

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

DEPUTY DIRECTOR OF CDRA (Tahoe)

Unclassified/At-Will Position





THE OPPORTUNITY

This is an outstanding career opportunity to lead the Tahoe satellite office (located in Tahoe City) of Placer County's Community Development Resource Agency (CDRA) and play a key role in the County's future. Reporting to the CDRA Director, this position is responsible for providing leadership, administration, and direction to staff responsible for the review and oversight of planning, engineering, building, and code enforcement services in coordination with CDRA division managers.

VIBRANT COMMUNITIES WITH EXTRAORDINARY POTENTIAL

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. Tahoe City is ideally located within a 30-minute drive of North Lake Tahoe, Olympic Valley, Emerald Bay, and Truckee, with hundreds of

miles of hiking and biking trails, dozens of beaches, golf courses, and several resorts, including NorthStar, Palisades Tahoe, and Sugar Pine, offering a wide variety of recreational activities for every season. With countless fine dining accommodations, wineries, breweries, art galleries, museums, and much more right at your doorstep, it's easy to see why Tahoe is a great place to live, work, and play. To see more of what Tahoe has to offer, visit www.visitplacer.com.

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 2023/24 is approximately \$1.27 billion with a staff of around 2,870.

THE POSITION

The Deputy Director of CDRA (Tahoe) will provide onsite management of the CDRA Tahoe office in close coordination with the CDRA Director, the Assistant CDRA Director, and the Deputy Directors of Planning, Engineering & Surveying, and Building Services. The position will be responsible for oversight of day-to-day operations of the Tahoe satellite office, continuous process improvements, and coordination with CDRA managers and staff, the County Executive Office, and other County staff. The position will also represent the County before the Tahoe Regional Planning Agency and regional stakeholder groups.

Additionally, this position will administer and participate in the facilitation, development, and implementation of Tahoe-specific work programs, projects, and units, including:

- Tahoe Front Counter Services
- Tahoe Engineering and Surveying
- Tahoe Building Services
- Tahoe Planning Services
- Eastern Placer Short-term Rental Program
- Eastern Placer Code Enforcement Program
- Eastern Placer strategic initiatives related to infrastructure, mobility, parking, workforce housing, economic development, financing mechanisms, and other initiatives that implement the Tahoe Basin Area Plan (in conjunction/collaborating with other County departments and partner agencies and stakeholders).

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

- Assist in developing the division's goals and objectives; assist in the development and implementation of policies and procedures.
- Plan, organize, and direct a wide variety of activities and operations; confer with the Agency Director or Assistant Director regarding policies and major operating procedures; review, evaluate, and recommend changes; work with and assist subordinates with problems and recommend courses of action.
- Recommend the appointment of personnel; provide or coordinate staff training; conduct/deliver performance evaluations; work with employees to correct deficiencies; implement discipline procedures as needed; maintain high performance standards necessary for the efficient and professional operation of the division.
- Represent the division to outside agencies and organizations; participate in outside community and professional groups and committees; provide 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 leadership/management team. The ideal candidate will also be a confident, knowledgeable, and highly experienced professional with a reputation for upholding the highest standards of ethical conduct, collaboration, and quality. Public speaking skills and the ability to conduct effective public outreach are also important to this position.

Operating in a fast paced, upbeat, customer service-oriented environment, the ideal candidate will be skilled at coordinating

multiple assignments to meet mandates, service needs, or program objectives and will regularly handle complex projects requiring expertise, sensitivity, and independent judgment.

A critical component of the Deputy Director position is the ability to work effectively with various regional partners, including the Tahoe Regional Planning Agency, state and federal agencies, local jurisdictions, environmental organizations, local business associations, the development community, affordable housing groups, and local stakeholders on a wide variety of regional programs and projects. To be effective, it is essential that the incumbent gain the trust of this diverse group of interested parties, while at the same time delivering work product in a timely manner.

The ideal candidate will have experience working with Tahoe-area technical and professional staff, contractors, and consultants and should have strong knowledge and understanding of the Tahoe Regional Planning Agency. This candidate will also have a broad understanding of the principles of land use planning, civil engineering, surveying, building services, code enforcement, short-term/vacation rental programs, organizational analysis, administrative management, supervision, and leadership.

QUALIFICATIONS

Candidates will need to possess the following background/qualifications:

Experience: At least five (5) years of increasingly responsible experience in engineering, planning, public administration, surveying, land development, community development, or building management, including two years of management-level responsibility.

Education: Equivalent to a bachelor's degree from an accredited college or university with major course work in civil engineering, planning, urban design, public or business administration, or a closely related field. Possession of additional training in management is highly desirable.

COMPENSATION AND BENEFITS

The annual salary range for this position is \$149,516.80 - \$181,750.40 (starting salary is dependent upon qualifications and experience) and an additional \$1,000 per month Tahoe Assignment Premium. This position is also scheduled to receive a 4.0% general wage increase in June 2024.

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 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:** Choice 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 resume and an application online using the Placer County jobs website www.placer.ca.gov/jobs prior to the final filing deadline. Appointment to this position will be contingent upon successful completion of a post-offer, pre-employment background investigation, including a Livescan fingerprint clearance, and medical examination. Placer County is an equal opportunity employer and is committed to an active nondiscrimination program.

