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Development Services Director CITY OF COLTON, CALIFORNIA

THE CITY

The City of Colton is located in San Bernardino County, California, at the junction of interstates 10 and 215, the “crossroads of the Inland Empire”; strategically located to serve the larger Southern California marketplace. The City is approximately 16 square miles and is located 57 miles east of Los Angeles, 2 miles southwest of San Bernardino, and 9 miles northeast of Riverside. With a population of approximately 55,000, the City is proactive in targeting the expansion of job opportunities, residential, and business growth.

The City of Colton is proud of its growing role as a center for new business and residential and employment opportunities in the County of San Bernardino. A comprehensive transportation network, available underdeveloped land, a skilled, ready-to-work labor pool, and a viable partnership between business, city, and county government contributes vitality to an already established commerce. The City is focused on the high quality of living, education, job creation, community health, public safety, housing, retail, recreation, arts and culture, and infrastructure for development that is sustainable over time. Colton will be a destination for visitors and a home for

anyone seeking a sense of community and a high quality of life.

Historically, Colton has worked hard to make the City one of the best places in Southern California to work, live, and enjoy life and that single goal remains true today. Colton is a diverse community where tomorrow’s contributors pursue their goals in an attractive and safe environment abundant with opportunities for educational and economic advancement. The City is home to a variety of educational and family experiences including Reche Canyon, the Historic Carnegie Library/Museum, and Fiesta Village Family Fun Park.

For more information about the City of Colton, please visit <https://coltonca.gov/>.

THE ORGANIZATION

The City of Colton is a general law City serving the public under the Council-Manager form of government. The City Council is comprised of 5 members elected to serve 4-year terms with staggered elections every 2 years. The Mayor is elected at large and the 4 council members are elected by district. The City Clerk and City Treasurer are elected officials. Illustrative of organizational stability, City Manager Bill Smith has served the City since 2004 beginning as

the Community Services Director before being appointed City Manager in 2015.

The City is comprised of 8 Departments: City Manager, Public Works and Utility Services, Fire, Police, Community Services, Finance, Development Services, and Human Resources that are supported by a total of 330 full-time equivalent personnel and a General Fund operating budget of approximately \$52 million. The voters approved a one-cent general-purpose sales tax measure in November of 2022.

The City enjoys a very stable political environment. The City Council and staff have a good working relationship and a high level of trust. City Council meetings occur the first and third Tuesdays of the month and often last for less than 2 hours. The Executive Team is also a close-knit group, so ‘fit’ into this dynamic team will be essential.

THE POSITION

The Development Services Director reports to the City Manager and manages the Planning, Building, and Business License Divisions. The Department is allocated 13 positions and is currently staffed with an excellent team of 10 dedicated and committed individuals. The Department’s operating budget is just under \$5 million.

While supporting the City Manager, the Director will have full responsibility for all Development Services Department functions and services including Planning (residential, commercial and industrial entitlements, and long-range planning); Building & Safety (plan-review, permitting and inspection), and Business Licensing.

The Development Services Director will have knowledge of the principles and practices of: administration; urban planning and technical building inspection functions; grant applications, monitoring and reporting programs; research methods and sources of information related to urban growth and development; Uniform Building Code, CEQA, State planning & zoning laws,



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General Plans, and other codes and policies prepared and enforced by the Department; organization, personnel management; program development and administration; and budget administration. The selected candidate will also be a skilled supervisor who takes an active role in leading, motivating, training, developing, and directing the team. Due to the limited number of staff, the Director must be willing to take on the challenges of direct management of complex planning projects, as needed.



THE IDEAL CANDIDATE

The Development Services Director is expected to be:

- A professional planner who understands the current challenges facing local government and the ability explain new and emerging State law to City staff, City Council, Boards and Commissions, and make recommendations on how to incorporate new law into appropriate City ordinances, policies, and procedures.
- People oriented, friendly, calm, politically astute, and emotionally intelligent in working with and responding to officials, developers, residents, and staff.

- Imaginative, creative, and proactive in working with residential, commercial, and retail customers and with the City team to improve business recruitment and retention. Possesses a "can do attitude."
- An experienced supervisor and visible leader who 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. Holds them self and staff accountable to the public.
- Detail oriented and a working manager who is mindful and understanding of the big-picture; but is equally focused on ensuring work productivity and excellence is pursued by the team.
- 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.
- Able and willing to work with other departments to collaboratively address issues and solve problems.
- Effective in establishing and maintaining working relationships with elected and appointed officials. Keeps the vision of the City Council in the forefront.
- Calm and centered as a communicator with outstanding listening skills and thus able to facilitate, mediate, and build consensus. Possess interpersonal and communication skills that are versatile and appropriate for each situation and all audiences.
- Courageous in making difficult decisions and standing behind staff when they make difficult decisions with respect to code interpretation, application, and other issues.

- Welcoming and embracing of fresh perspectives and new processes and procedures to reduce barriers for the public and streamline business practices. Encouraging of continuous improvement and embracing continual learning and innovation.
- Motivated by, and passionate about, providing excellent, first-class, and quality services. Takes pride in work, is committed to the community of Colton, and places a priority on "moving the needle forward."
- Flexible, creative, nimble, and an out-of-the-box thinker for establishing and achieving goals; embrace the theory of working smarter, not harder.
- An individual who conveys a positive, welcoming attitude; is self-deprecating; and shares a sense of humor.
- Ethical, honest, respectful, professionally trustworthy and customer service focused, and instills these as core values of the team.



EXPERIENCE/EDUCATION REQUIREMENTS

Typical background and experience include 7 years of directly related planning, and community development experience. A bachelor's degree from an accredited college or university in urban planning, environmental studies, or a related field is required as is the possession or ability to obtain an appropriate California driver's license and a satisfactory driving record. AICP certification is desirable.

THE COMPENSATION PACKAGE

The annual salary is up to \$176,031.76, depending on qualifications, with a 3% increase scheduled for July 1, 2023. This position is at-will and will have an employment agreement providing the flexibility to tailor some benefits within the Executive Employees Resolution and including a "without cause" severance provision. The City offers the following excellent benefits:

WORK SCHEDULE: 4/10 workweek with Fridays off.

INCENTIVE PAY: Bilingual Pay: \$50/month; Longevity Pay \$100/month at 15, 20, and 25 yrs of City service; Educational Incentive: 5% for education above minimum job requirements; Auto Allowance: up to \$450/month.



SEARCH SCHEDULE

Filing Deadline:..... April 5, 2023
Preliminary Interviews (telephonic):April 18 & 19, 2023
Recommendation of Candidates: Week of April 26, 2023
Panel Interviews (by Zoom): Week of May 8, 2023
Finalist Interviews (In-Person):..... Week of May 15, 2023

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

RETIREMENT: CalPERS Defined Benefit Pension – Classic members 2.5% @ 55; PEPRAs members 2% @ 62, Classic members pay the full employee 8% contribution and new PEPRAs members pay the full employee contribution, which is currently 6.75% of the CalPERS contribution. The City does not participate in Social Security System, however, it does participate in Medicare and the employee portion is 1.45%

HEALTH & WELFARE BENEFITS: Currently employees receive a \$1,183 monthly Cafeteria health allowance for medical, dental, and vision plans for employee and dependent(s), with an increase of \$1,225 monthly scheduled for July 1, 2023. City paid short-term and long-term disability and term life insurance coverage in the amount of \$100,000. The City contributes up to \$500 per month towards retiree health insurance. Annual medical reimbursement up to \$1,000 per fiscal year.

ANNUAL LEAVE ACCRUAL: 120 hours vacation accrued for 0 – 5 years of service (not accrued for the first 6 months); 96 hours of sick leave; 80 hours of administrative leave; 12 paid holidays; 20 floating holiday hours. Previous governmental agency time considered as basis for accrual rate.



THE RECRUITMENT PROCESS

To apply for this key position and exciting career opportunity, please visit 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 to Roberta@PeckhamandMcKenney.com if you have any questions regarding this position or the recruitment process.



www.peckhamandmckenney.com