



*The City of*  
**ESCALON**  
*California*



*invites applications for the position of*

**DEVELOPMENT & COMMUNITY  
SERVICES MANAGER**

RECRUITING SERVICES PROVIDED BY



# THE COMMUNITY

In California's Central Valley, Escalon is an attractive City of 7,472 persons in a productive agricultural area of San Joaquin County. Settled in 1852, the name Escalon translates to "Stepping Stone" and the history of the place is steeped in agriculture. The City is surrounded on all sides by scenic land and open spaces. It has been called the land of peaches, because of its incredible agricultural diversity.

Escalon continues to foster its goal of maintaining a vibrant and diversified community. Growth of a residential development is restricted to 75 new units per year. The City's mission statement of "Taking pride in our community through quality service" is apparent through the aggressive policies adopted to preserve a family atmosphere and high quality of life.

Escalon boasts a low crime rate, an award-winning school district, quality residential homes and a quaint, 1920's era downtown. The City is also surrounded on all sides by scenic agricultural land and open spaces.

Escalon is geographically located on Highway 120 between the San Francisco Bay area and the historic Mother Lode leading to Yosemite National Park; and just minutes from Stockton, Modesto, and Manteca, Escalon offers a central location with direct access to all modes of transportation.



# CITY GOVERNMENT

The City of Escalon is a full service general law City with five Council members elected at large, with the Mayor appointed every two years. As elected officials, the City Council members represent the citizens of Escalon in the governing process and act on their behalf with regards to regional and local issues as well as State and Federal Legislation.

The City of Escalon has an adopted general fund operating budget for FY 2022/2023 of \$5,192,433 and a citywide budget of \$17,345,362. The City has 32 FTE positions and 20 part time employees. Operating departments within the City include Community Development, Public Works, Recreation and Community Services, Utilities, Engineering, Finance, Police, Human Resources, and Transit.





## THE POSITION

Under general administrative direction of the City Manager, this position is responsible for all development and community service activities including but not limited to the day-to-day processing of planning and building applications, tasks related to local and regional planning matters in a variety of areas, urban and regional planning, growth management, economic development, community events, recreation programs, and long range planning duties, such as zoning/General Plan amendments.

## QUALIFICATIONS

**EXPERIENCE:** At least three years responsible experience in a planning, research and development, management, or administrative capacity. Governmental agency experience is desirable.

**EDUCATION:** Education including a Bachelor's degree from an accredited college or university with major course work in Planning, Community Development, Public Administration, or related field.

## DUTIES

The duties listed below are intended only as illustrations of the various types of work that may be performed by the successful Development & Community Services Manager:

- Develop and implement department short and long range goals, objectives, budget, policies and priorities, and coordinate department activities with other departments and agencies;
- Prepare and present agendas, minutes and reports; recommend programs, projects, and work assignments that serve and enhance the community;
- Assist in the development of marketing and public information strategies for the City, business community, and regional economic programs;
- Determine community recreation and related program needs within available resources;
- Oversee the collection and reconciliation of fees and charges for programs, activities, and facility rentals;
- Manage special projects, organize, attend and serve the City's interests at public, community, and special interest meetings and events, as well as civic and legislative events;
- Maintain contact with appropriate federal, state and local agencies;
- Establish and implement schedules for recreational programs; coordinate the use of City facilities;
- Plan, prepare, apply for, and administer City's CDBG and HOME Funds programs along with other department related grants;
- Monitor and coordinate the daily operations of the engineering, planning and building divisions and processes; conduct research, surveys, environmental reports and studies for presentations and recommendations;
- Provide technical and functional direction to assigned staff; train employees in work principles, practices, methods, policies, procedures, and applicable Federal, State, and local laws, rules, and regulations; coordinate independent projects from conception to completion;
- Prepare or assist in the preparation of and/or interprets specifications, plans, estimates, and reports pertaining to the construction, maintenance, and operation of a wide variety of highly complex engineering, land development, utility, and other capital improvement projects (CIP), oversee use of GIS software to create and modify plot plans, topographic maps, improvement plans, and illustrative graphics; oversee design and drafting activities in connection with streets, storm drains, utilities, and other projects;
- Respond to information requests for base maps, parcel maps and improvement plan information, encroachment permits, benchmarks, and other geographical data; and prepare updates and administer the General Plan and Zoning and Subdivision Ordinances.



## IDEAL CANDIDATE

The ideal candidate for the Development and Community Services Manager position is a professional who possesses experience and education in government development planning and community relations. This manager will be collaborative, committed to exceptional customer service, and able to motivate and maximize the skills of staff and consultants to accomplish department goals and objectives.

The candidate will possess knowledge of public policy, state planning and environmental regulations, city zoning requirements, economic development, code enforcement and community engagement practices. Desirable strengths include the ability to coordinate assigned activities with other city departments, officials, outside agencies, clients, local residents, community groups, private businesses and the public; in addition to the ability to foster cooperative working relationships.

This is a department head classification who is responsible for the oversight and management of planning, building and engineering for the city including the oversight of specialized consultant contracts.

The City is looking for a municipal government professional to add to the dynamic and highly functioning management team serving the community of Escalon.

## APPLICATION AND SELECTION PROCESS

**First Review Date | August 31, 2022**

To apply for this exciting career opportunity, please send a compelling cover letter and your detailed resume electronically to: **apply@bobhallandassociates.com**.



Please contact Bob Hall at (714) 309-9104 should you have any questions regarding this position or the recruitment process.

Application materials will be screened in relation to the criteria described in this brochure. Candidates deemed to be the most highly qualified will be invited to participate in the selection process. The selection process will include phone interviews with the most qualified candidates, panel interviews, and final interviews with the Community Development Director. Appointment is subject to completion of a thorough background and reference checks, and pre-employment medical exam.

## BENEFITS

As a member of Management (exempt), the Development/Community Services Manager is offered a wide range of benefits, which include:

**Salary: Range** \$106,217 - \$129,107 D.O.Q. (Subject to Negotiation)

**Retirement:** CalPERS Retirement for "Classic members": (2%@60) Employee pays employee portion of 7%. "New Members": (2%@62) Employee pays employee portion of 6.25%. The City also participates in Social Security. Deferred Compensation: 457 Deferred Compensation Plan voluntary employee contribution.

**Health Insurance:** City participates in a High Deductible Health Plan with a Health Savings Account (HSA) through Sutter Health, Anthem and Kaiser Permanente. The City currently pays 100% of premium for employee and dependents. HSA account provided with 50% to 95% of deductible contributed by City not to exceed \$1,850 per month. Dental, Vision and Chiropractic Plan - City pays 100% of premium for employee & dependents.

**Life Insurance:** City paid \$100,000 policy.

**Vacation/Administrative Leave:** Ten (10) days of vacation and Ninety (90) hours of administrative leave.

**Sick Leave:** Twelve (12) days per year.

**Holidays:** Eleven (11) observed holidays & Three (3) floating holidays per year.

**Work Schedule:** Most employees work on a flexible 9/80 schedule.

