City of Sacramento
Director of Community Development

ABOUT THE DEPARTMENT
The Community Development Department plans for the long-term growth, development, and prosperity of Sacramento; reviews and approves development applications and building permits; ensures California’s complex development process is customer friendly and responsive to the vision and goals of Sacramento; proactively addresses issues related to the health and safety code; supports the preservation and improvement of the existing housing stock; and provides animal care services. The Department aims to grow the City of Sacramento as a reflection of the community it serves. Department resources include a total of 290 fulltime-equivalent employees and an operating budget of just north of $40m.

As Sacramento experiences multifaceted growth and development, it is important that projects and programs within the Department are consistent with the overall mission of planning, building, and maintaining a great city.

THE POSITION
Under executive direction from an Assistant City Manager, the Director of Community Development serves as the principal administrator of the Department.

The Director of Community Development will need to possess excellent management, communication, and administrative skills. They must be a proven leader who has extensive knowledge and background in municipal planning, building, and/or development services. The individual must have strong political acumen skills and the ability to work effectively with a full range of City officials, employees, community organizations, and most importantly, the public.

The Director will need to carry on the City’s tradition of innovation. They will be responsible for researching and understanding pertinent California building code, planning strategy, and serving as a change agent by introducing new and creative ideas to advance the Department and strengthen the City.

THE IDEAL CANDIDATE
The ideal candidate for the Director of Community Development is innovative, strategic, and forward thinking;
A strong communicator, collaborator, solutions-based problem solver and has high political tact;
Is a thought leader who will continue to guide the Department in its adherence to the goals of the 2035 General Plan;
Is innovative in a resource-constrained environment, vital in positioning the Department for the future, capable of managing change, creative at problem-solving, and flexible in approach;
Will have genuine commitment to managing diversity in the workplace and possesses cultural competency, as the City of Sacramento is an incredibly diverse place in terms of socioeconomic background and ethnicity; and

The Director of Community Development will exhibit a high level of accountability to the City Manager, City Council, the community, and the Department’s employees for results, management, and communication. The Director also will be an active contributing member of the City’s executive management team.

MINIMUM REQUIREMENTS
Any combination of education and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and skills would be:
Experience
A minimum of eight years of progressively responsible experience managing a broad range of municipal services such as planning, building review, engineering, traffic engineering, and/or street maintenance in a large municipality or public including a minimum of two years at a management level comparable to division manager.

Education
A Bachelor’s degree in planning, civil engineering, public administration or business administration, or a related field from an accredited college or university.

Substitutions
A Master’s Degree in a related field may substitute for one year of the required supervisory experience. Additional qualifying experience may substitute for the required education on a year-for-year basis.

Proof of Required Education
Proof of education such as college transcripts, degrees, and verification of possession of a Certificate of Registration as a Professional Engineer in the State of California must be submitted to the recruitment firm, Koff & Associates, by the final filing deadline.

Driver License
Possession of a valid California Class C Driver License at the time of appointment. Loss of the license is a cause for discipline. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

COMPENSATION AND BENEFITS
The base salary for this position is $143,614.31 - $215,421.46 annually. Employee benefits for this position can be found here: https://www.cityofsacramento.org/HR/Divisions/Benefits-Retirement (Refer to the benefit summary for “Unrep, Units 20, 21, 22” – Executive Management)

APPLICATION PROCESS
To apply for this position, please visit: https://koffassociates.applytojob.com/apply/cWYbNnGc9c/Director-Of-Community-Development?source=CALED. Please submit, in PDF format, a cover letter, resume, an Employment Application Form, and a minimum of five professional references included in your cover letter. References will not be checked without notifying you first nor without your permission. Include their contact information and your working relationship to them.

**Applications are due by Monday, February 17th**


As an alternative, you can mail your cover letter, employment application form, and resume to this address: Koff & Associates, 2835 Seventh Street, Berkeley, CA 94710.

Email questions to: recruiting@koffassociates.com

The City of Sacramento is an equal opportunity employer encouraging workforce diversity.