



## COMMUNITY & ECONOMIC DEVELOPMENT DIRECTOR

Application Period: Open Until Filled  
Submit by April 6, 2025 for priority consideration

Please send a completed employment application, including three professional references, resume, and letter of interest describing how you meet the qualifications outlined in this posting to [avasquez@ci.fowler.ca.us](mailto:avasquez@ci.fowler.ca.us). References will not be contacted until mutual interest is established.

### **THE POSITION**

This is a department director classification that oversees, directs, and participates in all activities of the Community and Economic Development Department, including short and long-term planning as well as development and administration of departmental policies, procedures, and services. This class provides assistance to the City Manager in a variety of administrative, coordinative, analytical, and liaison capacities.

#### Typical duties may consist of:

- Assumes full management responsibility for all Community and Economic Development Department programs, services, and activities including planning, building, and code enforcement functional areas.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the department; establishes, within agency policy, appropriate budget, service, and staffing levels.
- Directs the monitoring of and approves expenditures; directs and implements budgetary adjustments as necessary.
- Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations.
- Assesses and monitors the distribution of work, support systems and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Monitors legal, regulatory, technology, and societal changes and court decisions that may affect the work of the department.
- Oversees the development of consultant requests for proposals for professional services and the advertising and bid processes; evaluates proposals and recommends project award.

- Coordinates with legal counsel to determine City needs and requirements for contractual services; negotiates contracts and agreements and administers same after award.
- Engages with developers, property owners, businesses, agencies, and other stakeholders to advance the development of new businesses in the community.
- Supervises and administers community and economic development programs and services pursuant to adopted plans, regulations, and budgets; reviews, prepares, and revises the comprehensive general plan and zoning code; interacts with community groups, citizens, and businesses involved with related issues.
- Directs the review and processing of planning applications, ensuring compliance with appropriate laws, codes, regulations, and ordinances.
- Prepares agenda items and related materials for Council and Planning Commission, attends meetings, presents information, and reports and makes presentations on a variety of departmental programs and issues.
- Communicates official plans, programs, policies, and procedures to staff and the general public; responds to and resolves difficult and sensitive citizen inquiries and complaints.
- Engage with the public regarding questions, concerns, and complaints about development, code enforcement, and related questions.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area(s) of responsibility.
- Operations, services, and activities of a comprehensive municipal planning program.
- Principles and policies of regional and urban planning.
- Zoning administration practices and methods.
- Principles and practices of urban design and neighborhood revitalization.
- Principles and practices of program development and administration.
- Principles and practices of municipal budget preparation and administration.
- Pertinent Federal, state, and local laws, codes, and regulations applicable to the assigned area(s) of responsibility.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Provide administrative, management, and professional leadership for the Community and Economic Development Department.
- Engage with elected officials on matters of policy, public interaction, and project implementation.
- Resolve complex and sensitive customer service issues.
- Research, analyze, and evaluate public service methods and techniques.
- Identify and respond to community, Planning Commission and City Council issues, concerns, and needs.
- Develop and administer department goals, objectives, and procedures.
- Analyze zoning requirements and policies and make recommendations for needed revisions.
- Prepare and administer large and complex budgets.
- Analyze problems, identify alternative solutions, and project consequences of proposed actions and implement recommendations in support of goals.
- Communicate clearly and concisely, both orally and in writing.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with individuals; governmental agencies; community groups; various business, professional, and regulatory organizations.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

## **EDUCATION AND EXPERIENCE**

### **Education:**

Possession of a bachelor's degree from an accredited college or university in urban planning, urban design, public or business administration, or a related field.

### **Experience:**

Five (5) years of increasingly responsible managerial or administrative government experience in urban economic development, planning, or a related field, including three (3) years of management experience. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

## **CERTIFICATIONS**

Possession of a valid California Driver's License or equivalent is required at the time of appointment.

## **COMPENSATION AND BENEFITS**

*The salary range for this classification is under review. It is currently \$8,784 to \$10,677 per month.*

The City of Fowler offers a comprehensive and competitive benefits package including:

- The City participates in CalPERS with a 2.7% @ 55 for classic members (City pays for employee's contribution for classic members). For those covered under PEPRA, the retirement formula is 2% @ 62.
- \$500 per month automobile allowance.
- Health & Welfare: Anthem Blue Cross PPO. Dental coverage from Sun Life and vision coverage from VSP. The City offers an employee assistance program. American Fidelity offers provides various programs including AD&D, Life Insurance, and Health/Dependent Care reimbursement accounts. The current monthly employee pre-tax contributions are \$50 for employee-only, \$133.36 for employee+1, and \$226.92 for employee+family.
- 12 sick days per year.
- 20 days of vacation per year.
- 10 days of Administrative Leave per year.
- 15 paid holidays per year, including 1 personal holiday.
- The City offers an annual leave cash-out program.
- A voluntary 457 plan is available.
- The City participates in Social Security, Medicare, and California SDI.
- For more information, visit <https://fowlercivcity.org/personnel/>