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EXECUTIVE SEARCH

**Community
Development Director**
CITY OF JURUPA VALLEY, CALIFORNIA

THE COMMUNITY

Under the picturesque backdrop of the San Bernardino Mountains and neighboring Jurupa Mountains, the City of Jurupa Valley is the newest City in California. Incorporated in 2011, Jurupa Valley is one of the largest cities in Riverside County with a population of approximately 108,000 and spanning approximately 43 square miles. The City's scenic views, lush riparian corridor of the Santa Ana River, equestrian lifestyle, and natural environment, balanced with its vibrant and growing economy, and residential and business developments, constitute a community that is well known as a great place to live, work and recreate. Residents of this semi-rural community enjoy a small-town ambiance, healthy and safe neighborhoods, deep respect for the City's history and diverse cultures, and preservation of its equestrian heritage balanced with managed growth. Adopted in 2017, the City's General Plan sets forth the vision that "Jurupa Valley is a special city characterized by its small-town feeling, exceptional natural beauty, and distinctive communities; whose citizens enjoy healthy active lifestyles and a prosperous economy." The City prides itself on the guiding community values: Small-Town Feel; Community of Communities;

Open Space and Visual Quality; Active Outdoor Life; Public Safety; Education, Culture and Technology; Mobility; Diversity; Environmental Justice; Healthy Communities; and Economic and Fiscal Health.

The combination of community engagement, City leadership, fiscal management, land-use planning, location/size, and focus on managed growth all define and represent several unique characteristics that position Jurupa Valley for a prosperous and sustainable future. With its open space, adjacency to the Interstate 15 and 60 corridors, and founding history, the City is attractive for commercial, retail, industrial and residential development with new projects planned and prime real estate available. Nearby University of California at Riverside and a variety of other colleges in the vicinity additionally contribute to Jurupa Valley as an upcoming hub of innovation and development.

For more information about the City of Jurupa Valley, please visit <https://www.jurupavalley.org>.

THE ORGANIZATION

The City of Jurupa Valley operates under a Council/Manager form of government. Founded as a "contract city", the organization is now incrementally

and strategically building an in-house leadership team of professionals to serve the community and embed an infrastructure for sustaining the City's future, achieving short-term goals and accomplishing long-range objectives. The organization presents professionalism in an informal, collegial atmosphere. The in-house leadership team is expected to function in a collaborative, cooperative, and communicative environment to develop and implement policies and procedures, mature operations and practices, and institute best practices.

Jurupa Valley has 16 full-time positions, a FY 2019-20 \$42-million operating budget, and contracts for engineering, planning, building and safety, code enforcement, public safety and animal services. The five-member City Council is elected by district, and annually appoints one of its members to serve as Mayor for a one-year term. City programs and services are provided by 9 departments comprised of Administrative Services, Animal Services, CalFire, City Attorney, City Clerk, City Manager, Development Services, Economic Development and Sheriff's Department. The Community Development Director is responsible for the Planning Division/function. Police services in the City of Jurupa Valley are provided through a contract with the Riverside County Sheriff's Department. Fire services are provided through a contract with Cal Fire/Riverside County Fire Department. The Jurupa Area Recreation and Park District provides regional venues and activities for residents and visitors. In addition, the City serves as home to 4 golf courses, several local parks and trails, the Jurupa Mountains Discovery Center, and the 7th oldest airport in California.

THE DEPARTMENT

The Planning Department is currently comprised of contract personnel totaling 9.89 full-time equivalent positions consisting of Principal Planner, Senior Planner, Associate Planner, General Plan Program Manager, Senior Planning Consultant, CEQA Administrator and Landscape Architect. With a budget



of \$2.33 million, the Department is responsible for all current and advance planning and zoning, environmental review, intergovernmental relations and compliance with other planning agencies, oversight and implementation of the City's General Plan, State and County mandated housing-related functions, environmental sustainability programs among a variety of policy, management, service, and procedural functions.



The Planning Department is an active and vibrant function of the City with several significant projects underway. Of note, the Planning Department has been focused on entitlements and permitting for a 30-acre project with retail, restaurants, and hotels along the 60 freeway corridor; a recently-opened Pilot-Flying J Travel Center that is expected to be one of the most successful locations in the Company's national network; a very successful Vernola Marketplace anchored by Lowe's Hardware, Ross Stores, Bed, Bath, and Beyond, and Michael's Crafts among many quick-serve and fast-casual restaurants, and a 397-unit luxury apartment community is nearing construction south of Vernola Marketplace. Mindful of the City's recently adopted General Plan, the Department faces the important need of updating its zoning code and plans for steering development that is desirable for serving residential needs, improving land use, redeveloping underutilized properties, increasing revenue, and addressing distribution-related traffic.

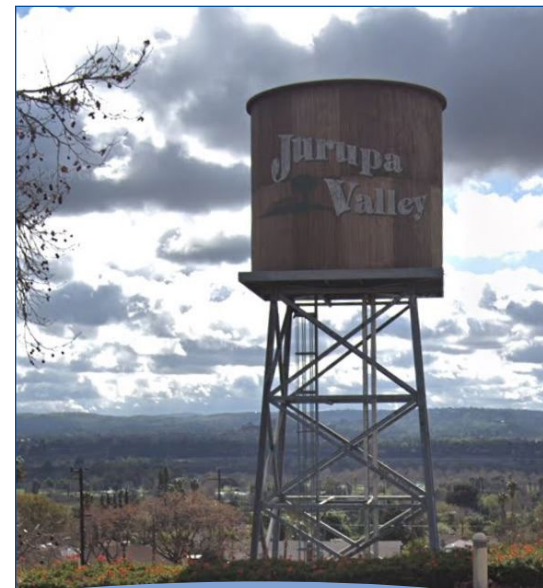
THE POSITION

Appointed by City Manager Rod Butler, the Community Development Director serves as an integral member of the City's first in-house executive leadership team and will be responsible for department operations and processes, budget, and supervision/management. The successful applicant will be key for evaluating, developing and implementing the resources and practices necessary for strengthening and maintaining effective, reliable, consistent planning services in support of the development community, residents, stakeholders and the City's goals for development.

For this exciting opportunity in the City's history, the ideal candidate is described as a forward thinking, collaborative team player, coach, and mentor with broad experience and technical skills in planning; knowledgeable of State regulations in such areas as housing, environmental review, and climate action; familiar with implementing housing-related requirements; strong in leadership, management, and communication; committed to high-service-levels; customer service oriented; and experienced in working with contract services. The Community Development Director should be a present, hands-on, working collaborator without micro-managing staff and have a focus on metrics and timelines for service delivery. The ideal candidate will:

- Possess strong ethics, openness, honesty, and responsiveness.
- Be proactive and have foresight for addressing community development issues and priorities.
- Be a problem-solver; deliver solutions consistent with best practices and community goals.

- Be politically sensitive but apolitical.
- Exude confidence and demonstrate emotional intelligence.
- Engage with the community; participate in activities and be appropriately visible.
- Serve as the subject matter expert.
- Lead presentations to residents, boards, commissions, the community, and other groups.
- Represent the City regionally and at the State level.
- Possess the ability to balance and achieve the interests of various stakeholders.
- Establish effective working relationships and partnerships.
- Recognize the City's past and current identity for future planning and development.
- Be organized and timely.
- Effectively prioritize responsibilities and tasks.
- Successfully engage with people, build trust, and provide clear direction.
- Have the upmost integrity, compassion, and dedication.



SEARCH SCHEDULE

Filing Deadline: July 17, 2020

Preliminary Interviews: July 20 – July 31, 2020

Recommendation of Candidates: August 11, 2020

Finalist Interview Process: August 20, 2020

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

- Utilize good judgement and superior interpersonal skills.
- Project calmness and provide stability.

Training and experience providing the required knowledge, skills, and abilities include graduation from an accredited four-year college or university with major coursework in community development, urban planning, civil engineering, or a related field and 7 years of management and/or administrative experience in community development, urban planning, and project administration. A Master's Degree with major coursework in community development, urban planning, civil engineering, or a related field is highly desirable.

THE COMPENSATION

The annual salary range for this position is \$120,076 to \$177,407, and appointment will be made depending upon the qualifications of the selected candidate. The Community Development Director is an at-will position. In addition, the City offers the following comprehensive benefits:

RETIREMENT: The City of Jurupa Valley is not a PERS Agency and is not subject to PERS rules. The City contributes seven percent (7%) toward PARS. This is the City's employee retirement plan. Employee may contribute zero (0) or up to twenty percent (20%). Employee contribution is irrevocable.

PERSONAL TIME OFF (PTO): Paid leave accrued up to 1.5x the annual

maximum accrual amount based on years of service ranging from 120 hours to 200 hours annually for vacation leave, sick leave (including the 24 hours per year of sick leave mandated by AB1522), bereavement leave, and jury duty. Year-end cash out available.

EXECUTIVE LEAVE: An additional 96 hours of PTO.

HOLIDAYS: 11 days annually.

MEDICAL: City of Jurupa Valley provides \$1,400 per month for employees to select medical, dental, vision, chiropractic, disability or life insurance coverage for themselves and their dependents. Any unspent benefit that remains after selecting the desired coverages can be included in their taxable compensation or contributed to a 457(b) deferred compensation plan.

EMPLOYEE CAFETERIA PLAN (IRS CODE SECTION 125): Medical coverages provided by California Choice www.calchoice.com. Dental, vision and/or chiropractic coverages provided by Choice Builder www.choicebuilder.com. Disability and life insurances provided by Colonial Life Insurance Company www.coloniallife.com.

ICMA-RC DEFERRED COMPENSATION: Employees may contribute up to \$19,000 annually. If employee is "age 50-catch up" contribution may be an additional \$6,000 for a total of \$25,000.

SECTION 125 FLEXIBLE SPENDING ACCOUNT: Available.



THE RECRUITMENT PROCESS

To apply for this exciting career opportunity, please visit our website at:

Peckham & McKenney
www.peckhamandmckenney.com

Resumes are acknowledged within two business days. Contact Anton "Tony" Dahlerbruch at 310.567.1554 or toll-free at (866) 912-1919, if you have any questions regarding this position or the recruitment process.



www.peckhamandmckenney.com

