant combination of education and experience that would demonstrate the knowledge and skills required for the position is qualifying. A typical way of gaining these skills is:

Education: Equivalent to a Bachelor's degree from an accredited college or university in Public or Business Administration, Land Use Planning or a related field. Possession of a Master's degree is preferred.

Experience: At least eight (8) years of increasingly responsible experience in planning related activities, and three (3) years of administrative and supervisory responsibility. American Institute of Certified Planners (AICP) certification desired.



The Compensation & Benefits

The City of Yuba City offers a competitive compensation and benefit package including:

Retirement: New employees into the CalPERS retirement system: 2% @ 62 formula. CalPERS classic members: 2% @ 55 formula; employees pay 7% of the CalPERS employer contribution rate. The City contributes \$200 monthly to deferred compensation but does not participate in Social Security.

Health: Full-family medical insurance, dental, and vision coverage or cash-in-lieu, life insurance, flexible spending, and retiree health plan benefits.

Leaves: Sick Leave, Vacation, Long Term and Short Term Disability, Administrative Leave

The Director of Development Services is an at-will, executive service position. For questions or more information regarding benefits, please contact Ciara Wakefield at (530) 822-4612 or cwakefield@yubacity.net.

Recruitment Process

To apply for this exciting career opportunity, please submit your application online at www.yubacity.net/jobs – Please attach resume, letter of interest and 3 work-related references.

Application Deadline: March 29, 2019

Application Review: April 2, 2019

Finalist Oral Panel: April 18, 2019

Please contact Ciara Wakefield – Human Resources at (530) 822-4612 or cwakefield@yubacity.net if you have any questions regarding this position or the selection process.

Apply today!

<http://www.yubacity.net/jobs>

