

County of Santa Cruz

Invites you to apply for the position of:

Assistant Planning Director

\$145,558 – 195,125 Annually



Closing Date: Continuous

CalPERS retirement benefits, plus Deferred Compensation plans available.

The Position

Under administrative direction, the Assistant Planning Director plans, organizes and directs sections within the Planning Division of the Department of Community Development and Infrastructure, Planning Division. Incumbents are accountable and responsible for the delivery of effective and efficient services to the public. Typical tasks include planning, organizing, directing and coordinating, including through subordinate managers, the work of staff in the Planning Division; supervising, training and evaluating the work of subordinate managers; preparing and administering the operating budget for sections within the Planning Division; participating in development of department budget; working closely with other departments to develop joint procedures and to solve administrative problems; evaluating and establishing division policies and procedures, formulating improvements and implementing changes; representing the department in dealing with complaints, other departments, agencies and community groups; consulting with the Director and other management staff on work programs, schedules, policies and program development; representing the department at meetings; preparing and/or reviewing reports and correspondence; performing complex and difficult special assignments and projects; and attending meetings and conferences. This position may also analyze, plan and oversee permit processing functions; and may analyze, plan and coordinate long range planning.

The Community of Santa Cruz

Santa Cruz County has approximately 270,000 residents and is situated in the northern area of Monterey Bay, 70 miles south of San Francisco and 35 miles southwest of the Silicon Valley. The County's natural beauty is apparent in its pristine beaches, lush redwood forests and rich farmland. It has an ideal Mediterranean climate with low humidity and 300 days of sunshine a year. Its unique shops and restaurants, coupled with a multitude of cultural and recreational activities, including theatre, music, art, as well as golfing, surfing, hiking, and biking offer a wealth of leisure activities. Higher education includes Cabrillo College and the University of California, Santa Cruz, with two additional State Universities less than an hour away. These elements of highquality living make Santa Cruz one of California's most desirable areas. **LIVE Here, WORK Here, and PLAY Here!**

Qualifications

Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be:

A Bachelor's degree from an accredited college or university with major course work in planning, geography, engineering, public administration, or a related field.

AND

Five years of increasingly responsible professional planning experience including 2 years of supervisory responsibility.

Special Requirements:

Possession of a valid California Class C Driver License or the employee must be able to provide suitable transportation, which is approved by the appointing authority.

Supplemental Questionnaire

Please respond to the following questions using no more than one page per question.*

The supplemental questions are designed specifically for this recruitment. Applications received without the required supplemental information will be screened out of the selection process. Employment experiences referred to in your response must also be included in the Employment History section of the application.

NOTE: Please answer the question(s) below as completely and thoroughly as possible, as your answer(s) may be used to assess your qualifications for movement to the next step in the recruitment process.

1. Describe your management experience in each of the following areas:
 - a. Comprehensive land use planning: e.g. General Plans, Area Plans, Special Studies
 - b. Development review and permitting, including environmental review
 - c. Regulatory Modernization and Permit Streamlining, e.g. zoning ordinance updates, city/county-initiated Specific Plans and/or Planned Developments, etc.
 - d. Developing new systems or strategies for delivery of high quality development review services while keeping permit costs reasonable, and in an era of reduced staffing
 - e. Building permit review and delivery, including process improvement of existing systems and initiation of new systems.
2. Highlight your experience working with elected or appointed bodies such as boards of supervisors, city councils, special districts, and planning commissions. Include any experience working with the California Coastal Commission.
3. Describe your experience with organizational development and your experience in building and directing work groups or work teams to serve a customer base with diverse needs. Describe methods you use to ensure a high level of customer service.

4. Please describe your experience working effectively with the public and with the development and construction communities in a manner that fosters confidence in the planning and development review functions of a local government.
5. Describe your experience developing and administering a budget for departmental operations.
6. Describe your experience developing, instituting, and using performance measurement systems.

The Application Process

The application process consists of a review of the required knowledge and abilities as demonstrated on the application and supplemental questionnaire. Apply online at www.santacruzcountyjobs.com or mail/bring an application and supplemental questionnaire to: Santa Cruz County Personnel Department, 701 Ocean Street, Room 510, Santa Cruz, CA 95060. For information, call (831) 454-2600. Hearing Impaired TDD/TTY: 711. Applications will meet the final filing date if received: 1) in the Personnel Department by 5:00 p.m. on the final filing date or 2) submitted online before midnight of the final filing date. If you have a disability that would require test accommodation, call (831) 454-2600. Hearing Impaired TDD/TTY: 711.

Women, people of color and people with disabilities are encouraged to apply. If you have a disability that requires test accommodation, please call (831) 454-2600.

To comply with the 1986 Immigration Reform and Control Act, Santa Cruz County verifies that all new employees are either U.S. citizens or persons authorized to work in the U.S.

Some positions may require fingerprinting and/or background investigation.

HIGHLIGHTED BENEFIT OFFERINGS

VACATION - 16 days 1st year, increasing to 31 days per year after 15 years of service. Available after 1 year of service.

ADMINISTRATIVE LEAVE - One week advanced upon appointment; two weeks accrued each year; can be taken in cash or time off.

HOLIDAYS - 14 paid holidays per year.

SICK LEAVE - Six days per year.

BEREAVEMENT LEAVE - 3 days paid in California, 5 days paid out-of-state.

MEDICAL PLAN - The County contracts with CalPERS for a variety of medical plans. For most plans, County contributions pay a majority of the premiums for employees and eligible dependents.

DENTAL PLAN - County pays for employee and eligible dependent coverage.

VISION PLAN - The County pays for employee coverage. Employee may purchase eligible dependent coverage.

RETIREMENT AND SOCIAL SECURITY - Pension formula 2% at age 60 or 2% at age 62 as determined based on provisions of the CA Public Employees' Pension Reform Act of 2013 (PEPRA). Pension benefit determined by final average compensation of three years. County participates in Social Security.

LIFE INSURANCE - County paid \$50,000 term policy. Employee may purchase additional life insurance.

LONG TERM DISABILITY PLAN - Plan pays 66 2/3% of the first \$13,500, up to \$9,000 per month maximum.

DEPENDENT-CARE PLAN - Employees who pay for qualifying child or dependent care expenses may elect this pre-tax program.

H-CARE PLAN - Employees who pay a County medical premium may elect this pre-tax program.

HEALTH CARE FLEXIBLE SPENDING ALLOWANCE (HCFSA) - Employees may elect this pre-tax program to cover qualifying health care expenses.

DEFERRED COMPENSATION - A deferred compensation plan is available to employees.

Note: Provisions of this bulletin do not constitute an expressed or implied contract.



The banner features the County of Santa Cruz seal on the left, which includes a bear, mountains, and the text 'THE COUNTY OF SANTA CRUZ' and '1850'. To the right of the seal, the text reads 'County of Santa Cruz Personnel Department' in large white font, followed by the address '701 Ocean Street, Room 510 Santa Cruz, CA 95060', the phone number '831.454.2600', and the website 'www.santacruzcountyjobs.com'. On the far right is the 'Santa Cruz County PERSONNEL' logo, which consists of the text 'Santa Cruz County' above 'PERSONNEL' and three colored dots (orange, green, blue).

LIVE Here WORK Here PLAY Here