

**The City of Willows is now
accepting applications:**

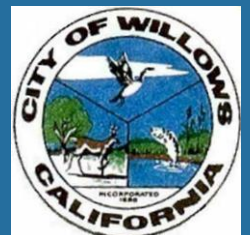
Community Development & Services Director

**Up to \$125K per year
DOE/DOQ**

APPLICATIONS DUE:

Sunday, August 7, 2022 at 11:59 PM.

**City of Willows
201 North Lassen Street
Willows, CA 95988**



THE POSITION

Are you an assistant department head or mid-level/senior manager in a Public Works, Planning or Building Department looking for an opportunity to move up? This could be the opportunity that you've been waiting for!

Under the direction of the City Manager, the Community Development & Services Director manages the day-to-day administration and operations of the Community Development & Services Department, including the following Divisions: Public Works (includes Engineering, Fleet, Parks, Streets, Facilities, Sewage, Stormwater and Capital Improvements), Building, Planning, Code Enforcement and Recreation.

Supervise, assign and evaluate the work of staff, contractors and consultants engaged and working in these Divisions, including permitting; inspections; code enforcement; recreation; capital project design/implementation; and maintenance, repair, construction and operation of public works activities and services, including streets, wastewater collection and treatment, parks, public buildings and facilities, and city storm drains.

The Community Development & Services Director also ensures safe work practices; work quality and accuracy; serves as a technical resource for assigned work crews and the City Manager; works with other City staff to prepare grant applications, as well as monitor and report on them; and performs other related duties as required. May act as City Manager in her/his absence and perform other job-related work as required.



THE DEPARTMENT

The Department includes five Divisions: Public Works (including Engineering, Parks, Streets, Fleet, Facilities, Sewage, Stormwater and Capital Improvements), Building, Planning, Code Enforcement and Recreation.

Currently, the CD&S Department organizational chart includes the follow positions:

- Public Works Superintendent (manages five Maintenance Workers, Mechanic, and Part-Time Custodian),
- Community Development Technician,
- Recreation Manager (Part-Time Employee),
- Principal Planner (Part-Time Contractor),
- Building Inspector/Code Enforcement Officer (Part-Time Contractor), and
- City Engineer (Part-Time Contractor).

Fiscal Year 2022-23 will be a watershed year for the Department and City with the purchase of new and much needed equipment and fleet vehicles, as well as new funding for several exciting upcoming projects, including:

- Several sewage infrastructure projects (funded);
- \$1 million in road improvements (funded);
- Oversee complete overhaul of the City's Municipal Code;
- Manage a swimming pool infrastructure project (partially funded);
- Manage development of a new pump track (funded); and
- Develop new structures for streamlining the permitting process and workflow into a seamless, easy to understand process for the public (e.g., checklists, better communication).

THE IDEAL CANDIDATE

The ideal candidate will be an experienced Project and Personnel Manager and overall Department Coordinator with the ability to lead, organize and inspire a diverse disciplinary team (e.g., Engineer, Planner, Building Inspector, Recreation, Public Works).

The ideal candidate will be highly skilled at:

- Project management and coordination,
- Creative problem solving,
- "Big Picture" oriented (versus micromanaging),
- Focused and results oriented,
- Managing staff and giving sound direction,
- Patient and diplomatic, and
- Encouraging staff and helping them to excel.



THE CITY

Incorporated in 1886, the City of Willows is a rural agricultural community and place of natural beauty with countless opportunities for recreation in both rural and urban environments.

The City derives its name from the willows which grew on the plains about a mile east of the City limits. Historically, the willows formed a notable landmark in the vast Central Valley plains surrounding the City.

Willows is located approximately halfway between Sacramento and Redding in Northern California surrounded by rich farmland with mountains and Interstate 5 on the west side of the City and the northern Central Valley and Sacramento River watershed on the east side. Agriculture remains one of the primary sources of the area's economy. Major commodities include rice, almonds, milk products, prunes, and livestock.

SALARY & BENEFITS

The starting salary will be commensurate with the experience, qualifications and skills of the successful candidate with a salary range of \$102,085- \$125,000 annually, DOE/DOQ.

- Salary is up to \$125k per year; Salary range is based on 9-steps, 2.5% annually.
- Retirement – Cal PERS 3% @ 60 ('Classic') or 2% @ 62 (PEPRA).
- The City participates in Social Security.
- Effective July 1, 2022, Medical - 100% Employer paid plan, employee only; 50% Employer paid for family members.
- Effective July 1, 2022, Dental/Vision - 100% Employer paid plan, employee only; 50% Employer paid for family members.
- Effective October 1, 2022, Life Insurance - 100% Employer paid - \$50,000 Life.
- Vacation Leave - 80 hours annual accrual for 0-5 years of service, increases with tenure.
- Administrative Leave – 80 hours annual accrual, "use it or lose it."
- Holidays - 14 days (11 established + 3 floating holidays).
- Sick Leave - 96 hours annual accrual.

The city is also home to most major regional government offices, including County Administration, California Highway Patrol, California Department of Motor vehicles, the United States Bureau of Reclamation and the main headquarters for the Mendocino National Forest - which comprises approximately one million acres of Federal land mostly located in mountainous terrain west of Willows.



QUALIFICATIONS

Any combination of training and experience that would provide the required knowledge, skills and abilities are qualifying. A typical way to obtain the required qualifications would be:

- Former mid-level manager in a Public Works, Building, Planning and/or Code Enforcement Department or Division.
- Former management experience of direct reports.
- Experience in planning, organizing and directing the work of Community Development and/or Public Works personnel.
- Ability to analyze organizational and administrative problems, recommend alternative courses of action, and provide leadership to others in implementing such actions.
- Familiarity with a variety of municipal public works projects (e.g., streets, storm drain, sewer)

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- and urban planning, building and code enforcement policies, procedures and projects.
 - General familiarity of Building Department and Code Enforcement processes and procedures.
 - General familiarity of Planning Department processes and procedures.
 - General familiarity with bidding procedures and oversight of capital improvement projects.
 - General familiarity with Recreation Department activities and programs.
 - Ability to write clearly and concisely.
 - Strong communication skills and ability to manage staff and interact with the public and elected officials.
 - Experience presenting to City Councils and/or other elected/appointed bodies.
 - Experience in creating and overseeing departmental budgets for public agencies.
 - General familiarity in applicable Federal, State and local laws and regulations pertaining to Public Works, Planning and Building functions.

EDUCATIONAL REQUIREMENTS

The minimum education for this position requires a bachelor's degree in Urban Planning/Studies, Public Administration, Business Administration, Civil Engineering, Construction Management, or a related discipline; or a bachelor's degree in any field with 10 or more years of work experience in any of the disciplines in this department, including Planning, Building, Code Enforcement, Engineering, former Superintendent, and/or sewage infrastructure. A candidate without a bachelor's degree (or higher), but 15 years or more experience in Community Development and/or Public Works may also be eligible.

THE SELECTION PROCESS

The deadline to apply is Sunday, August 7, 2022 at 11:59 PM.

Qualified candidates are invited to submit a Letter of Interest and a focused resume detailing their recent experience (within at least the past 10 years) and demonstrated career accomplishments relevant to this position along with a completed City application. **To be considered for this exciting opportunity submit your application to the City's Finance and HR Analyst, Katie Butler at kbutler@cityofwillows.org.**

Each candidate's background will be evaluated on the basis of information submitted at the time of application, and qualified candidates will participate in a preliminary remote or in person interview. Only the most qualified candidates will be invited to the next step in the selection process which may be a possible Assessment Center, Written Exercise and/or Oral Panel interview if held.

Only the names of the most-qualified candidates who pass all the steps in the process will be submitted for consideration and final selection. The final selected candidate will be offered the position contingent upon the completion of a satisfactory reference and background check. The City is not responsible for failure of internet forms or email transmission in submitting your application. Candidates who require special assistance in any phase of the application or selection process should advise us by emailing Katie Butler, kbutler@cityofwillows.org.