



The City of

SAN BERNARDINO

California



invites applications for the position of

**DEPUTY DIRECTOR/
CITY PLANNER**

RECRUITING SERVICES PROVIDED BY



THE COMMUNITY

Located in the Riverside-San Bernardino metropolitan area of Southern California (often referred to as the Inland-Empire), the City of San Bernardino serves as the county seat of San Bernardino County. It spans 81 square miles and has a diverse population of over 222,000.

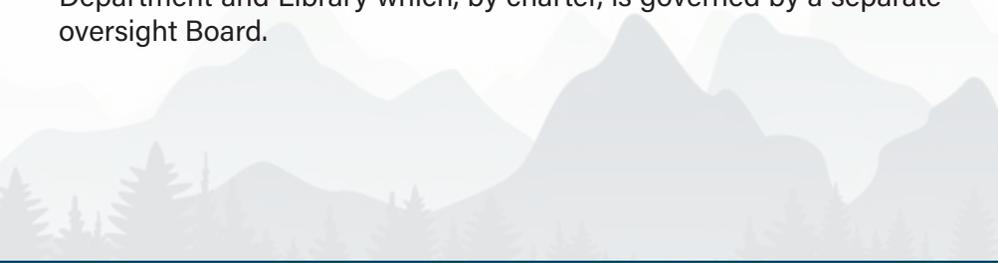
Several highly regarded educational institutions are located within or in the nearby area. California State University, San Bernardino is located in the northwestern part of the City. San Bernardino Valley College is also located within the City. The City is also home to the San Manuel Gateway College & Loma Linda University Health, an innovative new higher education resource that integrates training programs in health careers with clinical experience.

San Bernardino is also home to the Little League Western Region Headquarters and hosts the regional playoffs each year with 14 teams from 13 western states playing for the chance to advance to the Little League World Series for the national title. Another sports venue is the San Bernardino Soccer Complex, one of only a few premier soccer facilities in Southern California. The 50-acre complex offers 17 full-size soccer fields, including 4 lighted championship fields. The City is home to multiple art, performing art, and concert venues including the historic California Theater, Sturges Center for the Arts, Roosevelt Bowl, National Orange Show Events Center, Glen Helen and the Garcia Center for the Arts. The City's historic California Theater, which opened its doors in 1928, hosts Broadway plays and musicals that light up the stage each year. The theater is also the home of the San Bernardino Symphony Orchestra. Today, the Orchestra, one of the oldest and most prestigious in the region.

CITY GOVERNMENT

In 2016, the citizens voted to change the City Charter, choosing to be Governed by a Council-Manager form of government. Today, the governance structure is comprised of an at-large elected Mayor and seven Council Members elected by constituents in a specific ward. Each elected official serves a four-year term. The Mayor and Council appoints the City Manager, who serves as the Chief Executive Officer overseeing all departments, including Community and Economic Development, Finance, Human Resources, Information Technology, Parks, Recreation & Community Service, Police, and Public Works Departments.

The City's FY 2020/21 General Fund budget is \$186.4 million with a Capital Improvement Program budget of \$25.7 million and it employs 700 full-time employees. Fire Services are provided through a contract with the County Fire Protection District. The City also operates a Water Department and Library which, by charter, is governed by a separate oversight Board.



THE POSITION

The Deputy Director/City Planner is responsible for policy development, program planning, budget management, administration, and supporting operational direction of Planning Division functions. The incumbent is responsible for planning, directing, managing, monitoring, coordinating, and evaluating the work of professional and technical planning staff. The incumbent is responsible for accomplishing division objectives and goals within guidelines established by the Community Development Director, City Manager, Planning Commission, and City Council. Assignments are broad in scope and allow for a high degree of administrative discretion in their execution

QUALIFICATIONS

EXPERIENCE: At least seven (7) years of progressively responsible planning experience, at least two (2) of which were in a supervisory or program/project management capacity; or an equivalent combination of education, training, and experience.

EDUCATION: Bachelor's degree in public or business administration, urban planning, or closely related field is required. A Master's degree in land use planning or closely related field is preferred.

DUTIES

The duties listed below are intended only as illustrations of the various types of work that may be performed:

- Provides leadership and works with staff to develop and maintain a high-performance, customer service-oriented work environment that supports achieving the City's mission, strategic goals and core values.
- Plans, organizes, controls, manages, and evaluates the work of Planning Division staff; participates in establishing operational plans and initiatives to meet division goals and objectives; implements division plans, work programs, processes, procedures, and policies to achieve overall department performance results; participates in developing and monitoring performance against the annual division budget.
- Plans and evaluates the performance of assigned staff; monitors performance and provides coaching for performance improvement and development; provides or recommends compensation and other rewards to recognize performance; takes disciplinary action, up to and including termination, to address performance deficiencies in accordance with the City's human resources policies and procedures, Civil Service Rules, and labor contract provisions..
- Assists in setting overall management and policy goals and objectives for the division; coordinates division program and policy issues with managers of other divisions and/or on a Citywide basis.
- Represents the City and the division in Planning Commission, City Council, and local and regional committee meetings; informs and advises City Council, Planning Commission, and department management on local and regional infrastructure planning issues; reviews and approves documentation, prepares correspondence, and delivers reports to update City Council on division programs; prepares formal and informal responses to City Council, City Manager, department head, and public inquiries; acts as staff liaison with the Planning Commission, setting Commission agendas and signing Commission resolutions.
- Ensures the timely preparation of complete and accurate staff work for presentation and reporting to the Planning Commission, City Council, and various committees; performs research and analysis for presentations on special projects and planning issues.
- Interprets the department's codes, regulations, plans, policies, and functions for City officials and executives, citizens, business and community groups and the public; provides official interpretations regarding municipal code development regulations to staff and the public.
- Performs high-level reviews of division cases; performs general reviews of site plans and elevations; provides advice and guidance to case planners; responds to applicant requests and complaints; oversees collection of division processing and City-wide impact fees.
- Monitors national and statewide developments in planning and economic and community development matters; evaluates impact, implements division process improvement, and represents the City in regional conferences and other forums.
- Serves as the Community and Economic Development Director in the absence of the Director.
- Represents the department on behalf of the Director in staff meetings, management meetings, regional meetings and task forces including SBCTA and SCAG.



IDEAL CANDIDATE

The ideal candidate is a dynamic, strategic leader and excellent communicator who can represent, promote, and market the City through participation with various local, state, and regional business groups and has experience in leading a successful community and economic development team. The successful candidate will possess a high level of technical proficiency and be a collaborative and inspiring staff manager with the desire to mentor and develop new employees while fostering a team-oriented working environment.

The ideal candidate will be a hands-on manager with the demonstrated ability to direct and manage multiple priorities while exercising sound independent judgement, flexibility to adapt to changing priorities, and have the emotional fortitude, astute political awareness, and interpersonal skills to build solid staff and business relationships. The ideal candidate will have a passion for public service, especially serving an underserved community; an entrepreneur who recognizes this opportunity to assist in creating and establishing strategies for branding, reinventing, and stimulating the City of San Bernardino of the future.

APPLICATION AND SELECTION PROCESS

FIRST REVIEW DATE: MAY 6, 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 Karen Herrera at (714) 726-4631 or 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 interview, and final interview with the Assistant City Manager and City Manager. Appointment is subject to completion of a thorough background and reference checks, and pre-employment medical exam.

SALARY & BENEFITS

Salary Range - \$120,504.12 - \$146,470.80 Annually

Retirement - Participation in the California Public Employees Retirement System (CalPERS). Classic members with less than 6 months separation: CalPERS 2% at 55, single highest year plan. New members, CalPERS 2% at 62, three highest year average plan.

Health Insurance - The City contribution is \$1,125.00 for employee only, \$1,289.00 for employee plus one, and \$1,724.00 for employee plus family for Medical, Dental and Vision Care Insurance Plans.

Leave - Vacation beginning at 80 hours after one year, 96 hours of sick leave annually, 12 holidays, plus 18 hours of floating holiday time and administrative leave of 80 hours per fiscal year.

Life & Accidental Death and Dismemberment Insurance - The City provides Term Life and Accidental Death & Dismemberment (AD&D) Insurance.

Other - Optional Deferred Compensation Plan, flexible benefits plan, pre-tax childcare plan, and employee assistance program.

