



DIRECTOR OF DEVELOPMENT SERVICES



THE COMMUNITY

With a growing population of nearly 100,000 residents, the City of Tracy lies at the intersection of its past and future. Only a one-hour drive from the cities of San Francisco, San Jose, and Sacramento, Tracy is a gateway to the Bay Area at the center of a triangle formed by the convergence of three major California Interstate Freeways: 580, 205 and 5. Tracy's centralized location offers easy freeway access to the vast recreational resources of the Bay Delta, Yosemite National Park, Lake Tahoe, and San Francisco Bay Area.

Today the City of Tracy could be characterized as a highly diverse predominately residential community where family, faith, education, tradition, and the arts are highly valued and celebrated. Tracy is a community where families are started, and residents are both proud of their past and excited about their future. From an agricultural heritage, Tracy was founded as a railroad transit hub and was later incorporated as a City in 1910. Its close proximity to the San Francisco Bay Area and reputation as a warm, friendly, family-oriented community with a hometown feel, an excellent school system, sunny climate, and low crime rate has attracted many Bay Area workers over the years seeking home ownership and a high quality of life.

Tracy's pro-business atmosphere is reflected in its large, diverse economic base that features a regional shopping mall, big-box retailers, hotels, restaurants, and other commercial and residential developments. Tracy's strategic location has made it an attractive location for many e-commerce retailers, including Amazon and Crate & Barrel. The City is planning several economic development initiatives to attract manufacturing and R&D businesses that will support green and sustainability-based industries. Much of Tracy's workforce commutes on a daily basis to the San Francisco Bay Area and surrounding region. With its own water and wastewater utility, the City manages a variety of water sources ensuring plentiful water supplies for future growth.

THE ORGANIZATION

Tracy is a general law city with a Council/City Manager form of government. The City Council appoints the City Manager and City Attorney and has a Mayor and four Council Members, elected at-large. It is the City's governing body that is primarily responsible for enacting legislation and City policies.

The Development Services Department oversees all aspects of development within the City, including advance and current



planning, building plan review and inspections, economic development and engineering services. Its divisions include: Planning, Building and Safety, Economic Development and Engineering.

THE POSITION

Under general administrative direction, the Director of Development Services is responsible for planning, organizing, directing, and reviewing the activities and operations of the Development Services Department including economic development, current and advanced planning, building safety, code enforcement, and housing, coordinating assigned activities with other departments and outside agencies.

The responsibilities and essential functions of the Director of Development Services may include, but are not limited to, the following:

- Develop, plan, and implement department goals and objectives; recommend and administer policies and procedures related to planning, building inspection, economic development and development engineering operations.
- Coordinate department activities with those of other departments and outside agencies and organizations; provide staff assistance to the City Manager; prepare and present staff reports and other necessary correspondence.
- Direct, oversee and participate in the development of the department's work plan; assign work activities, projects, and programs; monitor workflow; review and evaluate work products, methods, and procedures.
- Manage and participate in the development and administration of the Development Services Department budget; direct the forecast of additional funds needed for



staffing, equipment, materials, and supplies; monitor and approve expenditures; implement mid-year adjustments.

- Monitor overall growth and development relative to the General Plan; design, prepare and recommend appropriate codes and ordinances related to the General Plan, land use, subdivisions, and other community development matters; administer current ordinances; prepare revisions as needed. The City will be undertaking a comprehensive update to its General Plan and Zoning Codes.
- Coordinate and manage the review of private and public development projects; conduct public hearings as required.
- Select, train, motivate and evaluate personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures; maintain discipline and high standards necessary for the efficient and professional operation of the department.
- Serve as liaison with developers, contractors, and citizen groups regarding planning related activities and projects.
- Represent the department to outside groups and organizations and Federal, State, county, and local officials on planning, building inspection, housing, flood plain management and related issues; participate in outside community and professional groups and committees; provide technical assistance, as necessary.
- Research and prepare technical and administrative reports and studies; prepare written correspondence; provide technical presentations to the City Council and Planning Commission.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

THE IDEAL CANDIDATE

The City of Tracy welcomes candidates who are approachable, accessible, forthright, candid, and respectful. Proven leaders who possess strong technical and professional competence as well as effective judgment and listening skills are encouraged to consider joining this quality organization. In addition, successful candidates will possess an understanding of the value of cooperative partnerships and sensitivity and appreciation of a multi-cultural community.



The Director of Development Services will be an energetic professional who will work closely and regularly with the City Manager on future opportunities for the community. While ensuring a thorough and accurate planning and entitlement process, the Director will proactively lead the Department in avoiding unnecessary bureaucracy and costly delays. The individual selected will be an effective leader and skilled manager who is enthusiastic in supporting and working collaboratively with the City Manager and the City Council.

The new Director is expected to be a creative problem solver, identifying alternative financing strategies, and finding innovative methods for allocating Department resources to expedite development projects while honoring zoning and municipal codes and procedures. The Director will coach, mentor, and motivate Department staff to produce high-quality work products and consider new approaches to day-to-day operations and challenges. It is expected that the Director will foster a positive and proactive approach throughout the Department in responding to the business community and residents in a timely fashion.

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be equivalent to a Bachelor's degree in Community Development, Urban Planning, Civil Engineering, or a related field; and seven (7) years of management and/or administrative experience in Community Development, Urban Planning, and Project Administration.



COMPENSATION & BENEFITS

The annual salary range for the Development Services Director is \$180,372-\$219,205; placement within this range is dependent upon qualifications. The City also offers an attractive benefits package including:

Retirement – CalPERS formula is dependent on hire date & member status in CalPERS.

Non-Sworn: 2.5% @ 55 (hired on or before 12/16/10)
2% @ 55 (hired on or after 12/17/10 or classic)
2% @ 62 (hired on or after 1/1/13 – PEPR)

Social Security Deductible – City pays 6.2% + 1.45% Medicare. Employee pays 6.2% + 1.45% Medicare. Max Taxable Earning 2020 = \$137,700.

Deferred Compensation – A contribution to the Department Head's Deferred Compensation Plan will be made in the amount of five (5) % of the Department Head's annual salary. City paid deferred compensation to a Department Head shall be paid to a 401a Plan.

Health Benefits – Choice of Kaiser (HMO, POS, PPO) (insurance plans available with generous City contribution).

Dental & Vision Plans – Choice of Delta Dental or Bright Now Dental plans available. VSP is available as a Vision plan.

Life Insurance & Long-Term Disability – Individual coverage fully paid by the City.

Paid Leave & Holidays – General vacation accrues at the rate of 120 hours per year the first year and progresses up to 240 hours per year at 21 years of service. Management leave is accrued at 120 hours per year. Maximum accumulation of vacation, management leave, and floating holidays shall be 750 hours. Sick leave is accrued at a rate of 96 hours per year with unlimited accrual. There are 13 paid holidays per year (including 2 floating holidays).

Management Benefit – \$960 annual allowance to be used at employee's discretion for job related expenses.

Car Allowance – Car allowance of \$500 per month.

Additional Benefits – Dependent Care and Medical Spending Accounts, Tuition Reimbursement, Employee Assistance Program, AFLAC, and Direct Deposit, among others.

TO APPLY

If you are interested in this outstanding opportunity, please apply online at:

www.bobmurrayassoc.com

Closing Deadline:

July 4, 2021

Following the closing date, resumes will be screened according to the qualifications outlined above. The most qualified candidates will be invited to personal interviews with Bob Murray and Associates. Candidates will be advised of the status of the recruitment following finalists' selection. Finalist interviews will be held with the City of Tracy. A select group of candidates will be asked to provide references once it is anticipated that they may be recommended as finalists. References will be contacted only following candidate approval.

If you have any questions, please do not hesitate to call Ms. Valerie Phillips at:

(916) 784-9080

