



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

## **Deputy Director of CDRA (Tahoe)**

(Unclassified Management)

# **Placer County Community Development Resource Agency**



Annual salary: \$129,376 - \$161,574.40 + \$875/month additional Tahoe Subsidy Pay (pursuant to residency requirements), and an attractive management benefits package.

Due to California Legislative action, your CalPERS Pension formula is dependent upon your hire date with Placer County.

## 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 compliance 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, Squaw Valley, 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](http://www.visitplacer.com).

## EMPLOYER OF CHOICE AND 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 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 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. The responsibilities of the appointed County Executive Officer (CEO) are defined in County Charter. Six County officials are elected at-large (Assessor, Auditor-Controller, County Clerk-Recorder-Registrar of Voters, District Attorney, Treasurer-Tax Collector, and Sheriff-Coroner-Marshall). The County's budget for FY 2019-20 is \$960 million with a staff of approximately 2,945.

## THE POSITION

The Deputy Director of CDRA - Tahoe will provide onsite management of the CDRA Tahoe office in close coordination with the CDRA Director and the Deputy Directors of Planning, Engineering & Surveying, and Building Services/Code Compliance. The position will be responsible for oversight of day-to-day operations of the Tahoe office, continuous process improvements, 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.

The position will also participate in organizing and/or facilitation of Tahoe-specific projects and programs, including:

- Eastern Placer affordable housing programs and projects;
- Economic development projects;
- Infrastructure, transit, and other projects and programs that implement the Tahoe Basin Area Plan (in conjunction with partner agencies and stakeholders);
- Creating or engaging financing mechanisms for above programs and projects.

The incumbent in this position 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 course of action.
- Recommend the appointment of personnel; provide or coordinate staff training; conduct 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 management team. The ideal candidate will be a confident, knowledgeable, and experienced professional with a reputation for high standards of ethical conduct, collaboration, and quality. Public speaking skills and the ability to conduct effective public outreach for proposed programs and projects are also critical 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, which will require expertise, sensitivity, and independent judgment.

A critical component of the Deputy Director is an 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 person chosen for this position 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 technical and professional staff, contractors, and consultants and should have a broad understanding of the

principles of planning, civil engineering, surveying, building services, organizational analysis, administrative management, supervision, and leadership.

## QUALIFICATIONS

The ideal candidate will possess the following background/ qualifications:

- At least five years of increasingly responsible experience in engineering, planning, public or business administration, surveying or land development, community development, or building management, including two years of management responsibility;
- The 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 related field (additional training in management is highly desirable).

## COMPENSATION

The annual salary range for this position is \$129,376 - \$161,574.40, plus \$875/month additional Tahoe Subsidy Pay (pursuant to residency requirements), and an attractive management benefits package. Starting salary will be dependent upon qualifications. In addition, the 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 13 thirteen paid holidays and accrue 10 – 25 days of vacation annually based on years of service.
- **Cafeteria Plan:** The County provides \$4,000 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:** Health coverage is available through CalPERS with the County paying 80% of the selected plan's total premium. Dental and vision insurance and fully paid by the County for the employee, with dependent coverage available at the employee's expense.
- **Life Insurance:** The County provides a double indemnity life insurance policy of \$50,000 and an accidental death policy of \$10,000. Additional coverage may be purchased by the employee.
- **Retirement:** The County participates in Social Security and the California Public Employees' Retirement System (CalPERS).

## **TO BE CONSIDERED**

To apply for this outstanding career opportunity, please submit a resume and an application via Placer County's website <http://www.placer.ca.gov/jobs>.

Appointment to this position will be contingent upon successful completion of a post-offer, pre-employment background investigation, including fingerprint clearance and physical examination.

## **HUMAN RESOURCES DEPARTMENT**

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Placer County is an Equal Opportunity Employer and is committed to an active nondiscrimination program.

