



# Development Services Director



## ■ The Community

Located in the heart of California's Central Valley, the City of Turlock has grown to reach a population of 73,631 based on the US Census Bureau's latest population records. Although Turlock is the second largest city in Stanislaus County, it continues to maintain a small-town atmosphere and friendly attitude with the conveniences and opportunities of a larger city. Turlock provides an unusual opportunity to combine a quality learning environment with relaxed rural living.

The backbone of the City's economy is agriculture, being located in the third richest agricultural county in the country. Turlock has become economically sound, agriculturally elite, and continues to seek growth and development that complements the city's business and industry and the needs of its residents. Cultural art experiences, sports activities, twenty-four parks, a full range of medical facilities and the attractiveness of the nearby Mother Lode, San Francisco Bay area and the Sierra Nevada's add to the pleasure of living in Turlock. Ideal weather, excellent facilities, and Turlock's central location make it a perfect place for one to live.

Home of the Stanislaus County Fairgrounds, CSU Stanislaus, and the Carnegie Arts Center, the community of Turlock hosts numerous special events, from cultural events to CSUS athletic events and the annual Stanislaus County Fair, providing something for just about everyone. Turlock also offers several shopping areas. From Monte Vista Crossings to the several diverse shopping centers on Geer Road and a newly renovated and revitalized downtown retail district, one is sure to find something for everyone on their shopping list.

## ■ City Government

Incorporated in February 1908, Turlock is a General Law City with a Council-Manager form of government. Turlock's five-member City Council includes a Mayor (elected at-large) and four Council Members (elected by district), all serving four-year terms, without limit. Council Members also choose from among their number a Vice Mayor, who serves a one-year term. The Council appoints a City Manager, who provides direction to all departments and supports the policy directives of the City Council. The Council also appoints a City Attorney, and the City Treasurer is elected.

To learn more about the City of Turlock, please visit: <https://ci.turlock.ca.us>

## ■ The Position

Under administrative direction, the Development Services Director plans, directs, organizes, and reviews the engineering, transit, planning, and building and safety divisions of the Department of Development Services; responsible for budget, and program direction; provides direction to assure compliance to federal, state, and local regulations. Provides leadership and direction to meet City goals and to coordinate with other service areas, agencies, boards, commissions, and the public. May act as City Manager in his/her absence and performs other job-related work as required.

This position is designated as un-represented for Labor Relations purposes and is considered exempt under the Fair Labor Standards Act (FLSA).

Administrative direction is provided by the City Manager. The incumbent is expected to work with minimal direct supervision, exercising independent judgment and initiative in a number of complex responsible and sensitive areas. The incumbent supervises professional engineering, para-professional engineering, transit, planning, building and safety, and administrative support staff directly or through subordinate supervisory staff.

## ■ Ideal Candidate

The ideal candidate is a strong leader and effective communicator who possesses experience in City-wide engineering, transit, planning, building staff, and capital improvement programs and functions. As the position interacts with numerous and varied internal and external stakeholders, exceptional interpersonal skills are required. A successful candidate has management, communication, and political skills, serving as a member of the City executive team with responsibilities for establishing and overseeing programs and policies that affect multiple departments and the City as a whole. The ideal candidate will have demonstrated dedication to the delivery of excellence through prior work experience.

The ideal candidate should have knowledge of:

- » Advanced principles and practices of community development, urban planning, transit, building inspections, municipal structure and organization, and related areas.
- » Research and statistical methods and sources of information related to urban growth and development.
- » Modern office procedures, and methods including computer equipment, word processing, spread sheet, data base, graphic presentations, and other needed specialized software applications, and internet and electronic communication usage and methods.
- » Applicable federal, state, and local laws and regulations and related guidelines governing development, transit, building inspections, planning, and safety.
- » Recent developments, current literature, and sources of information in municipal public works administration.
- » Principles and techniques of budget development and administration.
- » Budgeting procedures and techniques.
- » Principles and practices of supervision, staff selection, training, and personnel management.
- » Safe work practices and related regulations.
- » Principles of public speaking, conflict resolution, and excellent customer service.



## ■ Experience

Five years of increasingly responsible professional experience with a public agency in public administration, urban planning and development services, municipal engineering experience, or a related field including three years of administrative/supervisory responsibility.

## ■ Education & Training

Possession of a Bachelor's degree from an accredited college or university with significant course work in the areas of Urban Planning, Public Administration, Civil Engineering, or related fields.

Desirable Qualification: Possession of an AICP certificate or Master's Degree in Planning, Public Administration, or related field is desirable.

## ■ License And/Or Certificate

Possession of a valid California Driver's License in the category necessary to perform essential duties of the position may be required at the time of appointment. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis. Maintenance of a valid California Driver's license and proof of automobile liability insurance thereafter is a condition of continued employment.

## ■ Salary and Benefits

The monthly salary range for this position is **\$11,588 - \$14,085**, with salary at appointment dependent upon qualifications and experience of the selected candidate. The City also offers an attractive benefits package that includes:

### Benefits

- » Health – Generous employer contribution toward health, vision, dental, and prescription plans.
- » Retirement – Qualified candidates who are currently a CalPERS member or have been a CalPERS member within the last six (6) months or are subject to reciprocity with another eligible retirement plan, may be a “classic member” and may be enrolled in the City's 2.7% @ 55 plan. Non-classic or “new members” will be enrolled in the 2% @ 60 plan.
- » Term Life Insurance at 1-1/2 times annual salary.
- » Long Term Disability Insurance.
- » Liberal vacation, holiday, and leave plans.
- » Retiree Health Savings (RHS) Vantage Care – Two and one-half percent (2.5%) of the employee's base payroll will be deposited in each individual's RHS Vantage Care account.

### Additional Benefits:

- » Associate/Bachelor/Master's Degree Incentive Pay (if not listed as a minimum qualification) \*
- » Educational Reimbursement Program\*
- » Computer Loan Program\*

\*Upon completion of probation.

The City of Turlock does not participate in Social Security, although employees hired after April 1, 1986 participate in Medicare.





## Application Process and Recruitment Schedule

This position is open until filled. To be considered, please submit a resume, cover letter, and six work-related references (two supervisors, two direct reports, and two colleagues, who will not be contacted in the early stages of the recruitment) by the next resume review date of **Monday, January 10, 2022**.

Please go to our website to submit your application:  
<https://www.cpsr.us/recruitment/1925>

For further information contact:



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Resumes will be screened in relation to the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant. Candidates deemed most qualified will be referred to the City. Selected candidates will be invited to participate in further interview and selection activities.

An appointment will be made following comprehensive reference and background checks.

