



**DIRECTOR OF  
COMMUNITY DEVELOPMENT**  
Lincoln, California

Recruitment Services Provided By







# The Opportunity

The City of Lincoln offers an outstanding career opportunity to Community Development leaders who thrive in an environment that achieves results by developing people, improving processes, and working in a robust, rapidly evolving community. Team-oriented leaders will succeed in this dynamic organization located in a vibrant, growing city.

## About Lincoln

Located in the foothills of the Sierra Nevada Mountains, Lincoln sits in western Placer County on the edge of the Greater Sacramento metropolitan area. With a population of approximately 50,000, Lincoln has seen tremendous growth in the past, and that growth and development continues. In the early 2000s, Lincoln was one of the fastest growing communities in the nation and it continues to experience a boom in residential development.

With an ideal location within two hours of Lake Tahoe, Napa Valley, and the San Francisco Bay Area, Lincoln has abundant recreational opportunities within reach, but its small-town charm keeps its residents rooted at home. Lincoln sprang up as a railroad terminal in the 1800s as the western United States realized massive growth. Productive farmland and the discoveries of coal and clay added jobs and provided the next economic wave. Today, Lincoln continues its agricultural heritage and is known for its production of clay, lumber, and building materials.

For golf enthusiasts, Lincoln is home to Lincoln Hills Golf Club as well as 2 eighteen-hole championship courses. Approximately 6,700 of Lincoln's residents live in Sun City Lincoln Hills, a master planned 55+ community with numerous amenities and activities.

Fun-seekers come to Lincoln to attend the Tour de Lincoln, Classic Car Show and annual Fourth of July and holiday parades. Local food and wine enthusiasts visit to enjoy the Farmer's Market and wine tasting at Lincoln's local vineyards. Not without a sports venue, the refurbished historic McBean Stadium has become the home field for William Jessup University's baseball team as well as for the Lincoln Potters, a collegiate wood-bat baseball team.

The Western Placer Unified School District provides educational services for Lincoln's student population. The District currently serves approximately 7,200 students with high-ranking schools and recently added a second high school to serve Lincoln's growing student population.



# City Government

Incorporated in 1890, Lincoln is a general law city and operates under a Council-Manager form of government. The City is governed by a five-member City Council elected by districts to four-year overlapping terms. The position of Mayor is filled on a rotating basis. In addition to the City Council, the City Treasurer is also an elected position. Reporting directly to the City Council are the City Manager and the City Attorney.

The City of Lincoln is a full-service city that provides its services through 9 major departments including: City Attorney, City Manager, Public Safety (Police & Fire), Public Works, Community Development, Library and Finance Administration. The City Manager's Office includes Economic Development, Human Resources, Information Technology and Recreation Services. Public Works includes Water, Wastewater, Solid Waste, Streets, Parks and Facilities and Airport divisions. The City has approximately 238 FTE positions and a total budget of approximately \$88.7 million.





# The Department

The Community Development Department manages all new development and building activities in the City. This includes operations within four divisions: Administration, Planning, Engineering, and Building.

- The Administration Division provides direction, coordination and support for Department operations.
- The Planning and Engineering Divisions manage and process entitlement applications such as conditional use permits, general development plans, design review and tentative maps. The Division is also responsible for environmental review, when required and long-range planning strategy including development of the City's General Plan and other key policy documents to help guide the City's future developments.
- The Building Division is responsible for the review and processing of building permit applications for existing structure modifications and new construction, plan review, field inspection and ensuring all permitted activities are compliant with applicable building codes. The Building Division is also responsible for abatement of non-compliant and/or dangerous structures.

The City of Lincoln Community Development Department is comprised of 16 authorized FTEs and has a FY 2021-22 adopted budget of approximately \$4.7 million.



# The Position

Reporting to the City Manager, the Director of Community Development plans, manages, oversees and directs the operations and services of the Community Development Department. The Director coordinates activities with other City officials and departments, outside agencies, local and regional organizations and the public; serves as a technical resource for assigned staff; and performs other related duties as required. Key functions the Director of Community Development will perform include:

- Plans, manages, oversees and directs the operations and services of all divisions in the department.
- Establishes department goals, objectives, policies and procedures.
- Provides highly complex staff assistance to the Planning Commission, City Council and Council Subcommittees.
- Reviews and evaluates work methods and procedures for improving organizational performance, enhancing services and meeting goals.
- Oversees the selection, training, and evaluation programs for all department personnel; provides or coordinates staff training.
- Maintains customer service orientation within the department; responds to and resolves sensitive and complex community and organizational inquiries, issues, and complaints.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management, staff and the public.
- Directs and participates in all advanced and current planning, building, environmental and abatement, code enforcement and design review activities for the City.
- Directs and participates in the maintenance and update of the City's General Plan; evaluates projects for consistency with the General Plan, zoning and subdivision ordinances and other applicable rules, regulations and policies.
- Directs building inspection and code compliance activities and ensures compliance with appropriate laws, ordinances and regulations.
- Serves as liaison with federal, state, regional, county, city and special district agencies on City planning-related matters.
- Provides responsible and complex staff support to the City Council, Council Subcommittees, City Manager and Planning Commission.
- Develops recommendations for policies, laws, ordinances, resolutions and programs related to Community Development activities.
- Serves as a resource for department personnel, City staff and other organizations.
- Prepares, manages and coordinates the development of the department budget, including forecasting of necessary funds for staffing.
- Approves and assigns the approval of all special permits including, but not limited to, encroachment, transportation, wells, grading and California Department of Fish and Wildlife and Regional Water Quality Control Board permits.
- Attends and participates in professional and community meetings; stays current on issues relative to the field of planning, building inspection, code enforcement and public service delivery responsibilities.





# Challenges & Opportunities

The next Director of Community Development for the City of Lincoln will have the opportunity to address some exciting professional challenges which will leave a long-lasting impact on the entire City organization and the City itself.

In some regards, Lincoln's rapid growth has triggered a tipping point. Its small-town systems need to be updated to accommodate current and future growth. This includes opportunities to bring technological improvements to the Department, such as electronic plan review and online permit applications, as well as a top-to-bottom streamlining of development and entitlement processes.

At the same time, Lincoln's appeal has been rooted in its small-town charm. Its historic downtown and rural influences need to be protected and enhanced throughout its evolution.

Newly added positions in the Planning Division will allow the next Director to build an exciting and dynamic team. An existing strong Building Official and team allow the Director's focus to enhance the Planning Division.

A cohesive and high-functioning City Council has recently hired a dynamic and forward-thinking City Manager who is leading Lincoln's team through an exciting period of growth.





# Ideal Candidate

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

- While a strong planning background is desired, an effective leader and manager of people is even more important. Lincoln seeks an individual who takes a collaborative, problem-solving approach to management that will create and inspire a strong team.
- A positive, “can-do” attitude will align with the current organizational culture of the city.
- Experience working in a development services capacity for a rapidly growing community will provide valuable experience.
- An appreciation and acceptance for continually improving operations through developing people, improving processes and investing in technology
- Willingness to invest in the mentorship and professional development of employees
- Flexibility, adaptability and an enthusiasm to implement new ideas – even at a calculated risk



# 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 in urban or regional planning, business or public administration, engineering, parks administration, facility management or a related field. A master's degree in business or public administration is highly desirable.

**Experience:** The equivalent of five (5) years of increasingly responsible experience in Community Development, including three (3) years in a supervisory or management capacity.







# Compensation & Benefits

The salary range for the Director of Community Development is up to **\$200,000**, with placement in the range dependent on qualifications. In addition, the city offers an excellent executive benefit package as outlined below. Key benefits include:

- **Retirement:** Retirement is provided through CalPERS. Classic CalPERS members are eligible for 2% @ 60 formula, while PEPRA members are 2% @ 62.
- **Deferred Compensation:** A voluntary deferred compensation program — 457(b) plans are offered for voluntary employee participation.
- **Medical, Dental and Vision Insurance:** City contributes 80% of Region 1 Kaiser rates for medical insurance. Dental is 100% paid by City for employee and any dependents. Vision is 100% paid by City for employee. Employees pay for dependents.
- **Holidays:** 10 City-paid holidays and 16 hours of floating holiday time. Unused floating hours may be cashed out at year's end.
- **Sick Leave:** 96 hours accrued annually.
- **Vacation:** City utilizes a vacation accrual schedule based on years of service. A competitive accrual rate and starting balance will be negotiated as part of the overall benefit package.
- **Administrative Leave:** 80 hours each calendar year (does not carry over).
- **Life Insurance:** City-paid group policy with \$100k basic life and AD&D.
- **Tuition Reimbursement:** \$750 per semester, up to \$1,500 per year.



# The Recruitment Process

This recruitment will be handled with strict confidentiality. References will not be contacted until mutual interest has been established. Confidential inquiries are welcomed to Greg Nelson or Bryan Noblett at (916) 550-4100.

Interested candidates may apply online at [mosaicpublic.com/careers](https://mosaicpublic.com/careers).

**A preliminary closing date has been set for May 2, 2022, however candidates are encouraged to apply immediately, as this recruitment will close early once a sufficiently strong candidate pool has been established.**

*The City of Lincoln is an Equal Opportunity Employer.*

