



TOWN OF WINDSOR

Town of Windsor

The Town of Windsor is a family-oriented community with an exceptional quality of life. The Town of Windsor offers a wide variety of services and recreational opportunities well-planned business areas, and a historical downtown.

Organizational Vision & Values

Vision

- ◆ We are innovative and committed to excellent service.
- ◆ We foster an environment of positive energy, fairness and trust.
- ◆ Each employee contributes to the success of Windsor's quality of life.

Values

Accountability: We take responsibility and ownership of our actions and are dependable.

Communication: We share information and are open, clear and considerate.

Integrity: We conduct ourselves honestly, honorably, and in the best interests of the Town.

Professionalism: We are respectful, courteous, use good judgment and adhere to high standards of conduct.

Teamwork &

Collaboration: We work together cooperatively on common goals and value individual contributions.



Planning Manager

\$7,893—\$9,857/Month*

*3.5% salary increase effective 07/01/17

Final Filing Date: Thursday, May 11, 2017 at 6:00 pm

Applications received after this date will not be accepted

Human Resources Division
9291 Old Redwood Highway
Post Office Box 100
Windsor, CA 95492-0100
(707) 838-5362 for Human Resources

THE TOWN

The award-winning Town of Windsor is located in Sonoma County and offers the highly acclaimed wine country experience, along with economic opportunity, temperate weather, safe and well-maintained streets and parks, and a beautiful location. The Town has a population of 27,000 and is situated 63 miles north of San Francisco, 20 miles east of the Pacific Ocean, and 8 miles northwest of the County Seat in Santa Rosa. Incorporated as a common law city in July 1992, Windsor provides a modern, relaxed lifestyle with a growing retail and industrial center for the North County. The Town is currently on a 4/10 work schedule from Monday through Thursday, and is closed on Friday, allowing employees more time to enjoy a work-life balance.

THE POSITION

Under general direction the Planning Manager plans, manages, coordinates, and supervises work activities of staff in the Planning Division within the Community Development Department; participates in advanced, highly-complex professional planning activities and projects, and provides overall management of division-related planning matters.

ESSENTIAL DUTIES AND RESPONSIBILITIES*:

- Plan, prioritize, assign, supervise, review, and participate in the work of staff responsible for providing day-to-day services and activities in an assigned section and/or functional area in the Planning Division including in the areas of current or advanced planning, zoning administration, housing, and/or special projects, code enforcement and environmental review activities.
- Coordinating special planning studies and providing overall direction to the planning and development review process and coordinating the process with other agencies, divisions and Town departments; preparing or overseeing the preparation of staff reports, resolutions, research reports and other material for presentation to advisory bodies and to meet state and federal agency requirements.
- Participates in and assists with the development and administration of departmental budgets.
- Serves as project manager for multiple complex current and/or long-range planning projects and special planning studies.
- Interprets and applies federal, state, and local laws, rules, and regulations to ensure that public and private projects are in compliance, including the California Environmental Quality Act (CEQA), Subdivision Map Act, Public Resource Code, General Plan, Specific Plans, Design Specifications, and Local Guidelines and procedures.
- Conducts plan check of improvement plans and maps related to development projects, as well as building permit-level plan submittals associated with complex projects to verify compliance with project approvals and zoning requirements; conducts over-the-counter plan check of less complex development proposals and land uses; approves minor development plans.
- Coordinates project reviews by other Town departments and outside agencies and consultants.
- Evaluates the conclusions of initial studies, mitigated negative declarations, environmental impact reports, and uses the evaluation to formulate a recommendation on projects; monitors project compliance with environmental document mitigation measures and conditions of approval.
- Manage and staff assigned boards, commissions, and committees involved in the development, adoption, and implementation of Town plans and planning regulations including the Planning Commission.
- Plans, oversees, and participates in the development and administration of the Affordable Housing and Energy Efficiency programs; insures that programs comply with federal and state laws, regulations, and reporting requirements.
- Attend meetings of the Town Council, Planning Commission, various boards and committees, and public hearings; prepare and present staff reports; advise members and citizens on matters relating to planning activities, development, and ordinances.
- May serve as Acting Community Development Director in the Director's absence.

KNOWLEDGE OF:

- Modern principles, practices, and technical and legal issues of urban and regional planning, zoning, urban economics, demographics, and environmental planning and program management.
- Principles, practices and methods of supervision, training techniques, personnel management, leadership, organizational and operational control;
- Applicable federal, state, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- General concepts of architecture, landscaping, grading, drainage, traffic, and transportation engineering as they relate to the process of urban planning.
- Project management and contract administration principles and techniques.
- Research and reporting methods, techniques, and procedures.
- Geographic, socio-economic, transportation, political, environmental, and other elements related to town planning.
- Recent developments, current literature, and sources of information related to planning, zoning, and environmental review.

KNOWLEDGE OF (cont.):

- Modern office practices, methods, and computer equipment and applications, including computer hardware and software necessary for graphic presentation, mapping, and database management.
- Practices of researching planning and land use issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Principles of advanced mathematics and their application to planning work.
- Methods and techniques of effective technical report preparation and presentation.
- English usage, grammar, spelling, vocabulary and punctuation.

ABILITY TO:

- Must be innovative, detail-oriented, and experienced in highly visible/controversial projects.
- Capable of managing multiple, high-priority assignments.
- Plan, direct, coordinate and supervise the work of professional and technical staff including evaluating the work of subordinates.
- Exemplify and foster an enthusiastic, resourceful and effective service attitude with public and co-workers.
- Establish and maintain effective working relationships with the public, Town personnel, governmental agencies, community groups, and various businesses, professional, and regulatory organizations and individuals.
- Interpret and explain planning and zoning programs to the general public; identify and respond to issues and concerns of the public, Town Council, and other boards and commissions.
- Assess, monitor, and report environmental impact on and of various Town programs and services.
- Conduct complex research projects, evaluate alternatives, and make sound recommendations.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local laws, rules, regulations, policies, and procedures, and Town planning policies and procedures.
- Supervise, train, plan, organize, schedule, assign, review and evaluate the work of staff.
- For a complete list of duties and qualifications, please click [here](#) to view the job description.

EDUCATION AND EXPERIENCE:

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

Equivalent to graduation from an accredited four-year college or university with major coursework in urban planning, community development, business or public administration, or a related field and five (5) years of professional experience in planning, zoning and related community development activities, with two years of supervisory and project management experience.

LICENSE OR CERTIFICATE:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- AICP certification preferred.

APPLICATION PROCEDURE

A completed Town of Windsor application and resume are required to be considered for this position. Application materials will be accepted by the Town of Windsor Human Resources Division until Thursday, May 11, 2017 at 6:00 p.m. Closing date postmarks will not be accepted. Resumes will not be accepted without the required application materials. To apply online visit the Town website at: www.townofwindsor.com. Application materials can be obtained by phone at (707) 838-5362 or in person at Town of Windsor Civic Center 9291 Old Redwood Highway, Building 400, Windsor, CA, Monday through Thursday from 7 a.m. to 6 p.m.

THE SELECTION PROCESS

Applications will be screened and those considered best qualified will be invited to appear for a practical exam, an oral interview or both. Meeting the announced requirements does not guarantee inclusion in the selection process. The Town of Windsor Human Resources Division will make reasonable efforts in the examination process to accommodate qualified disabled applicants. Individuals with disabilities who would like to request an accommodation in the testing process must inform the Human Resources Division in writing by the final filing date.

COMPENSATION AND BENEFITS

- 13 paid holidays and 120 to 200 vacation hours per year.
- Medical, dental and vision insurance, and employee assistance program, \$350 monthly payment in lieu of medical coverage.
- 120 hours of sick leave accrued per year.
- \$100,000 life insurance and long-term disability insurance.
- Optional participation in deferred compensation plans and Flexible Benefit Program.
- CalPERS Retirement: Per the Public Employees' Pension Reform Act, effective 01/01/13 new CalPERS members will receive the 2%@62 retirement formula. Employees under the new formula contribute 6.25% to their CalPERS employee share. Employees that have worked for a PERS (or reciprocal) agency within the last six months will receive the 2%@55 retirement formula. Employees under this formula contribute 3% to their CalPERS employee share. The Town does not participate in Social Security.
- Education Reimbursement (\$1,000 per year).
- Professional Development Allowances (\$1,200 per year).
- Bilingual Spanish pay incentive.
- Complete benefit information is contained in the Windsor Management Employees Group Memorandum of Understanding (MOU). You can view the MOU by clicking [here](#).

EMPLOYMENT INFORMATION

- Employment offers are normally made following reference and background checks and are always contingent upon fingerprint clearance and successful completion of a pre-employment physical examination, given by a Town-designated physician.
- Employment is contingent upon verification of identity and legal right to work in the United States as required by the Immigration Reform and Control Act (IRCA).

Information contained in this announcement does not constitute either an expressed or implied contract and these provisions are subject to change. All appointments are subject to the Town Manager's approval.