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"All about fit"

20
years

PECKHAM
&
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EXECUTIVE SEARCH

Development
Services Director
CITY OF TURLOCK, CALIFORNIA

THE COMMUNITY

Located in the heart of California's Central Valley, the City of Turlock is the second largest city in Stanislaus County with a population which has grown steadily from 13,992 in 1970 to over 71,273 today. Home to California State University Stanislaus (CSUS), the City provides an unusual opportunity to combine a quality learning environment with relaxed rural living and a small-town atmosphere and friendly attitude with the conveniences and opportunities of a larger city.

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, CSUS, 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. The City of Turlock offers several shopping areas from Monte Vista Crossings to the diverse shopping centers on Geer Road to the newly renovated and revitalized downtown retail district, one is sure to find something for everyone on their shopping list.

For more information about the City of Turlock, please visit the [City's website](#).

THE ORGANIZATION

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 the City Manager, who provides direction to all departments and supports the policy directives of the City Council. The Council also appoints the City Attorney and the City Treasurer is elected.

The City's **2023/2024 \$52M general fund budget** supports a City staff of 435 FTEs. The City is full-service agency serving in all municipal functions, including the departments of City Manager, Finance, Human Relations, Police, Fire, Informational Technology, Public Works, Development Services, and Municipal Services.

THE DEPARTMENT

The Development Services Department consists of the Planning, Building, and Housing Divisions. It is staffed by 19 full-time staff including the Director. The Department's website provides valuable information about [Building in Turlock](#).

THE POSITION

Under administrative direction, the Development Services Director plans, directs, organizes, and reviews the 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.

THE IDEAL CANDIDATE

The Development Services Director is expected to be:

- A strong leader and effective manager who possesses experience in City-wide planning, building and life safety, municipal budgeting, and capital improvement programs and has a working knowledge of economic development.
- People oriented, friendly, calm, politically astute, and emotionally intelligent when working with and responding to officials, developers, residents, and staff.
- A exceptional communicator with strong and versatile interpersonal and problem-solving skills that enables them to effectively address challenging situations.

- Collaborative, interactive, and embracing of interdisciplinary and inter-departmental work/goals to achieve diverse citywide projects, solve problems, and work with both internal and external customers. Serves as a positive and effective member of the City's executive team.
- Motivated by and passionate about providing excellent and quality service. The ideal candidate will have demonstrated dedication to the delivery of excellence through prior work experience.
- An experienced supervisor and leader who has a positive attitude and proactively engages with Department staff to address and resolve issues; accomplish day to day projects and work assignments; and attain long term City and Department goals.

EDUCATION / 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.

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.

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.



THE COMPENSATION PACKAGE

The annual salary range for this position is up to \$182,844 depending on qualifications.

The City offers the following **excellent benefits**:

VEHICLE ALLOWANCE: \$200 per month.

MASTER'S DEGREE PAY: 2.5% base salary.

LONGEVITY: 1.5% base salary beginning at the 10th, 15th, and 20th year of employment (total 4.5%)

BILINGUAL PAY: 2.5% base salary will be paid for Spanish and Portuguese bilingual skills as evidenced by an examination. Additional languages may be approved at the discretion of the City Manager.

CALPERS DEFINED BENEFIT PENSION:

- Classic members 2.7% @ 55 – Employee contribution is 9% which is made on a pretax basis.

SEARCH SCHEDULE

Filing Deadline:.....July 14, 2024
Preliminary Interviews (telephonic):July 22 - 23, 2024
Recommendation to City:..... August 1, 2024
Panel Interviews (Zoom): August 9, 2024
Finalist Interviews (In-Person):..... August 12, 2024

These dates have been confirmed, and it is recommended that you plan your calendar accordingly.

- PEPRA members 2% @ 62 – Employees shall pay fifty percent (50%) of the total annual normal cost of pension benefits or nine percent (9%), whichever is greater.
- The City does not participate in Social Security; however, it does participate in Medicare and the employee portion is 1.45%.

DEFERRED COMPENSATION: The City will contribute 3.5% to the City’s 401 deferred compensation plan with an 8% employee contribution (must be elected at time of hire).

HEALTH INSURANCE:

- Medical Benefits – PPO plan - the City pays 90% of the premium for employee and eligible dependents.
- Retiree Medical Insurance – Available (at full cost) to an employee who has completed 10 years of service.
- Dental & Vision – PPO with 90% of the premium for the employee and eligible dependents paid by the City.
- Employees with alternative coverage will receive a \$475 per month deferred compensation contribution.

RETIREE HEALTH SAVINGS (RHS)

VANTAGE CARE: Three percent (3%) of the employee’s base payroll will be deposited in the employee’s (RHS)

Vantage Care Account. Each year, employees who have more than 100 hours of vacation, will convert 10 hours of vacation time at base salary to their RHS account. At retirement, employees may convert the value of 50% of accrued sick leave to the RHS account.

LIFE INSURANCE / AD&D: Basic life/AD&D insurance equal to 1.5 xs annual salary, plus \$5,000 not to exceed \$500,000.

LTD / SALARY CONTINUATION: Long-term disability coverage of 66.67% of monthly salary to a cap of \$10,000.

PROFESSIONAL DEVELOPMENT: \$700 per fiscal year that may be used for college courses, seminars, non-covered job-related conferences, subscriptions, or books, and computer hardware or software. The unused annual allowance may be cashed out at \$100 less.

PAID LEAVE: Vacation starts at 15 days (accrual tier negotiable); 80 hours management leave per fiscal year (prorated based on hire date); 11 paid holidays; 16 hours floating holiday; and 12 days of sick leave. Vacation and management leave may be cashed out annually subject to the City’s established rules.



THE RECRUITMENT PROCESS

To apply for this key position and exciting career opportunity, please submit a current resume and compelling cover letter through our website at:

Peckham & McKenney
www.peckhamandmckenney.com

Resumes are acknowledged within two business days. Contact Roberta Greathouse at 831.998.3194, toll-free at 866.912.1919, or via email at Roberta@PeckhamandMcKenney.com if you have any questions regarding this position or the recruitment process.



www.peckhamandmckenney.com

