



The City of Citrus Heights is seeking an individual with professional planning credentials to work as the Planning Manager within the Community Development Department. The Planning Division is responsible for current planning projects, which encompasses reviewing all proposed development projects including new residential, commercial, mixed-use and office developments along with completing the environmental reviews of all planning projects. The Division also provides customer assistance at its one-stop counter and coordinates with other city departments and governmental agencies.

The Position

The position will coordinate, direct, organize, and plan activities of the Planning Division, including current and long-range planning, development plan review, general plan and specific plans. The Planning Manager receives administrative direction from the Community Development Director, and exercises direct supervision over assigned supervisory, professional, technical, and office support personnel. This position assigns work activities, projects and programs, monitors workflow, and reviews and evaluates work products, methods and procedures. The Planning Manager prepares the division’s budget, coordinates staff training, conducts performance evaluations, educates the public regarding City standards in order to create an improved community, and communicates regularly with neighborhoods, businesses, Planning Commission, City Council, and the community-at-large to keep them apprised of the work and goals of the Planning Division. Additionally, this position manages and implements the City’s General Plan, zoning, and subdivision ordinances, as well as Grant funding. This position will also play an important role in the City’s business licensing program.

Ideal Candidate

- Possesses professional planning skills and abilities to evaluate current development projects through detailed review and analysis.
- Demonstrates the ability to understand, interpret, and apply city codes and ordinances, Federal and State rules, regulations, and guidelines as applied to architectural, zoning and general plan requirements, including CEQA and NEPA.
- Has the ability to explain and communicate city development standards, applicable codes and ordinances to developers, contractors and to the public in a clear and understandable manner, both orally and in writing.
- Knowledge and ability to prepare and administer a budget.
- Has the ability to simultaneously manage provide coordination on a variety of development projects and special studies and work effectively and cohesively with consultants, contractors, and/or other public agencies.
- Possesses analytical skills to identify and project consequences of proposed actions, and implement recommendations in support of goals.
- Focuses work effort to carry out the city’s Customer Service philosophy of actively listening, addressing customer concerns, and providing services at a level that exceeds customer expectations.
- Thrives in a team environment that encourages cooperation, communication, and mutual sharing of risk, responsibility, and reward.
- Identifies and generates “a better way of doing things” by viewing issues or problems as opportunities for improvement rather than as obstacles.
- Treats all individuals encountered, equally and with respect, basing actions on honor and ethics.
- Demonstrates an ability to support the City’s core values.

Minimum Qualifications

Minimum Qualifications	Planning Manager
Experience and Training	Five years of increasingly responsible experience in planning, including two years of supervisory responsibility.
Education	Equivalent to a Bachelor’s degree from an accredited college or university with major course work in planning, public administration, business administration, community development, or a related field. Master’s degree in a related field is desirable.
License	May need to possess a valid California driver’s license and proof of automobile liability insurance as required by the position.
Certificate	Possession of an American Institute of Certified Planners (AICP) certificate is highly desirable.

Planning Manager

**Salary: \$108,913.43 ~ \$136,017.95 annually
Plus Excellent Benefits**

Closes – October 15, 2021 @ 5:00 PM

Tentative dates
First interview 11/2/2021
Second interview 11/8/2021

Benefits:

The hiring salary may be set anywhere within the salary range, based on a candidate's experience. The City offers first class benefits, including: CalPERS retirement (employee pays full member contribution), 136 hours of Annual Leave (to be used for vacation or sick time); 40 hours of Long Term Medical Leave; a substantial monthly City contribution toward health insurance, and if alternative group health care coverage is demonstrated, a \$600/month cash-out may be added to salary or deferred compensation; and fully paid family dental, family vision, life, and long-term disability insurance. The City does not participate in Social Security but does participate in Medicare and State Disability Insurance (SDI). In addition, the Planning Manager is a part of the City's management team; the position receives 80-hours of Management Leave, a \$100,000 life insurance policy, and up to a 3% City-matching 457 deferred compensation contribution.

Application Process

To be considered for this position, you must submit a completed, official Employment Application and responses to a Supplemental Questionnaire. If you do not complete and submit all required information, your application may be disqualified from further consideration. You are encouraged to submit a resume and cover letter in addition to the required materials, but these may not be substituted for the required materials.

- **ON-LINE APPLICATION:** You may apply on-line by visiting www.CalOpps.org. A cover letter and resume may be included as part of the on-line Employment Application under the heading "Additional Experience."
- **HARD COPY APPLICATION:** You may obtain a hard copy Employment Application by visiting www.citrusheights.net and downloading the application materials or you may request the materials by calling the Human Resources line at (916) 727-4731 or calling the TTY/TDD California Relay Service at 7-1-1. Submit hard copy application materials and resume to: City of Citrus Heights/Human Resources, Attention: Planning Manager Recruitment, 6360 Fountain Square Drive, Citrus Heights, CA 95621. **No postmarked, faxed or e-mailed materials will be accepted.**

Selection Process

The City reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the position. Meeting the required minimum qualifications does not guarantee an applicant an invitation to the next step(s) in the selection process. Only the most qualified applicants as determined by the City may be invited to the next step(s) of the process. Those candidates whose experience and training most closely match the City's needs may be invited to participate in a first interview tentatively scheduled for 11/2, and potentially a second interview tentatively scheduled for 11/8. The finalist(s) identified at the departmental interview will be subject to a thorough background and reference check process, including a Live Scan fingerprint criminal history check. The finalist must also pass a drug test conducted by a City-appointed physician and if this is successfully completed, a final offer of employment may be made.

Method of Communication

- Primary communication regarding your status relative to this recruitment will be by e-mail; applicants are solely responsible for monitoring their e-mail communication messages and systems.
- Applicants are solely responsible for informing the City of changes in contact information, including but not limited to e-mail addresses, mailing addresses, post office boxes, and telephone numbers.

Additional Information

You may obtain additional information about this recruitment at <http://jobs.citrusheights.net>, or email hr@citrusheights.net. Contact Human Resources at (916) 727-4731 or the TTY/TDD California Relay Services at 7-1-1.

ALL INTERESTED APPLICANTS – PLEASE READ THE FOLLOWING INFORMATION

This listing is solely for the purpose of announcing job opportunities and does not constitute a contract, expressed or implied; provisions contained herein may be modified or revised without notice.

It is the policy of the City of Citrus Heights not to discriminate against qualified employees or applicants because of race, color, religion, gender, sexual orientation, marital status, national origin, ancestry, citizenship, age, medical condition, physical or mental disability, or any other basis protected by law. Qualified individuals with a disability will receive reasonable accommodation, as required by the California Fair Employment and Housing Act (FEHA), and federal laws including the Americans with Disabilities Act (ADA) and Section 504, during any phase of the selection process, providing such request is made to Human Resources at least five working days in advance. Medical disability verification may be required prior to accommodation.