Opportunity for a Progressive Leader

As a vibrant and growing community, the City of Roseville is seeking an experienced Development Services Director that will recognize this incredible opportunity to proactively pursue new development, diversification, and adaptive reuse as well as stimulate innovative public-private partnerships for this maturing city. As a major contributor to the future success of the City of Roseville's boundaries combined with a strong contribution to the regional economy in the Sacramento Valley, this entrepreneurial leader will excel in facilitating interest in projects, understanding the complexities of the City's entitlement and permitting process driving results through to successful project completion. Working collaboratively with the City Manager, the Development Services Director will further assist the City Council in exploring options for strategic decisions on infrastructure and private development, while at the same time, serve as the point person for a business dominated platform that includes a full range of stakeholders (business community, civic leaders, developers, educational partners, and the broader community).

The Community

The City of Roseville, California (approximate population 135,000) is a dynamic, pioneering city that embraces the future while treasuring its more than 100-year history. Located 25 minutes from California’s capital, at the base of the Sierra Nevada foothills, Roseville is the largest city in Placer County. Within driving distance to world-class destinations like San Francisco, Napa, Lake Tahoe, and Yosemite, Roseville is well-positioned in a region where amenities and options for recreation, leisure, and entertainment are seemingly boundless.

The strength and balance of Roseville’s diverse economy allows the City to thrive. With low unemployment and one of the highest levels of educational attainments among its residents, Roseville’s highly qualified workforce proves attractive to large corporations, small businesses, and tech-savvy startups. Business ventures in Roseville range from technology and healthcare to agriculture and financial services. Top employers within the City include Hewlett-Packard, Kaiser Permanente, Sutter Health, Adventist Health, and Union Pacific Railroad. Economic gems draw in the crowds, with the expansive Westfield Galleria at Roseville, the Roseville Automall, and Fountains at Roseville leading the way.

Cultural and entertainment venues within and around the City provide a way to take a break from the hustle and bustle of life. Vernon Street Town Square offers everything from free yoga and story time to concerts, wine festivals, movies, and farmers’ markets. Live music can be heard at Roseville’s Music in the Park or in many venues in its historic downtown. During the summer, Downtown Tuesday Nights allow residents to mix and mingle with different vendors and live bands all along historic Vernon Street. Other avenues of family fun include Topgolf, iFly Indoor Skydiving, Golfland Sunsplash, Denio’s Farmers Market & Swap Meet, or cycling or running along miles of connected, paved trails.

Roseville is an ideal place to raise a family and takes pride in its robust parks and recreation programs and award-winning educational system. A Mediterranean like climate provides plenty of opportunities for outdoor activities like hiking, biking, and swimming in the spring and summer months and for skiing and snowboarding in the winter months. People of all ages can choose from an abundance of recreational programs, over 60 neighborhood parks, golf courses, state-of-the-art fitness centers, and thousands of acres of open space. Several schools within city limits have been recognized by the Department of Education with “California Distinguished School” awards, and the international baccalaureate program is available in three middle and high schools throughout the City. Roseville is also within driving distance of William Jessup University; Sierra Community College; California State University, Sacramento; and the University of California, Davis.
The Organization

Roseville is a full-service city with a dedicated staff of approximately 1,150 full-time employees and supported by a FY 2018-19 total budget of $542 million, inclusive of $270 million in utilities and a General Fund budget of $146 million. City departments include: City Attorney’s Office, City Clerk’s Office, City Manager’s Office, Development Services, Economic Development, Finance, Fire, Human Resources, Information Technology, Library, Parks & Recreation, Planning, Police, Public Affairs & Communications, Public Works, and three (3) enterprise departments—Electric Utility, Environmental Utilities and Transit.

The Position

The Development Services Director reports directly to the Assistant City Manager.

Key responsibilities include:

Develop, plan and implement department goals and objectives; recommend and administer policies and procedures.

Coordinate department activities with those of other departments and outside agencies and organizations especially when associated with the City’s entitlement or permitting processes; provide staff assistance to an Assistant City Manager; prepare and present staff reports and other necessary correspondence.

Direct, oversee and participate in the development of the department’s work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.

Supervise and participate in the development and administration of the Development Services budget; direct the forecast of additional funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement mid-year adjustments.

The Ideal Candidate

The candidate selected will be an outstanding critical thinker, innovative, an articulate communicator, and good listener who is comfortable interacting with and presenting to elected officials, the business community, neighborhood residents, and all other key stakeholders. The Development Services Director will be innovative, engaging and have the ability to deliver measurable results.

The ideal candidate should be familiar with current and emerging city planning and real estate development trends.

Additionally, the new Development Services Director will possess excellent interpersonal skills and will create an open, collaborative, and successful working relationship with the City Council, community groups, developers, and other City executives. This individual will be politically astute, yet apolitical, and possess the ability to establish trust and sustainable relationships.

Other key competencies for this position include the ability to:

• Cultivate and strengthen the City’s formal and informal partnerships with local and regional external organizations charged with development of process improvements associated with initiatives.

• Implement City planning initiatives that strengthen the City and region’s sense of place and economic base (e.g., mixed use, multi-modal transportation, and support City development policies).

• Develop and coordinate the implementation of an annual work program that aligns the City’s general plan and development process with economic development interest of external organizations.

• Formulate and oversee analysis of City and regional development, market, demographic, and social trends to facilitate integrated economic and physical development planning.

• Administer the City’s permitting and Code Enforcement activities insuring that all health and safety measures are adhered to.

• Administer the City’s General Plan, Specific Plans, and Development Agreements.
Qualifying Education and Experience
Candidates should possess seven years of increasingly responsible experience in community development including at least three years of administrative and management responsibility. Candidates must also possess a Bachelor’s degree; preferably with major course work in planning, engineering, public administration or a related field. Possession of a California driver’s license by date of appointment is required.

Compensation and Benefits
Salary: The salary range for this position is $142,550 to $191,032 and will be based on qualifications and career experience.

Benefits: A competitive comprehensive benefit package including CalPERS (2.7% @ 55-Classic Members; 2% @ 62-New Members), generous leave package (vacation/holiday/sick/ management leave), deferred compensation plan (City contribution after 5 years), retiree health (Tier III), ample free parking, life insurance, disability, health insurance contribution ($1,321 month), flex credit ($168/month), and expense reimbursement for business/travel budget will also be offered. The City of Roseville does not participate in Social Security. The selected candidate may also anticipate some assistance with moving and relocation expenses.

To Be Considered
If you are interested in this exceptional opportunity, please apply online at www.roseville.ca.us/jobs.

Filing Deadline: Monday, September 17, 2018 at 5:00 pm
This recruitment is open until filled with the first application review after the cutoff date of Monday, September 17, 2018 at 5pm. Interviews of top candidates will be held on Wednesday, September 26, 2018. The selection process will include completion of supplemental questions, possible mock presentations requiring prework, and participation in an oral panel interview. If you have any questions, please do not hesitate to call Human Resources Director Gayle Satchwell at (916) 774-5374.