



CAREER OPPORTUNITY

Planning Manager

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 capitol, 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 the county seat for Yuba County, and home to Beale Air Force Base. Both cities resulted from the Gold Rush and is 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 services 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, 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

Department-specific tasks 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, 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 Planning Manager is responsible for managing staff engaged in the full range of government planning services. Under direction from the Development Services Director, the Planning Manager leads, oversees and reviews current and advanced planning projects and/or issues from pre-submittal meeting through to final approval at the Planning Commission or City Council level, and provides highly complex staff assistance to the Director or their designee.

The new Planning Manager will be highly engaged and will direct and supervise the work of subordinate professional planners and front counter staff involved in planning projects, research, urban planning analyses and design, and code development. Some of the essential functions of the position include supervising and coordinating the investigation of complex or difficult zoning matters and preparing reports and recommendations regarding ordinance interpretation and modification; providing information and assistance to developers, property owners and other members from the public concerning the laws, regulations, standards, policies and procedures related to permissible uses of property, submission of plans, processing of applications, subdividing and other zoning and land use issues; and serving as a staff liaison to the Planning Commission, ad hoc planning committees and City Council subcommittees. The Planning Manager is responsible for preparing technical documentation, staff reports and formal presentations frequently.

The ideal candidate will be well versed in all aspects of contemporary urban planning including excellent urban design skills and will be an advocate for continuous

improvement. He/she will be a successful manager of people who derives satisfaction from mentoring and developing subordinates through continuous improvement in the planning process. The new Planning Manager must be a forward-thinking manager who anticipates opportunities and challenges and an adept critical thinker and problem solver who embraces complex challenges.

The Planning Manager will also be an outstanding communicator with exceptional interpersonal skills who displays impressive versatility interacting with a wide variety of audiences and stakeholders. A well-developed political acumen and the ability to facilitate sound decision-making will be expected as well.

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: A Bachelor's Degree from an accredited four-year college or university with a major in planning, architecture, engineering or other design-related field, urban studies, environmental planning, public administration, political science, economics, or closely related field. A Master's Degree in one of these fields is desirable.

Experience: At least four (4) years of increasingly responsible, full-time professional experience in urban planning, including two (2) years in a supervisory capacity. American Institute of Certified Planners (AICP) certification is desirable.



The Compensation & Benefits

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

Annual Salary: \$95,305 - \$115,835

Retirement: New employees into the CalPERS retirement system: 2% @ 62 formula. CalPERS classic members: 2% @ 55 formula; employees will cost share 7% of the CalPERS employer contribution rate. The City contributes \$100 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, and flexible spending. Medical, dental, vision premiums are paid by both the City and the employee monthly.

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

Professional Development Funds: \$5,000 towards tuition & \$150 towards books for job-related courses (Annually).

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: February 3, 2020

Finalist Oral Panels: February 21, 2020

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>

