

COMMUNITY DEVELOPMENT DIRECTOR

CITY OF GRASS VALLEY

The City of Grass Valley is a historic, growing community that currently has several residential and commercial developments in progress, with additional developments anticipated on recently annexed lands. Grass Valley offers an attractive, well preserved historic gold rush ambience along with new development that complements this historic character. The Community Development Director must be familiar with a small-town feel and take an active interest in our community. The Director will be a valued executive leader who understands the values and needs of the City's residents, and strives for healthy community partnerships and collaboration. As a Department Head, this position is charged with managing and coordinating the City's development related activities, including Planning, Building, Code Enforcement, and Housing.

SALARY & BENEFITS

Annual Salary: Range **\$120,585.94 to \$168,000** (DOE, salary survey in progress) and an attractive benefits package that includes:

RETIREMENT: CalPERS

Retirement System, Classic Member - 2.5% at 55 formula, based on highest year compensation and sick leave conversion. PEPR Member - 2% at 62

HEALTH CARE: Full health care coverage for employee and family members, paid for by City.

DENTAL AND VISION

INSURANCE: City pays 100% of premium.

AD&D AND LONG-TERM

DISABILITY INSURANCE: City pays 100% of premium

LIFE INSURANCE: 1.5 times annual salary up to a cap of \$200,000. City pays 100% of premium.

PERSONAL LEAVE: Accrues at the rate of 256 hours per year for the first two years and increases with years of service.

PAID HOLIDAYS: 12 paid holidays per year.

MINIMUM QUALIFICATIONS

- >Six (6) years of increasingly responsible management experience in Planning, Economic Development and Building fields
- >Bachelor's degree from an accredited college or university with major in Planning, Public Administration or related fields (Master's Degree Preferred)

HOW TO APPLY

For first consideration, apply by submitting your resume and cover letter by **FEBRUARY 23, 2023** to hr@cityofgrassvalley.com. Position is open until filled.

www.cityofgrassvalley.com/human-resources



The Job

Under the administrative direction of the City Manager, this position plans, directs, manages, and evaluates the activities, operations, and staff of the Community Development Department; provides expert professional assistance and support to the City Manager, City Council, Planning Commission and Department Heads. The Community Development Director coordinates activities with other City officials, departments, outside agencies, contractors, organizations, and the public; establishes department goals, objectives, policies and procedures; performs other related duties as required.

Must have knowledge of...

- Planning & Building
- City Organization & Functions
- Program Development & Administration
- Contract negotiation, preparation & administration
- Project management & scheduling
- Leadership, team-building, conflict resolution
- Community Development Block Grants & other state and federal grants
- Municipal housing programs
- Current California Laws affecting Planning & Building
- CEQA and NEPA Compliance



The City

Nestled in the heart of the Sierra Nevada Foothills, Grass Valley is truly a postcard town. Rich in history and outdoor adventure, our City offers community members and visitors captivating nostalgia as well as innovative and exciting entertainment. It is said that Grass Valley was named by settlers whose cattle had wandered from their nearby campsite to a “grassy valley” where the grazing was better, which proved to be an ideal location for settling with its proximity to Wolf Creek and other natural resources. Grass Valley has strived to carve out its own identity, separate from the other communities around it. We want to be a unique place that exists first and foremost to meet the needs of its residents, whether that’s top-notch schools, fantastic dining options, unique shopping experiences, or opportunities for recreation. We are striving to foster a family-friendly environment, providing accessible trails along creeks, modern sports fields, newly renovated playgrounds and parks, and many engaging community events that cater to all ages.

The Ideal Candidate

The ideal candidate will be an effective communicator with critical thinking skills and good judgment who will thrive in a fast-paced environment where expectations are high, and creativity is valued. They will have a proven track record of successful professional leadership and be able to effectively cultivate and maintain cooperative working relationships within the organization and the community. The ideal candidate must have excellent creative problem-solving skills, and outstanding oral and written communication skills. A background of leadership in a public sector organization or applicable leadership experience in the private sector is desired. Strong technical knowledge and planning skills, a willingness to invest in staff development and community relationships, and a passion for the work are helpful. A strong leadership background and past experience managing in a planning environment is extremely desirable.

For full job description & duties visit:
www.cityofgrassvalley.com/human-resources