



DEVELOPMENT SERVICES DIRECTOR

\$9,454 - \$12,763 monthly, DOQ

Plus excellent benefits (incl. City-paid Health up to Kaiser Family Rate & Classic PERS)

Final Filing Date: Open Until Filled

THIS IS A LIMITED-TERM POSITION, FUNDED BY THE AMERICAN RESCUE PLAN ACT OF 2021, NOT TO EXCEED TWO (2) YEARS.

THE COMMUNITY

Located nearly halfway between the metropolitan powerhouses of San Francisco and the state's capital, Sacramento, Suisun City is a hidden gem of the Bay Area. Suisun City is accessible from Interstate 80 via Highway 12 and Amtrak's Capitol Corridor commuter rail service right to the heart of the City's historic Waterfront District, making it a prime location for job seekers as well as homeowners. The community is a unique destination for a Bay Area day trip, an overnight getaway or even a place to work, particularly with its reverse commute for inner Bay Area residents. The Waterfront Promenade offers beautiful views and serves as an ideal setting for a myriad of outdoor activities, dining choices and lunch hour strolls.

THE POSITION

With a limited tax base, new development along with strong business attraction, retention and expansion programs are critical for the long-term success of the City. The Development Services Director is an integral part of our development team who serves on the executive management team, and is responsible for all program activities of the Department, including economic development, planning and housing. In addition to managing the department, this position is directly responsible for participating in and coordinating the City's economic development efforts, including development of properties controlled by the City, Housing Authority, Successor Agency and private parties. The Director coordinates the activities of the Planning Commission, the Successor Agency to the City Redevelopment Agency and consult staff. The Director reports directly to the City Manager and provides advice and counsel regarding strategic policy and problem solving issues relating to the Department and the City overall.

IDEAL CANDIDATE - ESSENTIAL JOB FUNCTIONS

The ideal candidate has a background and hands-on experience in community development, and planning. A successful track record in all facets of planning and development, an understanding of the planning process and an ability to work through red-tape and bureaucratic road blocks to deliver successful commercial and residential projects would be ideal.

Effective candidates are self-starters, have strong analytical and problem solving skills and value collaborative relationships to get things done. Customer service and negotiating skills are a must.

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Assumes responsibility for all services and activities of the Development Services Department, including planning, building economic development and housing.

- Works with the City Manager to develop and implement the City's comprehensive economic development strategic plan to promote retention and expansion of business activity within the community consistent with goals, policies and programs within the General Plan; develops targeted marketing programs for identified business development.
- Administers the City's various economic development programs; and conducts negotiations for the acquisition and disposition of real estate to support assigned programs.
- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures.
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels.
- Plans, directs, coordinates, and reviews the work plan for assigned staff and contract service providers; assigns work activities, projects, and programs; reviews and evaluates work products, methods, and procedures; directs staff support to appropriate boards and commissions; meets with staff to identify and resolve problems.
- Oversees the City's planning functions and activities; works with planning staff and outside contractors in the development, management and implementation of complex planning and policy programs and projects, including advanced planning studies and the environmental and development review process for all private and public development activities in the City.
- Oversees and participates in development and administration of the Department's annual budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments.
- Resolves sensitive, controversial and complex planning and development related issues; resolves challenges with developers, property owners, the public, architects, engineers and planners; and serves as liaison with other City departments related to development activity.

QUALIFICATIONS

EDUCATION AND 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, business administration, public administration, economics, planning real estate, marketing, or a related field. A Master's degree is desirable.

EXPERIENCE: Eight years of increasingly responsible planning experience, including three years of management and administrative responsibility.

LICENSE OR CERTIFICATE: Possession of, or ability to obtain, an appropriate, valid driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT: Work is performed primarily in a standard office setting. Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information. Must be able to see in the normal visual range with or without correction, and hear in the normal audio range with or without correction.

Benefits:

- **Retirement** – Employees who are considered New Member to CalPERS will have the benefit formula of 2% at 62, highest three-year average final compensation in accordance with PEPRA legislation. For employees who are considered “Classic” CalPERS members, the benefit formula is 2% at 55 with single highest year final average compensation.
- **Health, Vision and Dental Insurance** – City-paid medical coverage up to current CalPERS Kaiser Family rate applicable to selection of medical plans. Employees with other group medical coverage may be eligible for an in-lieu cash payment of \$500 or \$700 depending on coverage level; the City offers Delta Dental and VSP insurance with the premiums paid by the employee.
- **Life Insurance** – City pays for \$200,000 of Basic Life Insurance coverage.
- **Time Off/Holidays** – Vacation is accrued initially at the rate of ten days per year with amounts increasing over time; 96 hours of sick leave; 11 paid holidays and 2 floating holidays per year; Executive Leave of 80 hours per fiscal year and the ability to earn up to an additional 40 hours.
- **Deferred Compensation** – Voluntary contribution to the 457 Plan. City match up to \$118 or 4% per pay period.
- **Social Security/Medicare** – City does not participate in Social Security; City withholds for Medicare.

Application/Selection Procedure: The City of Suisun City utilizes CalOpps.org to accept and process employment applications. To access the online application, please go to www.Suisun.com/careers and select the appropriate link. Resumes will not be accepted in lieu of the City’s official application form but should accompany the application. All applications and resumes will be reviewed to select those applicants whose qualifications appear to most closely match the requirements of the position. A limited number of the most highly qualified applicants may be invited to participate in the subsequent phase(s) of the recruitment process, which may include one or more of the following: written examination, performance examination, assessment exercises, oral interviews, and complete background checks. Meeting the minimum qualifications does not guarantee advancement in the selection process.

Compliance with Americans with Disabilities Act (ADA): With prior notice to the Personnel Department regarding testing or job performance modifications, the City will make reasonable accommodations for qualified applicants and employees with disabilities. Disabled individuals requiring accommodation during the application/hiring process should notify the personnel office.

Immigration Reform & Control Act: In accordance with the Immigration Reform and Control Act of 1986, all potential employees will be required to provide proof of United States Citizenship or authorization to work in the United States. The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.