

The County of Placer, California  
Is seeking a highly skilled professional for the position of

## **ASSISTANT DIRECTOR OF CDRA**

Unclassified/At-Will Position







## THE OPPORTUNITY

This is an outstanding career opportunity to assist the Placer County Community Development Resource Agency (CDRA) Director in planning, organizing, and directing the activities and operations of the department. This position is responsible for operating as an assistant department head to perform administrative and management tasks for the Director and serves as the acting CDRA Director in the Director's absence. This position will assist with oversight of all CDRA divisions/locations, and the operational needs of the department will determine the location of the Assistant Director's primary office. This may require travel between the Auburn and Tahoe offices.

## VIBRANT COMMUNITIES WITH EXTRAORDINARY POTENTIAL

Placer County is an extraordinary community characterized by a healthy and diverse economy, attractive business environment, and residents who benefit from high quality educational, safety, and healthcare infrastructure, in addition to a wide variety of

outstanding recreational opportunities. The government center of Placer County is located in Auburn and is well-positioned 30 miles northeast of Sacramento, the State capital. The total population is approximately 386,000 in both the unincorporated and incorporated (Auburn, Colfax, Lincoln, Loomis, Rocklin, and Roseville) areas of the County, including areas of the Sierra Nevada region and the foothills of Auburn, our historic Gold County, and the gem of our county, North Lake Tahoe. Encompassing 1,506 square miles, Placer County is part of the greater Sacramento region, which also includes the counties of El Dorado, Sacramento, Sutter, Yolo, Nevada, and Yuba. Lake Tahoe, nature's crown jewel of the Sierra, is a short 90-minute drive from the western-most points of the county.

## EMPLOYER OF CHOICE & QUALITY OF LIFE

Meeting and exceeding community service demands requires a high-quality workforce that works collaboratively with its many partners and embraces innovative

approaches. Placer County leadership is dedicated to supporting a high-performing workforce with a customer focus and commitment to continuous improvement.

Placer County is consistently ranked first for its quality of life and is in the top healthiest counties in California. Home to Sierra College and William Jessup University, with plans for two additional universities to develop in the western part of the County, Placer also offers a variety of exceptional outdoor recreation opportunities and scenic open spaces. A wide range of housing options exist in the County including multi-family, small lot suburban and urban residential projects, ranchettes, larger rural residential properties, and extensive farmlands with a mix of farming and ranching opportunities.

Outdoor recreation activities in Placer County are abundant all year long, from hiking and biking to horseback riding, rafting on rivers, snowshoeing, and skiing. Placer County has a strong heritage as part of California's Gold Country and is considered the Gateway to the Sierra.

## **COUNTY GOVERNANCE AND ORGANIZATION STRUCTURE**

The County is governed by a five-member Board of Supervisors elected to four-year terms by voters within their respective districts. Six County officials elected at-large (Assessor, Auditor-Controller, County Clerk-Recorder- Registrar of Voters, District Attorney, Treasurer-Tax Collector, and Sheriff-Coroner-Marshall) are responsible to the Board on budgetary and operational issues, and the non-elected department heads report to the County Executive Officer. Placer County is stable financially due to fiscally prudent decision-making and effective policy setting over the past few decades. Given this stability, the County has been able to achieve its mission to provide

responsive, efficient, and effective public services in keeping with its budget and financial policies. The County's budget for FY 2022/23 is approximately \$1.22 billion with a staff of around 2,700.

## **THE POSITION**

The Assistant Director of CDRA will serve as a lead member of the agency's management team and will perform a wide variety of management-level duties under the direction of the CDRA Director including but not limited to:

- Assist in the development and implementation of agency policies, strategies, goals, and operational plans.
- Assist or lead the development of CDRA's first ever strategic plan with short-term, intermediate, and long-term goals commensurate with the Board of Supervisors Critical Success Factors.
- Assist the CDRA Director in continued development of the "culture" of the CDRA with a can-do attitude and measured risk taking while preserving our natural resources towards development projects.
- May serve as the lead "ombudsman" alongside the Director and division managers for development projects.
- Assist and/or serve as the lead in comprehensive fee updates for all the CDRA divisions.
- Review, evaluate, and recommend changes in policies, programs, and operations of the agency.
- Assist in managing day-to-day operations.
- Recommend priorities for agency resource allocations.
- Prepare the agency budget, assist in budget implementation, participate in the forecast of funds needed for operations, and administer the approved budget.



- Serve as acting CDRA Director in the absence of the Director.

The incumbent will also provide highly complex staff assistance to the Community Development Resource Agency Director. Additional duties and responsibilities for this position include:

- Recommend the appointment of personnel; provide and coordinate staff training; write performance evaluations; work with employees to correct deficiencies; implement disciplinary procedures as needed; maintain high performance standards necessary for the efficient and professional operation of the division.
- Consult and cooperate with federal and state departments, County department managers, and the Planning Commission.
- Represent the division to outside agencies and organizations; participate in the outside community and professional groups and committees; provide ongoing technical assistance, as necessary.

## THE IDEAL CANDIDATE

The ideal candidate for this position will possess excellent interpersonal skills, will demonstrate a flexible and collaborative management style, will be a strategic thinker, and will work as a key member of the Placer County management team. The individual selected to fill this position must be a confident and experienced professional with a reputation for high standards of ethical conduct and will be able to foster a work environment that encourages internal and external stakeholder trust.

The ideal candidate will be skilled at coordinating multiple assignments to meet mandates, service needs, and program objectives and will regularly handle complex projects requiring expertise, sensitivity, and independent judgment while upholding a

high level of commitment to customer service. This individual will successfully utilize independent judgment and will be skilled in measured risk taking and engaging staff in how to use measured risk.

## QUALIFICATIONS

Candidates will need to possess the following background/qualifications:

**Experience:** Five years of senior level managerial and/or administrative experience related to planning, organizing, and directing the operations of a complex department or agency with programs related to community development.

**Education:** The equivalent to a bachelor's degree from an accredited college or university with major course work in business, planning, urban design, public administration, or a related field.

## COMPENSATION AND BENEFITS

The annual salary range for this position is \$149,344 - \$186,534 (starting salary is dependent upon qualifications and experience). Placer County offers an attractive benefits package, including:

- **Annual Leave:** The County provides management employees 100 hours of management leave to be used as time off or paid in cash. Employees also receive fourteen paid holidays per year (two of which are floating holidays) and accrue 10 – 25 days of vacation annually based on years of service.
- **Cafeteria Plan:** The County provides \$5,000 per calendar year to be taken in cash, deposited in a medical spending account, dependent care spending account, or a sponsored 401(k) plan.
- **Health, Dental, and Vision Insurance:** The County offers a selection of health insurance plans provided through CalPERS with the

County paying 80% of the selected plan's total premium. The County pays for employee dental and vision insurance; dependent coverage is available at employee's expense.

- Life Insurance: County provided life insurance of \$50,000 and an accident policy of \$10,000.
- Retirement Plans: The County participates in Social Security and the California Public Employees' Retirement System (CalPERS).

## TO BE CONSIDERED

To apply for this excellent career opportunity, please submit a cover letter, a resume, and an application via the Placer County website [www.placer.ca.gov/jobs](http://www.placer.ca.gov/jobs). This position will remain open until filled. Appointment to this position will be contingent upon successful completion of a post-offer, pre-employment physical examination and a background investigation, including a Livescan fingerprint clearance. Placer County is an equal opportunity employer and is committed to an active nondiscrimination program.

