



City of
VALLEJO
California

Community Development Director



THE COMMUNITY

The City of Vallejo is located in Solano County and has a population of approximately 121,000 residents. Vallejo is a rapidly changing, highly diverse community located midway between the cities of Sacramento and San Francisco. It is a friendly, active waterfront community that attracts innovative, hardworking people and takes great pride in its 148-year history and maritime heritage.

With a mild year-round climate and easy access to varied recreational opportunities, residents of Vallejo are situated to take advantage of the best of what the area has to offer. Golf, museums, performing arts, boutique shopping, brewpubs and a wide selection of restaurants are all available in Vallejo. Residents and visitors alike enjoy Vallejo's delightful historical downtown area, weekly downtown farmer's market, and beautifully restored Victorian homes and business facades. Vallejo is also home to Six Flags Discovery Kingdom, one of America's only combination wildlife, oceanarium and theme parks. Vallejo's Main Street Designation in 2000 and two historic districts reflect the City's pride in and emphasis on maintaining the character and heritage of Vallejo.

Vallejo is near the major employment and tourist areas in the region, approximately nine miles from Napa, 32 miles from San Francisco, 22 miles from Oakland and 47 miles from Sacramento. It is well connected to these areas via 1-80 and 1-780, as well as Highways 37 and 29. In addition to being close to four major highways, Vallejo is also serviced directly by Union Pacific Railroad and is convenient to the regional ports of Oakland, San Francisco and Richmond. Ferry service is available to San Francisco and air travel is available through San Francisco, Oakland and Sacramento International Airports.

The Vallejo City Hall is set in a beautiful Bayfront park with the ferry terminal located nearby. The City has a formal downtown waterfront development plan, which will ultimately transform Vallejo's waterfront area into a transportation-oriented mixed-use area of shops, restaurants,

office, residential and open space. Vallejo is a charming community that offers its residents a unique combination of bedroom community, suburban quietude, waterfront paradise and foothill vistas.

CITY GOVERNMENT

Vallejo is a full service, charter city with a fiscal year 2017-18 total budget of over \$221 million, with a General Fund of approximately \$100 million.

The City has an authorized staff of 558.5 FTEs employed in the following areas: Administration (Finance, Human Resources, Information Technology), Operations (Police, Fire, Public Works, Water Utilities), Community and Economic Development City Manager's Office and City Attorney's Office. Vallejo has a Council-Manager form of government with the Mayor and six-Council Members elected at-large, on a non-partisan basis, for four-year overlapping terms.

The City has prepared a General Fund Five-Year Business Plan and has adopted the following concepts to assure sustainability:

1. Live within our means (five-year projection)
2. Look to the future (prioritize)
3. Do not defer expenses (maintenance, capital)
4. Establish emergency reserve (disasters or emergencies)
5. Use one-time monies for one-time expenditures (new equipment, unforeseen repairs)

COMMUNITY DEVELOPMENT DEPARTMENT

The Community Development Department works to ensure that the physical development of Vallejo adheres to the City's recently adopted General Plan and building and safety codes thereby ensuring a safe, clean, attractive, and healthy living environment for residents, businesses, and visitors.





The Department is organized across three divisions: Planning (Current Planning and Advance Planning), Building and Administration. The Community Development staff provides several vital services to the Vallejo community, including long-range planning for future City development; processing building and land use applications; facilitating the development review process; issuing permits and inspecting for code compliance; facilitating green building practices; as well as other policy work as required.

Reporting to the City Manager, the Director is supported by a staff of 19 FTEs and an annual operating budget of \$4.9 million. The department staffs the Planning Commission, the Architectural and Landmarks Commission along with the Design Review Board. The General Plan was recently updated in August 2017, providing an integrated, sustainable vision to guide Vallejo's growth and evolution over the next 25 years. Current projects include revising the design guidelines and Development Code to align with the new general plan, facilitating permit process improvements using the soon to be completed development review automating manual efforts, and consolidating data into an electronic permit tracking system.

THE IDEAL CANDIDATE

The ideal candidate will be a collaborative member of the City's executive development team, including the Economic Development Manager and the Housing Division Manager. He/she will be a creative, solution-oriented leader able to integrate sound planning principals with Vallejo's economic development opportunities and facilitate implementation of the future vision outlined in the recently adopted General Plan. The new Director will lead staff to develop innovative approaches that balance varying community interests and help move the City Council's vision forward.

Bringing deep knowledge and experience in community development, this individual will exhibit a leadership style

that engenders high credibility with the public, customers, elected and appointed officials, colleagues and a variety of stakeholders. Exceptional interpersonal and communication skills will also be expected. The ideal candidate will be confident, interacting with a broad array of audiences and having a visible and accessible presence. An adept relationship builder, he/she will bring proven reliability and a high degree of success with community engagement.

Experience facilitating high level policy discussions and decisions around difficult and complex issues will help the new director succeed in the role. The ability to balance competing interests and a track record of resolving complex problems will be considered favorably. The ideal candidate will display high emotional intelligence and a self-assured, calm demeanor. He/she will be strong negotiator with impressive consensus building and facilitative skills. Resilient in nature, he/she will be even-keeled and accustomed to dealing with diverse opinions and sources of feedback. Further, the individual selected will exhibit well-developed political acumen and be comfortable with active community dialog. Previous experience working with elected and appointed officials is required.

The ideal candidate will be known for developing and leading staff in an empowering manner. He/she will have a reputation for leading teams in a collaborative manner that produce high quality work with a strong service orientation. An advocate of highly efficient systems and processes, this professional will have the proven ability to improve organizational and individual performance and enhance the capacity for innovation.

Experience working with a highly engaged community will be considered favorably. Seven (7) years of progressively responsible experience in urban planning, which includes at least two (2) years of management experience, is required. A Bachelor's degree in urban planning, architecture, public or business administration, or related discipline is required. A Master's degree and/or AICP certification is desirable.

COMPENSATION & BENEFITS

The City provides an attractive compensation package that includes a competitive annual salary range up to \$180,264. Benefits include, but are not limited to:

Retirement - The City participates in CalPERS with a 2.7% at 55 formula for Classic Employees, with an employee contribution of 9%. For employees covered under PEPR, the retirement formula is 2% at 62, with an employee contribution of 6.25%.

Social Security - The City participates in Social Security and pays the employer share of the contribution.

Deferred Compensation - City offers a voluntary 457 Plan; three different carriers available. A 401(a) Plan is also available.

Health Insurance - The City participates in the CalPERS Health Benefits Program. The City pays \$300 and the difference between the \$300 and maximum of 75% of the Kaiser Bay Area rate is paid through a Section 125 Cafeteria/Flexible Benefits and Welfare Plan. An employee may be eligible for \$250 per month in lieu of City paid medical insurance if employee has other medical coverage. The City pays 75% of Vision and Dental Plans.

Vacation - 10 working days (0-3 service years); 15 working days (3-9 service years); 20 working days (9-15 service years); and 25 working days (15+ service years). May carry up to three-years balance. Credit for prior years of service may be considered.

Holidays - 11 paid holidays annually.

Sick Leave - Accrual rate of one day for each full month of employment (eight-hour day); maximum accrual of 288 hours.

Bereavement leave - Up to three-days.

Employee Assistance Program - offered to employee and eligible family members.



APPLICATION & SELECTION PROCESS

The closing date for this recruitment is midnight, **Sunday, April 8, 2018**. To be considered for this opportunity, upload cover letter, resume and a list of six professional references using the "Apply Now" feature at www.tbcrecruiting.com.



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Following the closing date, resumes will be screened in relation to the criteria articulated in this brochure. Applicants with the most relevant qualifications will immediately be granted preliminary interviews by the recruiters. Candidates deemed to be the best qualified will be invited to interview in Vallejo in May. The City anticipates making an appointment shortly thereafter following the completion of extensive background and reference checks. Please note that references will not be contacted until the end of the process and, at that time, will be done so in close coordination with the candidate impacted.

