The City of Fresno seeks an Assistant Director of Planning & Development (Assistant Director) who will help direct the City’s current and long-range planning, building and safety, and historic preservation services and is excited to hone their skills in permitting, land use planning, public planning, and related policies and procedures, including NEPA, CEQA, and environmental laws, codes, and practices. Along with having the technical knowledge for the role, the Assistant Director will be highly attuned to the political nature of city planning while working with community members and City staff. They will be an effective communicator, relationship builder, and change agent. Being flexible, results oriented, and knowledgeable about the functions and processes of municipal organizations is highly important. This position will report to the Director of Planning & Development and oversee several direct reports and an approximate budget of $30 million. The Assistant Director will also oversee the daily operations of the Planning & Development Department and serve as the City’s expert in planning. They will work on many exciting projects, including the implementation of the 2022 California Building Code and revision of CEQA protocols. If you are looking to become a part of a diverse, family-oriented community and want to serve as a technical advisor and innovative leader, apply now!
THE COMMUNITY

THE CITY OF FRESNO IS THE LARGEST CITY in the San Joaquin Valley and the fifth largest city in California, with a population of more than 545,000 residents. Fresno is the financial core of the San Joaquin Valley, and its economy relies on its large-scale agricultural production. Revitalization of Downtown Fresno’s core and the construction of High-Speed Rail are two of many exciting projects that continue to successfully support Fresno’s growing economy. Located in the geographical center of California, Fresno offers many sights—fertile agricultural fields, an abundance of lakes, and the snowy Sierra Nevada Mountain range. Fresno also features a diverse selection of dining, shopping, farmers markets, vibrant arts and culture, wineries, as well as a variety of attractions. With 300 days of sunshine a year, the climate in Fresno is the source of its agricultural productivity and allows year-round recreational activities including sailing, snow and water skiing, fishing, backpacking, and golfing.

Fresno is a full-service charter city operating under a strong mayor form of government with seven Council Members. The City employs 4,439 staff and operates on a budget of $1.9 billion to support a wide variety of services, such as economic development, planning and development, finance, fire, police, airport, convention and entertainment, information services, parks and recreation, community services, risk management, public utilities, public works, and transportation.
THE DEPARTMENT

THE PLANNING & DEVELOPMENT DEPARTMENT is led by the Director of Planning & Development, who oversees approximately 200 staff and an adopted budget appropriation of $129,914,800. The Department is charged with land use management and public infrastructure and is divided into several divisions and specialized activities:

ADMINISTRATION. Oversees business management functions of the Department, including general administration and financial management.

CURRENT PLANNING. Processes entitlements, such as annexations, plan amendments, rezones, development permits, conditional use permits, and environmental assessments.

BUILDING AND SAFETY SERVICES. Supports permit processing, plan review, and inspection services for public and private projects.

LONG RANGE PLANNING. Leads advanced planning functions, including preparing and updating the General plan, various community and specific plans, and maintaining the land use layer in the City’s GIS.

HOUSING AND COMMUNITY DEVELOPMENT. Serves as the central coordination point for the HUD federal formula programs, state and federal housing emergency funding, and state formula grants.

PARKING SERVICES. Provides management of the City’s on-street and off-street parking resources.

THE JOB

THE ASSISTANT DIRECTOR OF PLANNING & DEVELOPMENT (ASSISTANT DIRECTOR) supports the Director of Planning & Development in the planning, direction, and organization of the Department. They will oversee five direct reports and approximately 130 indirect reports. The Assistant Director will work closely with the Director to plan, develop and implement an annual budget of approximately $30 million. The Assistant Director is tasked with supporting robust development growth and establishing more streamlined procedures for the Department. Balancing demands for housing with regulatory barriers is essential to this role, as is effectively coordinating with the public and public agencies. They will oversee a large volume of work, including 6,000 planning entitlements, 18,000 building permits, and 70,000 inspections annually. They will spearhead planning related to strategic plans, policies, and operational goals. The Assistant Director will serve as a technical advisor to the City Manager and City Council, and they will meet with various boards, commissions, and committees.

TYPES OF PLANNING & BUILDING APPLICATIONS:

- Residential Single-Family Homes
- Large Scale Residential Developments
- Industrial
- Solar
- Tenant Improvements
- Multifamily Homes
- Ministerial Permitting
THE IDEAL CANDIDATE

THE IDEAL CANDIDATE WILL BE a service and solution-oriented person who is highly skilled in both planning and development functions. An innovative leader who understands how multi-disciplinary collaborative efforts enhance the ability to provide best in class service will do well in this position. The ideal candidate will have a record of straightforward and open communication and a willingness to make effective decisions within the parameters of the position, as well as the ability to effectively manage conflicting perspectives and priorities. The ideal candidate will also have a strong background in project management, program administration, and overseeing fiscal programs consisting of multiple fund sources with complex regulatory requirements. A candidate with a strong record of collaborative work with internal and external stakeholders would be highly valued, as the Assistant Director must be able to develop positive relationships with staff, other City departments, the public, and several agencies.

THE IDEAL CANDIDATE WILL...

- Effectively present and communicate with the public, elected and appointed officials, and City executive leadership.
- Be an adept problem solver who thinks outside the box.
- Be responsive and available to all.
- Foster a department culture that is responsive, dedicated, and is focused on providing fair and balanced services to the community.
- Be a strategic business-minded leader who can successfully manage a planning team, department budget, and an efficient permitting process.
- Be a big picture thinker who can connect the dots on complex functions to create more efficient processes.
- Understand the political nuances of community planning and navigate the political challenges effectively.
- Have good leadership and interpersonal skills to work successfully with all levels in the organization.
- Demonstrate a proactive, customer-focused attitude.
- Maintain consistency with adopted policies and cultivate trust relationships.
- Anticipate challenges and identify strategic solutions to keep customers well informed.
MINIMUM QUALIFICATIONS

› Possession of a valid California Driver’s License is required at time of appointment AND

› Bachelor’s degree from an accredited college or university with major course work in Business Administration, Public Administration, Regional Planning, or a related field

› 5 years of progressively responsible and directly related management experience OR

› 9 years of directly related experience, including 5 years at a management level

DESIRED: Master’s degree in Business Administration, Public Administration, or a related field

OPPORTUNITIES, CHALLENGES, & PROJECTS

› Implementing a new land management technology software

› Creating opportunities for staff growth and training

› Implementing 2022 California Building Code

› Revising CEQA protocols

› Identifying tools to improve communication
SALARY & BENEFITS

An annual salary of $115,056 – $161,520 DOE/DOQ and an attractive benefits package that includes:

RETIREMENT. Fresno City Retirement System; reciprocity with other public California systems. The City does not participate in Social Security.

HEALTH INSURANCE. PPO plan; The City contributes toward the current monthly premium for medical, prescription, dental, and vision for employee and dependents.

FLEXIBLE SPENDING ACCOUNT PROGRAM. IRS Section 125 Plan

AUTO ALLOWANCE. $300 per month

DEFERRED COMPENSATION. 457 plan available

MANAGEMENT LEAVE. 60 hours per fiscal year with an annual cash out provision

ANNUAL LEAVE. Accrue 15.5 hours of annual leave per month with a limited cash out provision

HOLIDAYS. 10 City-observed holidays annually, plus birthday and one personal day per year

LIFE INSURANCE. Equal to annual salary; premium paid by City.

LONG-TERM DISABILITY. 66.66% of monthly salary up to $7,500 per month after 30 days

DEFERRED RETIREMENT OPTION PROGRAM (DROP)

Additional details about the benefits for this position can be found here: >>> BENEFITS <<<

HOW TO APPLY

For first consideration apply by OCTOBER 5 by completing an application and attaching a cover letter and your resume at:

>>> WBCP JOB BOARD <<<

SAVE THE DATES

Selected candidates must be available for the following dates:

Day one virtual interviews: OCTOBER 26
Day two virtual interviews: OCTOBER 28
Day three in-person interviews: NOVEMBER 4

Please contact your hiring authority, Sam Sackman, with any questions:
541.664.0376 direct
866.929.WBCP (9227) toll free
sam@wbcpinc.com