

**CITY OF RED BLUFF INVITES APPLICATIONS FOR**

**COMMUNITY DEVELOPMENT DIRECTOR**

**ANNUAL BASE SALARY RANGE: \$86,145- \$119,488**

**APPLICATION REQUIREMENTS:**

Submit the following documentation to:

**City of Red Bluff, Attn: Human Resources**  
**555 Washington Street**  
**Red Bluff, CA 96080**  
**(530) 527-2605 ext. 3051 or 3073**      [hr.redbluff@cityofredbluff.org](mailto:hr.redbluff@cityofredbluff.org)

- **City of Red Bluff Employment Application** (Applications may be obtained in person, or [www.cityofredbluff.org](http://www.cityofredbluff.org))
- **College Transcripts**
- **Resume and Cover Letter**

***SUBMISSION OF THE ABOVE ITEMS IS REQUIRED IN ORDER FOR AN APPLICATION TO BE CONSIDERED COMPLETE. INCOMPLETE APPLICATIONS MAY BE DISQUALIFIED.***

**Requirements of Position:**

- Graduation from an accredited college or university with a Bachelor's degree in Planning or closely related field; Masters Degree is preferred.
- Three (3) years of experience as a department head, supervisor or lead planner in Community Development or Planning.
- A valid Class "C" Driver's License or higher with a clean driving record.

**Definition of Position:**

See attached Job Class Specification.

**Selection Procedure:**

All application materials received will be reviewed for accuracy, completeness and job-related qualifications. A limited number of applicants meeting the requirements and demonstrating the most desirable qualifications will be invited to participate in the interview process. It is, therefore, important that the application be thorough, detailed and clear. **Applicants must be able to submit verification of a current and valid CA Driver's License at time of conditional offer.** An eligibility list of qualified applicants will be established following the testing and interview process. The list will be in effect for six months.

**Current Benefits:**

Benefits include ability to accrue 144 hours a year of vacation leave; 12 paid holidays; 80 hours of Administrative Leave per fiscal year; paid Life Insurance; partially paid health, dental, and vision insurance; 2% @ 62 PERS retirement; 457 Deferred Compensation Plan match up to \$100; workers compensation insurance.

The position of Community Development Director is an at-will position and is subject to the City's Personnel Rules as well as the Resolution governing management/mid-management job classifications.

The contents of this announcement shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract or offer of employment. The City of Red Bluff assumes no responsibility for the accuracy of the position description and the actual duties of the job, nor does it assume responsibility for any errors or omissions in the information contained herein. The provisions contained in this announcement may be modified or revoked without notice.

*The City of Red Bluff is an equal opportunity employer. All applicants will be considered for employment without attention to age, race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.*

**OPEN RECRUITMENT UNTIL FILLED**



**Return completed application to:**

City of Red Bluff  
Human Resources Department  
555 Washington Street  
Red Bluff, CA 96080  
(530) 527-2605  
[hr.redbluff@cityofredbluff.org](mailto:hr.redbluff@cityofredbluff.org)

**EMPLOYMENT APPLICATION**

Application must be typed or printed and signed in ink. (Use black or dark blue ink. DO NOT USE PENCIL)

Position applied for: \_\_\_\_\_ Expected Rate of Pay: \_\_\_\_\_

Name: \_\_\_\_\_  
LAST FIRST MI

Address: \_\_\_\_\_  
STREET CITY STATE ZIP

Mailing Address: \_\_\_\_\_  
STREET CITY STATE ZIP

Home Phone No.: ( ) \_\_\_\_\_ Message Phone No. ( ) \_\_\_\_\_  
AREA CODE NUMBER AREA CODE NUMBER

E-Mail Address: \_\_\_\_\_

Driver License No.: \_\_\_\_\_ Class: \_\_\_\_\_ State Issued: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

	Yes	No
If you are hired, can you submit proof of right to work in the United States?	_____	_____
Are you at least 18 years of age?	_____	_____
Have you been discharged or forced to resign a position? (If yes, please <b>explain circumstances below.</b> )	_____	_____

Were you previously employed by the City of Red Bluff? (List under what name and year below.) \_\_\_\_\_  
\_\_\_\_\_

Do you have any relatives working for the City of Red Bluff? (List names, relationship and department below.) \_\_\_\_\_  
\_\_\_\_\_

**All new employees are fingerprinted to determine criminal background.**

Do you possess any license, permit, certificate or are there any other experiences, skills or qualifications, which you feel would especially meet the requirements as stated on the job announcement?

Describe:

If you are **attaching a resume, please read:** In order for your application to be considered, the following section **MUST** be completed. **A resume MAY be attached, but WILL NOT be acceptable in lieu of this section.** List below all present and past employment **FOR THE LAST 10 YEARS** beginning with your most recent. Explain gaps between employment periods. If more space is needed, use a separate sheet prepared in the same format and attach securely.

**Incomplete** information MAY result in **disqualification.**

DATES Month-Year	PRESENT OR LAST POSITION	Company	Position held			
From		Mailing Address	Your supervisor's name and title			
TO		City State Zip Code	Reason for Leaving	Phone No.		
May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No		Your Duties			Hours per week	
DATES Month-Year	NEXT PREVIOUS POSITION	Company	Position held			
From		Mailing Address	Your supervisors name and title			
TO		City State Zip Code	Reason for Leaving	Phone No.		
May -we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No		Your Duties			Hours per week	
DATES Month-Year	NEXT PREVIOUS POSITION	Company	Position held			
From		Mailing Address	Your supervisor's name and title			
To		City State Zip Code	Reason for Leaving	Phone No.		
May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No		Your Duties			Hours per week	
DATES Month-Year	NEXT PREVIOUS POSITION	Company	Position held			
From		Mailing Address	Your supervisor's name and title			
TO		City State Zip Code	Reason for Leaving	Phone No.		
May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No		Your Duties			Hours per week	
DATES Month-Year	NEXT PREVIOUS POSITION	Company	Position held			
From		Mailing Address	Your supervisor's name and title			
TO		City State Zip Code	Reason for Leaving	Phone No.		
May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No		Your Duties			Hours per week	
School	Name and Address of School	Course of Study	Credits Earned		Diploma or Degree	Grade Point Average
			Quarter Units	Semester Units		
High						
College						
Other (specify) Business, Trade, etc.						

I HEREBY CERTIFY THAT ALL STATEMENTS MADE IN THIS APPLICATION AND ACCOMPANYING MATERIALS ARE COMPLETE, ACCURATE AND TRUE TO THE BEST OF MY KNOWLEDGE. I AGREE AND UNDERSTAND THAT ANY OMISSIONS OR MISSTATEMENTS OF MATERIAL FACTS CONTAINED IN THE APPLICATION MAY CAUSE ME TO FORFEIT ALL RIGHTS TO EMPLOYMENT WITH THE CITY OF RED BLUFF REGARDLESS OF MY LENGTH OF EMPLOYMENT. I UNDERSTAND THAT THE INFORMATION PROVIDED BY ME WILL BE VERIFIED. I AUTHORIZE THE RELEASE OF PERTINENT INFORMATION TO THE CITY BY EMPLOYERS AND EDUCATIONAL FACILITIES. THIS APPLICATION WILL BE GOOD FOR 180 DAYS.

Signature of Applicant \_\_\_\_\_  
**(Use ink, required for application to be complete)**

Date \_\_\_\_\_

Position applied for: \_\_\_\_\_

*In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. (Not all prohibited bases apply to all programs). To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, room 326-W, Whitten Building, 1400 Independence Avenue SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (Voice and TDD)*

## **CLASS SPECIFICATION COMMUNITY DEVELOPMENT DIRECTOR**

### GENERAL PURPOSE

To plan, manage and oversee the activities and operations of the Community Development Department, including the Planning, Economic Development, Building, Code Enforcement, and Geographic Information Systems. The duties of the Department include current and advanced land use planning, zoning, environmental review and analysis, enforcement of municipal and other codes, plan review and Planning/Building inspection, Flood Plain Management, customer service and mapping. The Director serves as Secretary and technical advisor to the Planning Commission, technical advisor to the City Council and the City Manager as well as heads/leads the Technical Advisory Committee coordinating activities with other City Departments. The Director also coordinates activities with other outside agencies and is the Flood Plain Administrator.

### SUPERVISION RECEIVED

Receives general direction from the City Manager.

### SUPERVISION EXERCISED

Exercises direct supervision over supervisory, professional, technical and clerical staff.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Administer and coordinate updating of the provisions of the City's General Plan, building and zoning regulations, annexation procedures, land and easement acquisition and trade procedures, land divisions and reversion regulations, occupancy housing and grading regulations, mobile home installation regulations, design review guidelines, trash enclosure regulations, condominium conversion regulations, sign regulations, flood protection regulations, and other development related regulations, standards and procedures as required. Administer and coordinate enforcement of State mandated regulations including Subdivision Map Act, California Environmental Quality Act, Mobile Home Parks Act, energy regulations.

Develop and coordinate the City's Economic Development program. Promote local business, encourage new businesses to locate in the City, help reduce barriers encountered by current and prospective businesses.

Act as secretary and provide technical advice to the Planning Commission, board of Appeals and Design Review Commission; serve on the Technical Advisory Committee; prepare department staff reports for the City Council and other city commissions and boards.

Supervise and direct the activities of Building and Planning staff; provide direction to individuals performing contractual services, such as plan checking, for the department; establish department policies, priorities and use of resources.

Meet with public, city staff, and outside agency staff to discuss planning and building issues; assist in the submittal and processing of development applications and appeals, provide information and answer questions relating to community development.

Make interpretations of regulations administered and enforced by Planning and Building staff; supervise and participate in the department application and appeal processing, plan checking, inspection, and enforcement programs; supervise and participate in plan checking, inspection, and enforcement programs; supervise and participate in maintenance of building and planning records, and computer software and data files; supervise and participate in preparation of Planning and Building forms and handouts.

Attend meetings, classes and seminars as necessary to maintain knowledge of current regulations and standards administered by the department; prepare department budget; approve department expenditures;

coordinate adoption and revision of fee schedules, model construction codes, and other regulations, standards and guidelines administered by the department. Promote area economic development.

Other duties as assigned.

### MINIMUM QUALIFICATIONS

Education and Experience:

- Graduation from an accredited college or university with a Bachelor's degree in Planning or closely related field; Masters Degree is preferred. Ongoing job related formal training or education is encouraged.

And:

- Three (3) years of experience as a department head, supervisor or lead planner in Community Development or Planning.

Necessary Knowledge, Skills and Abilities:

Knowledge of:

- Planning, zoning, building, occupancy and other related development laws, regulations, standards, practices, concepts and vocabulary, inspection procedures, legal procedures involved in the enforcement of planning, zoning, construction, occupancy and other related development regulations.

Ability to:

- Interpret, apply and enforce planning, building, occupancy and other related laws, regulations, standards and guidelines. Maintain an effective working relationship with public and staff. Communicate effectively both verbally and in writing. Administer new or updated versions of community development related laws, regulation, standards, guidelines, as required. Promote the area and work on fostering good relationships with exist and or potential businesses

Special Requirements:

- A valid state driver's license or ability to obtain one.

### TOOLS AND EQUIPMENT USED

Personal computer, printer, scanner, typewriter, calculator, telephone, copier, fax machine, postage machine, two-way radio/cell phone; may use specialized equipment such as cameras, GIS, etc.

### PHYSICAL DEMANDS

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Tasks involve the ability to exert physical effort which may involve lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds), and occasionally moderate weight (up to 40 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Tasks also involve the ability to climb ladders, access small crawl spaces, etc.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Tasks are regularly performed without exposure to adverse environmental conditions.

SELECTION GUIDELINES

At the discretion of the City Manager, a formal application, rating of education and experience, oral interviews and references check; job related tests may be required. The successful candidate must pass a pre-employment medical physical and drug/alcohol test.

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

*I understand the contents of this job description and agree to them as written.*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
Printed Name

4/7/2021