



City of Newark

Position Announcement

Deputy Community Development Director

Open Until Filled. 1st review of applications is November 7, 2016.

THE POSITION

The Deputy Community Development Director is the management level in the professional planning classification series with responsibilities spanning the full spectrum of planning functions encountered by a developing City, including planning, code enforcement, Community Development block Grants (CDBG) and Housing. Performance of the work requires an extensive professional background as well as skills in coordinating assignments with those of other City departments and public agencies. The class is distinguished from the Director in that the latter has responsibility for economic Development and overall Community Development functions and for developing, implementing and interpreting public policy. The Deputy Community Development Director is direct supervisor of both professional and administrative staff.

Applicants are encouraged to review the class specifications essential duties and qualifications required for the positions by visiting <http://www.newark.org/departments/human-resources/mous-salary-and-benefits-schedules/>

For more information about the Community Development Department, please visit our website at www.Newark.org, click the "Departments" tab, and select "Community Development".

THE IDEAL CANDIDATE WILL POSSESS

Knowledge of:

- Principles, practices and procedures related to City and regional planning and zoning administration, including applicable laws and regulations.
- Comprehensive plans and current planning and the development process.
- Principles, practices and procedures of environmental regulations including the California Environmental Quality Act (CEQA).
- Computer applications related to the work.
- Supervisory techniques.
- Practices of researching planning issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Project management techniques.
- Techniques for effectively representing the City with governmental agencies, community groups, business, professional and regulatory bodies and with property owners, developers, contractors and the general public.

Ability/ Skill to:

- Administer complex current and advanced planning and zoning conformance activities in an independent and effective manner.
- Conduct complex planning research projects, evaluate alternatives, make sound recommendations and prepare effective technical staff reports.
- Manage projects and conduct site inspections.

- Interpret, apply and explain complex laws, codes, regulations and ordinances.
- Effectively represent the department and the City in meetings with governmental agencies, community groups and various business, professional and regulatory organizations, and in meetings with individuals.
- Conduct zoning studies and interpret City zoning laws, regulations and codes.
- Read blueprints and site plans and conduct site inspections.
- Communicate effectively with officials, co-workers, subordinates, the general public, representatives of organizations and others sufficient to exchange or convey information and receive work direction.

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

- Equivalent to a Bachelor's degree from an accredited college or university with major coursework in city, urban or environmental planning, architecture or a field related to the area of assignment.
- Six years of planning related experience.
- Three years of supervisory experience.
- At the option of the appointing authority or the City, persons hired into this class may be required either to possess at entry or obtain within specified time limits designated licenses, professional registration, certification or specialized education and training related to the area of assignment.
- Must possess and maintain a valid Class C California driver's license and a satisfactory driving record.

Interested candidates are encouraged to apply at www.calopps.org

Or applications are available and accepted at:

City of Newark Human Resources Department

37101 Newark Blvd., 4th Floor

Newark, CA 94560

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Please be sure to fill out the required City application completely, including all relevant work experience. A resume may be included with the application. If a resume is submitted, please *do not refer to the resume in lieu of fully completing the application.* You may make additional copies of the application, as necessary.

Supplemental Questionnaire

A properly completed Supplemental Questionnaire must be submitted with the employment application. Failure to submit the supplemental questionnaire will result in disqualification.

If applying via CalOpps.org you will be instructed to complete the Supplemental Questionnaire online.

If you are submitting a paper application, then you must include your response to the Supplemental Questionnaire with the applications.

The purpose of this questionnaire is for you to identify your qualifications and experience in job-related areas. The application and questionnaire will be reviewed by screeners and at the oral panel interview.

Please Type or Print your responses on 8-1/2" x 11" paper. Put your name at the top of each page. Your answers should be concise, complete and clear. Grammar, clarity of expression, and legibility will be considered in the evaluation process. Try to limit your response to one page for each question.

Your responses to the questions that require you to detail your education or experience should include the following:

- The number of years of experience you have had performing the duties you are describing;
- The name(s) and type(s) of organization(s) where you obtained such experience; and
- Your role and specific responsibilities within the organization(s).

Responses to the supplemental questions that indicate "see resume" are considered incomplete.

1. In your opinion, what are the most important planning issues facing the City of Newark?
2. What are the best ways to assure that new development enhances the quality of life of a community?
3. How many years of direct supervisory experience do you possess? Please indicate the agency where you gained the experience and the number of employees supervised.
4. Do you have experience conducting and/ or guiding Area Plans/Specific Plans?
5. What attracts you to this position? What are your long term career goals in the Planning Profession?

On the first review date, applications and supplemental questionnaires will be screened according to the qualifications outlined in this job announcement. The most qualified candidates will be invited to an oral panel interview with the City, date to be determined.

We will make reasonable efforts in the selection process to accommodate persons with disabilities. Please contact the Human Resources Department prior to the review date for accommodation requests.

Before receiving a conditional offer of employment, the candidate will be required to successfully complete a reference check and fingerprinted criminal history check. Upon receiving a conditional offer of employment, the applicant will be required to submit to a pre-employment medical examination. Applicants must be successful in all phases of the selection process to be considered for this position. In accordance with the Immigration Reform and Control Act, all potential employees are required to provide proof of U.S. Citizenship or authorization to work in the United States. All new employees are required by law to sign a loyalty oath.

COMPENSATION & BENEFITS

SALARY

\$9,179– \$13,307 per month

Full-time. FLSA Exempt position.

The City of Newark provides a comprehensive benefits program which includes:

- Retirement - CalPERS 2.5% @ 55 for Classic members or 2.0% @ 62 for New PEPRAs Members. The City does not participate in Social Security; The City participates in Medicare.
- Flexible Benefits Program including medical, dental, and vision with employee contribution; for 2016 the City's contribution is \$375; Cash-out option if declining benefits.
- \$100 per month Health & Welfare Allowance
- Life Insurance equal to \$20,000

- Tuition Reimbursement Program
- 457 Deferred Compensation Programs for additional retirement savings
- Voluntary Long-term and Short-term disability programs, and additional whole life
- Opportunity for bilingual assignment pay of \$75 per month
- 11 scheduled holidays, plus one floating holiday and a birthday holiday
- 23 days of leave are accrued annually for the first 9 years of City employment. That amount increases to 28 days for 10-14 years of service; 30 days for 15-19 years of service; and 33 days for 20 or more years of service.
- Up to 56 hours of management leave per fiscal year. The City Manager can authorize up to an additional 16 hours.
- Free employee and family use of the Silliman Activity & Family Aquatic Center

NEWARK COMMUNITY

The City of Newark is located in Southern Alameda County at the east end of the Dumbarton Bridge, 30 miles south of Oakland and 15 miles north of San Jose. Newark was incorporated as a General Law City in 1955 and has a Council/Manager form of government. Newark's population is approximately 44,380, with an encompassed area of approximately 13 square miles. Newark enjoys Bay Area benefits while maintaining a small town atmosphere. Please visit our website at www.newark.org & take a Video Tour Book of Newark, CA.