



INVITES YOUR INTEREST IN THE POSITION OF

# COMMUNITY & ECONOMIC DEVELOPMENT DIRECTOR



APPLICATION DEADLINE IS THURSDAY, JUNE 27, 2019

## THE COMMUNITY

Situated in the heart of the fertile San Joaquin Valley the City of Chowchilla is a thriving farming community within some of the state's most productive agricultural areas. The nearly 20,000 residents enjoy an attractive, small-town quality of life within the City's 11 square miles.

Many of California's iconic travel destinations such as the Yosemite, Kings Canyon and Sequoia National Parks, the San Francisco Bay Area and the Pacific Coast are within an easy two-hour drive. The Mediterranean-type climate of Chowchilla provides abundant sunshine with dry, hot summers and mild to cool winters.

Chowchilla is at the intersection of two vital state transportation thoroughfares. State Highway 99 is on the east side of the community and is the primary north-south roadway traversing the state. State Highway 152 parallels the southern border and is one of the few major transportation arteries providing a direct link to the Pacific coastline.

The community has the benefit of an established commercial downtown surrounded by a mix of varied older homes. In recent years, newer housing developments were built on the east and west sides, as well as retail properties and industrial developments. Two school districts provide a strong educational foundation for families. The City is looking forward to many exciting capital, residential and large commercial projects on the horizon that will further enhance the value of the community.

The City of Chowchilla has the necessary components of a satisfying and quality life. Active community engagement is practiced and residents enjoy quality leisure and recreational opportunities. The 18-hole golf course at Pheasant Run is considered one of the finest courses in the area.

Many activities are centered on home and family, schools, churches, and other community organizations such as the Chowchilla Madera County Fair, FFA, and 4-H.

Chowchilla offers a competitive business sense while offering the community support and family values of a city deeply rooted in tradition. The City is committed to remembering and preserving its heritage while acknowledging and embracing today's opportunities for an enriched future.



## THE ORGANIZATION

The City of Chowchilla operates under a City Council/City Administrator form of government. Five Council Members are elected at-large on a nonpartisan basis to staggered, four-year terms. The Council elects a Mayor and Mayor Pro Tem from among its members.

City departments and operations include Administrative Services, Finance, Community & Economic Development, Public Works, Recreation and Community Engagement, a volunteer Fire Department, a Police Department, a municipal airport, a City water and sewer system along with a waste water treatment plant, a City-run dial-a-ride transit service and contracted waste hauling services.

The City has 72 full-time positions who are competent self-starters. The City's general fund budget is \$8.6 million, with a total city budget including enterprise funds of \$38.2 million. City Council's approval of the 2018-2019 fiscal year budget marks eight consecutive years of structurally balanced budgets for the City of Chowchilla.

The Community and Economic Development Department guides and facilitates projects and development activities within the City to provide a standard of development that preserves the health, safety, general welfare, and quality of life for residents.

The City has substantial acreage in regional Federally established Opportunity Zones to encourage long-term investments in low-income urban and rural areas. Complementing the City's own planning and development processes the City works closely with the Madera County Economic Development Commission to define and market the community for commercial and industrial developments.

Chowchilla has seen substantial growth in residential developments due in part to building and construction incentive programs. New large-scale planned residential communities will soon begin construction in the very near future.



## THE POSITION

The Community and Economic Development Director serves as the principal point of contact on public-private partnerships for economic development and housing activities while negotiating, developing, and monitoring agreements and other forms of economic and business development incentives. This position serves as the main point of contact on economic development and housing issues and aggressively solicits corporate real estate executives, developers, site selectors, businesses, business owners, and other economic development professionals encouraging them to locate or expand in the City of Chowchilla. The Director should have a working knowledge of municipal zoning and infrastructure and planning programs and processes that will be necessary for this role in addition to a thorough knowledge of city codes, state and federal laws, and other influencing governmental laws, rules, and regulations relative to housing and economic development.



Key responsibilities include, but are not limited to:

- Assuming full management responsibility for all department services and activities including current and advance planning, engineering services, permitting, code enforcement, and inspections and policy analysis;
- Overseeing and participating in the development and administration of the department budget;
- Managing permit processing, planning, building plan checking and inspections, code enforcement, historic preservation;
- Representing the Department to other City departments, elected officials, and outside agencies;
- Working with management consultants, industrial realtors, the Chamber of Commerce, Economic Development Corporations, and other agencies to coordinate activities aimed at obtaining necessary zoning, utilities, building permits, and other City services for new development prospects;
- Conferring with government officials to effect changes in local policies or ordinances to encourage new business development and expansion of existing businesses;
- Developing leads and visiting with industrial and business firms contemplating relocation or expansion;
- Attending meetings of local industrial, commercial, and civic organizations or similar functions to stimulate interest in the community and develop harmonious relations between local citizens and new developments.

## THE IDEAL CANDIDATE

The City of Chowchilla is seeking a highly motivated, innovative, and results-driven individual to lead the Community and Economic Development Department. The ideal candidate will be goal-oriented and self-motivated, possessing the skills and abilities to build strategic collaboration and partnerships that achieve success. The new Director will demonstrate a proven and verifiable background in retention and expansion, business support, real estate, and downtown revitalization that will focus on placemaking, marketing, and promotion.

This senior-level executive will oversee the industrial/commercial development of hundreds of acres of land sitting at the crossroads of two major highways linking together the San Francisco Bay Area with the San Joaquin Valley. The successful candidate will also lead the downtown renovation program and focus to resolve a growing housing demand in the City. This is an excellent opportunity for a creative professional who supports public-private partnerships.

The new Director will possess excellent interpersonal skills to create an open, collaborative, and successful working relationship with the City Council, community groups, developers, and other City executives to establish sustainable relationships. A successful candidate will be politically astute, yet apolitical, be an articulate communicator, a good listener, and deliver measurable results.

Candidates must possess the equivalent to graduation from a college or university with major coursework in economics, business or public administration, or a closely related field, and six (6) years of progressively responsible, paid, full-time experience in the field of urban planning with responsibility for at least some of the following: economic development programs, housing development and rehabilitation, redevelopment administration, and capital improvement projects. At least four (4) years of this experience must have been at a managerial level with responsibility for program planning and development supervision, training and evaluation, and budget preparation and management. Experience with federally funded programs and with citizen boards is required. An advanced degree may be substituted for the non-supervisory, experience on a year-for-year basis, for up to two (2) years of the required experience.

## THE COMPENSATION

Salary is dependent upon qualifications with a current salary range of \$104,529 to \$124,977 per year, with a 9/80 work week, plus generous benefits including:

**Retirement** - CalPERS 2% @ 60 Plan for "classic" members with the employee share currently 7%. New members are 2% @ 62, with an employee share of 6.35%. The City does not participate in Social Security.

**Health, Dental and Vision Insurance** - The City offers health, dental, and vision insurance with a share of cost depending on type of plan such as family, individual, employee plus one, employee and child, etc. For a copy of these current costs, please request matrix from City Clerk. The health insurance plan that is standard is the Gold Plan. Employees may buy up to a Platinum Plan or buy down to the Silver Plan. Employees who have other insurance and declines the City plans will be paid a stipend in the amount of \$150 for health, \$25 for vision, and \$50 for dental.

**State Disability Insurance (SDI)** - 1.0% of salary paid by employee.

**Deferred Compensation** - 457 Plan available at the expense of employee.

**Life Insurance** - Provided in the amount of \$100,000 for department heads and City Administrator. The employee pays taxes on all premiums values over \$50,000 in accordance with IRS guidelines, the average per pay period amount that is taxable is approximately \$6.

**Holidays** - 11 paid holidays per year, plus two additional floating paid holidays.

**Annual Leave** - 280 hours per year.

**Sick Leave** - 12 days per year in addition to the annual leave.

**Other Benefits** - Longevity Pay applies to all employees at the rate of 2.5% for every 5 years of service with the City of Chowchilla. Other benefits that may apply to include education incentives pay and certificate pay, etc. depending on the City Council approved contract.

## TO APPLY

The deadline is Thursday, June 27, 2019. To be considered please submit a cover letter, resume and a list of five work-related references (who will not be contacted without your prior notice).

The City's web site is [www.CityOfChowchilla.org](http://www.CityOfChowchilla.org).

Submit the requested materials to:

City of Chowchilla  
Administrative Services/Personnel Office  
130 S. Second Street  
Chowchilla, CA 93610  
[JMcClendon@CityOfChowchilla.org](mailto:JMcClendon@CityOfChowchilla.org)

Those candidates who best meet the qualifications will be invited to participate in the testing and oral interview process.

The City will make reasonable accommodations in the examination process for disabled applicants. If you have special needs, please indicate such on your application.

The City of Chowchilla does not discriminate on the basis of race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, sexual orientation, sex, or age, in any programs or activities.

Equal Opportunity/ADA Employer



Chowchilla—  
Rooted in History,  
Envisioning the  
Future.