



**CITY OF CERES  
ANNOUNCES AN EXCELLENT  
CAREER OPPORTUNITY**

**Director of  
Community Development**

**\$9, 812 to \$11,926 Monthly (paid bi-weekly)  
Excellent Benefit Package**

**OPEN: Thursday, May 20, 2021**

**APPLY IMMEDIATELY**

**First review of applicants is scheduled on June 10, 2021**





**Ceres**  
California



The City of Ceres is located in the Central San Joaquin Valley, 80 miles south of Sacramento and 95 miles east of San Francisco, in the heart of Stanislaus County. Ceres is in one of the Central Valley's richest and most diverse agricultural areas and is the home of the new \$14 million County Agriculture Center. Even the name "Ceres" originates from the Roman goddess of agriculture.

The City enjoys a comfortable climate, with 12 inches of rainfall annually. The average low winter temperature is 38F, with an average high of 85F in spring and fall, and an average high temperature in the 90's in summer. The Tuolumne River forms part of the City's northern boundary.

The Daniel C. Whitmore family was considered the first family of Ceres and, with two other founders, John Service and Cassius Warner, settled in Ceres in 1867. Mr. Whitmore built the first home in Ceres in 1870. That home still stands, fully restored by the City and the Ceres Historical Society, at 2928 Fifth Street.

Ceres is a growing community with a heartfelt commitment to retaining its small neighborhood personality. Businesses, organizations, and nonprofit community service groups band together for a number of activities throughout the year. Events such as the annual Downtown Street Fair in May, summertime concerts in the park, Halloween Fun Festival, and the Christmas Tree Lane opening are well attended by the community.

## THE POSITION

The City of Ceres is accepting applications for the position of Director of Community Development. The Director of *Community Development is a regular, full-time, administrative, at-will, exempt position. Under general administrative direction, plans, directs, manages, and oversees the activities and operations of the Community Development Department including Building Inspection, Planning and Housing; coordinates assigned activities with other departments and outside agencies; and provides highly responsible and complex administrative support to the City Manager.*



## ESSENTIAL DUTIES

- Assume full management responsibility for all Community Development Department services and activities.
- Manage the development and implementation of departmental goals, objectives, and priorities for each assigned service area; recommend and administer policies and procedures.
- Establish, within City policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
- Assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
- Plan, direct, and coordinate, through subordinate level staff, the Community Development Department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with key staff to identify and resolve problems.
- Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Oversee and participate in the development and administration of the department budget; approve the forecast of funds needed for staffing, equipment, materials, and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
- Conduct and supervise planning studies for current and advanced planning projects; direct the development and enforcement of the City's general plan, zoning, subdivision, building inspection, housing, and environmental regulations and ordinances.
- Oversee the analysis of plans and the review and preparation of recommendations on all commercial, industrial and residential development projects for compliance with the City's goals and policies, regulations, and standards; coordinate the processing of all planning projects through project completion; consult with developers, engineers, architects, outside agencies, and others regarding proposed development plans.
- Perform technical duties related to planning and zoning activities; prepare related documentation including plans, requests for proposal, and permits.
- Coordinate procedures for developing and implementing an efficient project review and project permitting process among the department divisions, as well as with affected outside agencies.
- Direct the preparation of agenda items for the City Council, Planning Commission, committees, commissions and boards involved in land use, development activities.
- Participate in area-wide and regional groups and agencies concerning growth, development and environmental quality.
- Direct and review the work of contract consultants.
- Research and review procedures, codes, and general plan issues related to development proposals for compliance to relevant laws and procedures.
- Provide staff assistance to the City Manager; provide technical and administrative support to the Planning Commission; prepare and present staff reports and other necessary correspondence.
- Represent the Community Development Department to other departments, elected officials, and outside agencies; coordinate assigned activities with those of other departments and outside agencies and organizations.
- Explain, justify, and defend department programs, policies, and activities; negotiate and resolve sensitive and controversial issues; respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Participate on a variety of boards, commissions, and committees.
- Attend and participate in professional group meetings; maintain awareness of new trends and developments; incorporate new developments as appropriate.
- Perform related duties as required.



## QUALIFICATIONS

### EDUCATION & EXPERIENCE GUIDELINES

*Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying.*

*A typical way to obtain the knowledge and abilities would be:*

#### **Education/Training:**

A Bachelor's degree from an accredited college or university with major course work in planning, architecture, geography, public administration, construction management, or a related field.

#### **Experience:**

Five years of increasingly responsible experience in community development, municipal planning, infrastructure planning, and land development, including two years of management and administrative responsibility.



## APPLICATION / SELECTION PROCESS

To be considered for the position, applicants need to submit a completed City of Ceres application on [www.calopps.org/city-of-ceres](http://www.calopps.org/city-of-ceres) or by visiting the City of Ceres website at [www.ci.ceres.ca.us](http://www.ci.ceres.ca.us).

The qualifications of each applicant, as set forth in the application, will be reviewed by a screening committee. A limited number of qualified applicants, possessing the most desirable qualifications that best match the position may be invited to participate in the subsequent phase of the evaluation process which is an oral interview and assessment exercise. *Note: Meeting the minimum qualifications does not guarantee advancement in the selection process.* You may obtain a more detailed job description by visiting the City of Ceres website at [www.ci.ceres.ca.us](http://www.ci.ceres.ca.us).

## COMPENSATION & BENEFITS

**Retirement/Pension:** The City offers a generous defined benefit plan pension (membership required) in the Stanislaus County Employees' Retirement Association (StanCERA), as governed by County Employees' Retirement Law of 1937 and Public Employees' Pension Reform Act (PEPRA). "Classic members" (currently or within the last six (6) months a member of StanCERA or subject to reciprocity with another eligible retirement plan, eg. CalPERS) are enrolled in the City's 2% @ 55 plan; final compensation at retirement is based on the single highest year. Non-classic or "new members" are enrolled in the 2% @ 62 plan, and employees are required to pay 50% of the normal contribution rate as prescribed by PEPRA, currently 8.77%, on a pre-tax basis; final compensation at retirement is based on the average of the three highest salary years.

**Health:** The City contributes toward the combined monthly premiums for medical, dental and vision a maximum of \$710, \$1,470 or \$2,090, dependent on level of medical coverage enrollment. Some of the monthly plan premium options are currently at NO COST to the employee and family! Any employee contributions to health premiums are taken as pre-tax deductions. Employees eligible to waive medical coverage receive \$200 per month in additional taxable compensation. Carriers include: Blue Shield HMO, Blue Shield PPO, Kaiser HMO; Stanislaus Foundation Dental and Blue Shield MES Vision.

**Base Leave:** 12 days sick leave accrued each year with unlimited accrual cap; vacation accrual based on years of service with maximum accrual of 480 hours and 13 paid holidays (including one personal day) each year. Executives qualify for an additional 120 hours of leave per year.



ANNOUNCEMENT DATE: Thursday, May 20 2021

