



**DEVELOPMENT
SERVICES DIRECTOR**
City of **Elk Grove, California**

Recruitment Services Provided By





The Opportunity

The City of Elk Grove offers a career capstone opportunity for a talented municipal Development Services Director who seeks both compelling professional challenges and the opportunity to work and lead in a major metropolitan area where development opportunities remain a strong focus as this cutting-edge city continues along its path of excellence.



DEMOGRAPHIC INFORMATION

Age	Percentage of Pop.
<18 years	26.7%
18-64 years	60.8%
65+ years	12.5%
Education Level	Percentage of Pop.
High School Graduate or Higher	90.9%
Bachelor's Degree or Higher	7.1%

Race	Percentage of Pop.
White	33.1%
African American	11%
American Indian or Alaska Native	0.6%
Asian	29.5%
Hawaiian or Pacific Islander	1.7%
2 or More Races	11.4%
Hispanic or Latino	18.7%

About Elk Grove

In 1850, Elk Grove was established as a hotel and stagecoach stop. It was about 15 miles south of historic Sutter's Fort and thus became a crossroads for business, entertainment, mail service and agriculture and acted as home base for gold miners in nearby communities. After it played its part in the early gold rush and statehood history in California, a close-knit community evolved with a distinctly rural and western lifestyle. Despite its proximity to California's capital city, Elk Grove remained quietly independent of Sacramento's growth and development as it expanded into adjoining countryside areas until the 1980's.

Today, Elk Grove is a diverse, vibrant, and family-friendly community of approximately 178,000 people in the Sacramento, California region, located 14 miles south of the State Capitol and 60 miles east of the Bay Area. In addition, the beautiful Sierra Nevada mountains, several wine country regions, and countless other nearby amenities offer endless day-trip opportunities. Elk Grove is a young, ethnically diverse, modern city that was the first city in California to incorporate in the 21st Century (July 2000). The city is known for its low crime, excellent schools, over 100 community parks and 28 miles of trails, plentiful dining and shopping options, numerous annual events and festivals, and over 270 sunny days per year.

The city is home to an entrepreneurial spirit and a superior quality of life, offering everything from starter homes to ranch estates where families can put down roots. Opportunities to participate in youth sports and countless other outdoor activities abound in Elk Grove. The City is exceptionally proud of District56, a City facility that encompasses an award-winning aquatics complex and many other community-centric amenities. Elk Grove is a city with small town roots that boasts a proud heritage and bright future.



City Government

Elk Grove is a general law city under the laws of the State of California and operates under the Council-Manager form of governance. Elk Grove's Mayor is elected city-wide every two years, while its City Council members are elected by-district every four years. Elk Grove operates its own Development Services, Public Works, Finance, Economic Development, Strategic Planning and Innovation, and Police Departments, and is also served by the Elk Grove Unified School District, and the Cosumnes Community Services District which provides fire and emergency medical, along with parks and recreation services.

The City Manager leads the provision of a full slate of municipal services, carried out by 432 full-time equivalent staff and a FY23-24 General Fund budget of \$88.9 million. The total FY budget including Capital Improvement Projects (CIP) is \$349 million. The City is exceptionally strong financially, with robust and growing reserve funds, PERS pension funding in the top 10% among all local governments in the State and a new 1% sales tax approved by voters in 2022. This financial strength allows the City to pursue unique and transformational projects, support the career growth and development of staff, maintain a highly competitive compensation system that allows the City to recruit and retain a diverse and talented workforce and invest in programs, services and infrastructure that support a superior quality of life and thriving business environment.

The vision of the City is as follows

Elk Grove prioritizes a superior quality of life for all, that builds upon the community's diversity and heritage through safe, welcoming, and connected neighborhoods, with a variety of residential, educational, and employment choices and amenities that create a sense of place.





The Development Services Department

The Development Services Department is led by the Development Services Director, assisted by an Assistant Development Services Director (vacant), a Housing and Public Services Manager, Building Official (contract), Development Engineering Manager (contract), Code Enforcement Manager and a Planning Manager. The Department promotes safety, livability and economic vitality through the efficient and collaborative application of permitting processes, housing programs, zoning administration, and code enforcement. The Development Services Department consists of 28 FTEs supported by approximately 22 contracted positions and has a FY 23/24 budget of \$27.3 million. The City prides itself on the high quality of life it offers to residents. The Development Services Department is critical to its success by supporting high quality and well-designed private development projects, an active and well-funded code enforcement team and responsive and innovative housing and homelessness programs.

Given the rapid growth of the City of Elk Grove since its inception and its anticipated future growth, the Development Services Department and its next Director will play key roles in planning, designing, and implementing many important projects that will impact the safety, well-being, and overall quality of life for those who live, work, and play in Elk Grove. The City's current growth rate is strong and stable with an average population growth of between 1-2% over the past 10 years. The City expects this growth rate to continue in future years with several planned annexation areas currently in various planning stages.

\$ 27.3M
Operating Budget

28 FTE
Employees

The Position

Reporting to the City Manager, the Development Services Director is responsible for planning, directing, and overseeing the programs, projects, contracts and operations of the Development Services Department. The functional areas within the Development Services Department for which the Director is responsible include Planning, Engineering (for private development), Building and Safety, Housing and Homelessness, and Code Enforcement. Some of the representative duties of the Development Services Director include:

- Directing, planning, managing, and evaluating the operations, programs, staffing, policies and procedures of the Development Services Department.
- Participating on a variety of boards, commissions, and committees including the Planning Commission; attending meetings of the Planning Commission, City Council, and other related meetings as required; providing staff support, technical direction, and guidance to the Planning Commission including in the development of all City planning programs; and investigating and reporting on matters requiring Commission/Council action.
- Developing, coordinating, and overseeing the changes to the City's General Plan, Zoning Ordinance, building and safety standards, and code enforcement standards.
- Developing, maintaining, updating, implementing, and interpreting the City's General Plan, Zoning Ordinance, State Subdivision Map Act, area plans, environmental impact reports, capital improvement plans, and related City codes, ordinances, and policies affecting and/or related to planning and land use issues.
- Directing Planning and Engineering (for private development), Building, and Code Enforcement functions for completion of major studies, projects and assignments within the department; ensuring projects and work assignments are completed within agreed upon timelines and costs.
- Coordinating with owners, architects, developers, and other officials regarding design and development; explaining department programs, policies, and activities; and negotiating and resolving sensitive and controversial issues.
- Motivating and developing staff to ensure high levels of employee engagement and satisfaction while embracing the important principles of diversity, equity, and inclusion which are important to the organization.
- Overseeing the administration of professional consulting services contracts.





Challenges and Opportunities

The next Development Services Director will experience several career-enriching opportunities and challenges in which to excel that include the following:

- The next Director will have the chance to select their Assistant Director, as that position is vacant. An additional team-building opportunity lies ahead as the City brings the Development Engineering Division in-house (currently contracted out). The successful candidate will play a lead role in selecting and integrating these new staff members into the Development Services Department.
- The Director will be challenged with examining processes and systems in the department to identify innovative ways to seek efficiencies and creative approaches to permit processing, plan review, etc.
- The next Director will play a leading role as the City continues to develop within its Southeast Policy Area and future annexation areas. Continued growth in a planned, organized manner is desired by elected officials and their constituents.
- A proposed mixed-use project called Project Elevate, which includes retail, housing, and commercial uses, is in the planning stages and will provide the Director with a hallmark opportunity to work on a major future-shaping project for the City. Additional information can be found at [Project Elevate](#).
- Continuing the work on affordable housing projects, acquiring sites, and working with area housing partners will be a focus for the next Director.
- Continuing work to address homelessness in a manner responsive to community needs and desires.

Ideal Candidate

The ideal candidate for the position of Development Services Director will possess certain traits and experiences that will lead to success:

- Experience in municipal development services in a leadership role for a city of a similar or larger size will be very beneficial to the next Director. Additionally, experience in a high growth city in a planning or engineering leadership role is essential.
- Elk Grove prides itself on being a city of innovation; the successful candidate will bring a creative, innovative mindset, along with a proven track record of associated work.
- The ideal Development Services Director will enjoy working as part of an engaged, highly functional executive team led by the City Manager.
- A track record of mentoring and inclusive staff development will benefit the next Director in calibrating the team for excellence and preparing staff to take on larger roles in the future.
- A visionary leader with a demonstrated work history that features creativity and strategic thinking in their approach to development will likely enjoy success in Elk Grove.
- The ability to work collaboratively with the development community, internal departments and external agencies, which are all critical to the City's growth and success.





Qualifications

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying; however, the most qualified candidates will possess the following:

Education: A bachelor's degree from an accredited college or university with major course work in urban or regional planning or a related field. A master's degree is desirable.

Experience: Seven years of increasingly responsible urban or regional planning experience in a municipal setting, along with at least three years of management and administrative responsibility.

Salary & Benefits

The salary range for the Development Services Director is **\$172,804 - \$231,587** (effective July 14, 2024), with placement made depending upon experience. In addition, the city offers an excellent benefit package as outlined below. Key benefits include:

- **Retirement:** CalPERS retirement is dependent upon hire date with the City of Elk Grove and/or status with a reciprocal Public Retirement System. Classic members in CalPERS receive 2% at 55 and new or PEPRA members receive 2% at 62.
- **Insurance:** The City participates in the CalPERS Health Plan and provides a monthly City contribution up to \$2,390 (2024 rate for family coverage) that an employee may apply toward premiums for medical insurance. Dental and Vision premiums are paid 100% by the City. The City also offers cash-in-lieu of medical insurance.
- **Annual Leave (vacation/sick):** Upon hire, new employees receive 176 hours annually, which equates to 6.77 hours per pay period. Accrual increases with each 5-year service increment. Cash out options are available.
- **Holidays:** Twelve (12) paid holidays per year and sixteen (16) paid floater hours per year.
- **Administrative Leave:** Eighty (80) hours provided annually with cash out options.

- **Deferred Compensation:** 457(b) plan, 401(a) employer match up to 4% - 1 year vesting period.
- **Health Retirement Account:** City provided defined contribution program is \$200 per month, for IRS-eligible medical expenses upon retirement.
- **Cellular Phone Allowance:** \$100 per month.
- **Vehicle Allowance:** \$350 per month.
- **Social Security:** The City does not participate in the FICA portion of Social Security.
- **Life Insurance:** The City provides life insurance at 1x base salary with a minimum of \$50,000 and maximum of \$300,000. Supplemental life insurance is also available for purchase.
- **Income Protection Benefits:** The City provides short- and long-term disability insurance and paid family leave benefits.
- **Wellness Program:** On site wellness coordinator and multiple available wellness classes provided by the City.
- **Relocation Assistance:** Up to \$5,000 reimbursed for eligible expenses.
- **Flexible Scheduling:** The City offers a 9/80 schedule and teleworking options.





Application and Selection Process

Interested candidates should submit a comprehensive résumé and compelling cover letter no later than **Monday, May 13, 2024**, at:

www.mosaicpublic.com/careers

This recruitment will be handled with strict confidentiality until finalists have been identified. References will not be contacted until mutual interest has been established.

CONFIDENTIAL INQUIRIES ARE WELCOMED TO:

Bryan Noblett | bryan@mosaicpublic.com | (916) 550-4100.
Greg Nelson | greg@mosaicpublic.com | (916) 550-4100.

IMPORTANT DATES:

First review of applications:	Monday, May 13, 2024
Candidates selected for interviews:	Week of May 20, 2024
In-person interviews and associated activities:	Early June 2024
Estimated start date for new Director:	Late July 2024

The City of Elk Grove is an Equal Opportunity Employer.

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