



Planning Manager

Community Development Department





THE TOWN OF APPLE VALLEY

Incorporated in 1988, the Town of Apple Valley, CA is located in the heart of the Victor Valley in the County of San Bernardino, at an elevation of 3,000 feet. Known as the "High Desert", Apple Valley is strategically located 95 miles northeast of the Los Angeles metropolitan area, 140 miles north of San Diego, and 185 miles south of Las Vegas. The Town has 78 square miles in its incorporated boundaries, and a sphere of influence encompassing 200 square miles.

Apple Valley experiences an average of 350 days of sunshine per year with winter temperatures dipping into the low 20s to high 70s, and summer temperatures ranging from the low 40s through 110 degrees Fahrenheit.

Currently, 73,514 (2018) residents make Apple Valley their home. Once a playground of movie stars, Apple Valley continues to provide a wide range of reasons for families to make Apple Valley their home.

TOWN GOVERNMENT

The Town operates with a five member Town Council, including the Mayor. Every even-numbered year an election is held for term-ending Council seats. Individuals are elected to serve four-year terms. All Council/Agency members serve the Town at large. The Town Council has a reputation for community engagement and political stability. The Town Council appoints a Town Manager to be the executive lead of town government. Reporting directly to the Town Manager is the Assistant Town Manager, Director of Finance, Director of Animal Services, Director of Government Services/Town Clerk, Director of Business Development and Communication, Public Works Manager, Parks and Recreation Manager, and Human Resources.

The Town is comprised of 14 departments providing comprehensive community services, as well as contracted services for Building & Safety, Engineering, Public Works Inspection and Police services. The Town has approximately 168 employees and a total Operating & Capital budget for FY 2019-2020 of \$96.4 million.

MISSION AND VISION

Mission Statement: To provide a better way of life through local control of public safety, development, services and amenities; enhancing our residents' lives and providing for our community's future.

Vision Statement: A premier community, full of first-class amenities, events, and employment opportunities, Apple Valley will lead the High Desert in public safety and environmental stewardship defining "A Better Way of Life."

COMMUNITY DEVELOPMENT DEPARTMENT

With a staff of (12) FT, (1) PT and (1) Contracted Employee, the Community Development Department consists of three divisions; Planning, Housing and Code Enforcement. The department implements General Plan and Development Codes for all developmental projects to ensure compliance with State and Federal environmental regulations. The Community Development Department distributes all federal funds for public projects, non-profit service providers and residential rehabilitation projects for qualified low-income homeowners while also enforcing the Municipal Code with officer patrol throughout the Town.

THE POSITION

This is a mid-management classification in the Community Development Department. The incumbent organizes and oversees the day-to-day planning activities and is responsible for providing professional level support and direction for all short- and long-range planning, development, and administration. This class provides assistance to the Assistant Town Manager in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, municipal functions, and activities, including the role of an elected Town Council, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the Planning Division with those of other departments and agencies and managing the complex and varied functions of the Division. **Position is subject to Council Approval April 2020**





Typical duties of the position include:

- Developments, manages, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the Planning Division within the Community Development Department; established within Town policy, appropriate service and staffing levels.
- Manages and participates in the development and administration of the Planning Division's budget.
- Trains, motivates, and directs division personnel; evaluates and reviews work for acceptability and conformance with departmental standards, including program and project priorities and performance evaluations; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures; responds to staff questions and concerns.
- Contributes to the overall quality of the division's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and Town needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Administers and implements the Town's General Plan and zoning ordinances, including providing staff direction regarding division policy interpretation and conducting meetings with the public regarding related issues.
- Oversees Town compliance with current environmental laws and acts, including providing necessary direction and updated information to staff, setting policies, and drafting a variety of review reports.
- Participates in advanced-level land use and planning activities, including analyzing and reviewing complex development proposals; negotiates and manages consultant contracts for planning projects as well as development agreements.
- Provides project management for the most complex planning studies; analyzes site design, terrain constraints, circulation, land use compatibility, utilities, and other urban services for all planning applications; ensures compliance with Federal, State, and local laws, rules, and regulations.
- Confers with engineers, developers, architects, and a variety of agencies and the general public in acquiring information and coordination of planning, zoning, subdivision, building, environmental, and related matters; provides information regarding Town development.
- Represents the Community Development Department to other Town departments, elected officials, and outside agencies; explains and interprets divisional programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Conducts a variety of divisional organizational and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate.
- Negotiates contracts and agreements; coordinates with legal counsel and Town representatives to determine Town needs and requirements for contractual services.
- Participates in and makes presentations to the Town Council, Planning Commission, and a variety of other commissions and advisory committees; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of Community Development/Planning.
- Serves as primary staff support to the Planning Commission; manages the Planning Commission agenda preparation process, including the preparation, review, and approval of staff reports, special studies, and related work product.
- Maintains and directs the maintenance of working and official files.
- Monitors changes in laws, regulations, and technology that may affect Town or divisional operations; implements policy and procedural changes as required.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the Assistant Town Manager.
- Responds to public inquiries and complaints and assists with resolutions and alternative recommendations.
- Acts as the Town's Chief Planning Official in the absence of the Assistant Town Manager.
- Performs other duties as assigned.



EDUCATION AND EXPERIENCE

Education: Education or experience equivalent to the graduation from an accredited four-year college or university with major coursework in urban planning, environmental science, community development, landscape or architectural studies, public administration, or a related field.

Experience: Five (5) years of responsible professional urban planning experience, including a minimum of two (2) years supervisory or administrative experience. Previous experience in a municipal or county government is desirable.

Certificates:

- Valid California class C driver's license with satisfactory driving record.

COMPENSATION AND BENEFITS

As of July 1, 2020, the base salary is \$7,557 to \$10,678 monthly.

In addition to the base salary, the Town offers:

- Cafeteria Plan up to the amount of \$1,100 per month towards the purchase of medical, dental, and vision coverage.

Additional Benefits:

- 56 hours of administrative leave per fiscal year
- 80 hours of accrued vacation during first year
- 12 paid holidays, plus 3 floating holidays
- 9/80 Work Schedule
- Town paid life insurance of \$50,000
- Optional life insurance up to \$300,000
- Public Employees' Retirement System (PERS) 2% @ 55 plan for qualified "classic" employees as defined by CalPERS - employee contribution (7%) with prior public service; new members to PERS participate in a formula of 2% @ 62 - employee contribution (6.25%).
- 125 Flex Benefits Plan
- Retiree Health Savings Plan

For additional information, please visit www.applevalley.org.

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

To be considered for this exceptional career opportunity, please submit your résumé, cover letter, and a list of four work-related references to Kristine Shoup (kshoup@applevalley.org) by **5:00p.m. on April 27, 2020**. Résumé should reflect years and months of employment.

Those individuals determined to be the most ideally suited for the opportunity will be invited to interview with the Town during the month of **May 2020**. Appointment is expected **July 2020**.



The ideal candidate should have the knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- Public agency budgetary, contract administration, Town-wide administrative practices; and general principles of risk management related to the functions of the assigned area.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs; principles and practices of municipal government administration.
- Theories, principles, and contents of General Plan, land use, zoning, subdivision, urban planning principles and regulations, natural resource protection, and environmental laws.
- Principles and techniques of conducting site planning, architectural review, landscaping, grading, drainage, subdivision design, land use, traffic and transportation, and other analytical studies as they relate to urban planning.
- Applicable Federal, State, and local laws, codes, and regulations, such as NEPA and CEQA.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Technical, legal, financial, and public relations problems associated with the management of municipal planning programs.
- Methods and techniques for writing and presentations, contract negotiations, mediation and arbitration, business correspondence, and information distribution; research and reporting methods, techniques and procedures.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment.
- Computer applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for dealing effectively with the public, vendors, contractors, and Town staff, in person and over the telephone.
- Techniques for effectively representing the Town in contacts with governmental agencies, community groups, various business, professional, educational, regulatory and legislative organizations.
- Techniques for providing a high level of customer service to public and Town staff, in person and over the telephone.