

## Compensation and Benefits

The salary range for this position is \$97,792 - \$131,051 annually, DOQ. The City's compensation package also encompasses an attractive benefit package that includes:

- ◆ Retirement: CalPERS with a 2% at 55 formula for classic members and 2% at 62 for new members. New employee could contribute up to 8% of member share.
- ◆ Health Insurance: Cafeteria plan includes a monthly contribution that employee may apply toward premiums for medical, dental, and vision Insurance.
- ◆ Annual Leave (vacation/sick): 176 hours during 1st – 4th years of service. 216 hours during 5th-14th years of service. 256 hours for 15+ years of service.
- ◆ Administrative leave: 80 hours annually
- ◆ Holidays: Eleven (11) paid holidays and eight (8) hours floating holiday annually.
- ◆ Deferred Compensation: Voluntary participation in a 457 plan up to maximum allowed by law. City will match up to 3% of employee's salary with a one-year vesting period.
- ◆ Flexible Spending Account: IRS approved medical and/or approved dependent care expenses can be paid on a pre-tax basis. Healthcare up to \$2,550 annually. Dependent care up to \$5,000 annually.
- ◆ Life Insurance: Term policy at 1X base salary with a minimum of \$50,000 and maximum of \$300,000. Employee may purchase additional life insurance.
- ◆ Retiree Health Reimbursement Account: Defined contribution program for IRS-eligible medical expenses upon retirement.
- ◆ Short/Long Term Disability: Short-term and long-term disability programs provide up to 60% of salary.
- ◆ Tuition Reimbursement: 80% up to \$1,800/year for undergraduate studies and 80% up to \$2,250/year for graduate studies.
- ◆ Wellness Program: On site Wellness Coordinator and multiple available wellness classes.
- ◆ Employee Assistance Program: Available to employee and immediate family.

**The City of Elk Grove supports and encourages work force diversity and is an Equal Opportunity Employer.**

## The Process

To be considered for this exceptional career opportunity, please visit the Avery Associates Career Portal on our website at [www.averyassoc.net/current-searches/](http://www.averyassoc.net/current-searches/) to upload your letter of interest, resume, salary history and contact information, including email addresses for five work-related references (who will not be called until after an interview takes place).

Paul Kimura or Cris Piasecki  
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The final filing date is May 5, 2017.

For further information, you may contact Paul Kimura at [paulk@averyassoc.net](mailto:paulk@averyassoc.net) or 408-399-4424, or Cris Piasecki at [crisp@averyassoc.net](mailto:crisp@averyassoc.net) or 408-234-2025.



# The City of Elk Grove



*invites your interest  
for the position of*

## Planning Manager

## The Community

The family oriented community of Elk Grove started as a stage stop along the historic Lincoln Highway in 1850, today's Elk Grove is a city on the move situated between California's capital and the agricultural heartland of the central valley. Its unique blend of small town hospitality and city amenities makes it an ideal place to live, work and play.



Elk Grove is the second largest city in Sacramento County with a population exceeding 167,000 residents. With a proud heritage and an even brighter future, the City of Elk Grove was ranked one of the fastest growing economies in the U.S. and earned a place among the top 20 places in California to raise a family thanks to its family-friendly lifestyle. With top performing schools, more than 90 parks, 28 miles of bicycle and walking trails, and a variety of year-round markets, street fairs, concerts, and festivals, Elk Grove is a lively city that welcomes visitors and new residents.

From its Old Town District to the California Northstate University campus, Elk Grove is an eclectic blend of the past, present and future. A mix of Zagat-rated restaurants, hotels, and shopping opportunities provide places to shop, dine, stay and play in Elk Grove. But perhaps Elk Grove's biggest asset is its people. Travel through the City and you may hear some of the 88 languages and dialects spoken by its residents. The City celebrates its diversity and was recognized as the 7th Most Racially and Ethnically Diverse City in the U.S. in 2015.

## City Government

The City of Elk Grove is a general law city and operates under a City Council/City Manager form of government. The City Council is a five-member body consisting of the Mayor and four Council Members. The Mayor is directly elected at-large for a two-year term and the Council is elected at-large to alternating four-year terms.



Elk Grove is an exceptionally well-run and financially stable city that provides a variety of high-quality services to its residents. Annually, the City bases its budget on core goals that guide the activity of the City Council and staff. For the current fiscal year, the City operates on an all-funds budget of \$345 million, of which over \$65 million represents the General Fund. The current budget reserve is an impressive 25% of the General Fund. The City, through an FTE staff of 319 employees, provides public safety, public works, development services, transit, solid waste and general administration services for the Elk Grove community.

The Planning Division is one of five divisions within the City's Development Services Department. Other divisions include Building, Code Enforcement, Housing, and Development Engineering. The City's Development Services Department enjoys a solid reputation for expedience, flexibility and its ability to move projects along quickly in a highly-active development environment. However, current activity levels combined with a number of upcoming high-priority projects and developments has led to a decision to bring planning activities in-house under the guidance of the new Planning Manager.

## The Position and Ideal Candidate Profile

The Planning Manager position is an exceptionally exciting and newly-created position on the city staff. The new Planning Manager will play a key role in the process of converting from contracted planning services to a full-scale, in-house planning function. Under the direction of the Development Services Director, the Planning Manager will be responsible for hiring and managing three permanent planning staff and an administrative assistant; with additional services supplemented by on call planning contracts.

Elk Grove has long been known for its entrepreneurial, creative and customer friendly environment. Maintaining and enhancing those services remains one of the top priorities of the City. The ideal candidate will improve the development process through continual assessment of turnaround times; utilization of creative processes, including pre-application meetings and embracing a culture of flexibility in facilitating solutions. Major projects include an update of the General Plan (currently in progress), approval of two site master plans within the next 18 months, development of a city Lifestyle Center and an array of private development activities currently underway.



The new Planning Manager must be an exceptional leader who possesses excellent technical skills in planning, land use and environmental areas. As the organizational expert in planning issues, the Planning Manager will provide the hands-on daily expertise in guiding the Planning Division.

Elk Grove remains a unique and progressive municipality. Successful city employees are creative with a knack for adaptability, flexibility, problem solving and generating positive results. The ideal candidate will be a leader who thrives in an environment that promotes collaboration, participation, and a passion for delivering of top-notch services for their customers. Communication skills, both verbal and written are also essential in this leadership role. This position requires five or more years of increasingly responsible professional experience, with at least two years of administrative and/or lead supervisory experience in environmental and land use planning along with a BA/BS degree from an accredited college or university with specialization in urban planning, public administration or a related field. Knowledge of land use laws and ordinances (including CEQA) affecting the planning, development, subdivision and zoning process is expected along with a knowledge of the theory, practice, and principles of governmental planning and zoning. A Master's degree in urban planning, public or business administration and/or AICP certification is desirable.