



COUNTY OF
SONOMA, CA

INVITES YOUR
INTEREST IN
THE POSITION OF

DEPUTY
DIRECTOR –
PLANNING



THE COUNTY

The County of Sonoma offers a rare and compelling array of scenic, recreational, and geographic characteristics that include over 200 award winning wineries, majestic redwoods, inspiring coastline and beaches, and the vibrant Russian River. Encompassing over one million acres of land and water, rich with agriculture, parks, campsites, lakes, and open spaces, the County is home to over 500,000 residents and offers a wide variety of art and music festivals, farmers' markets, and concert venues. Local schools continually rank high on California's Academic Performance Index, and the Santa Rosa Junior College and Sonoma State University offer higher education opportunities.

The County of Sonoma is a general law county, governed by a five-member Board of Supervisors. The Board is fully committed to a mission and vision which value high quality services that support and enrich the community, strong leadership, engaged citizen participation, transparency and accuracy in information, and efficient and fiscally sustainable government. The County Administrator leads a team of dedicated department heads who work collaboratively to address and strategically prepare for County initiatives and challenges. The County has 28 departments, agencies, and special districts, and employs over 4,000 regular employees with an annual budget of approximately \$1.78 billion for fiscal year 2019-2020.

Working at the County of Sonoma offers expansive opportunities for growth and development, the ability to be a part of a challenging and rewarding work environment, and the satisfaction of knowing you're working to better the County's communities.

THE DEPARTMENT

Known as Permit Sonoma, the Permit and Resource Management Department, is a "one-stop shop" for all County land use planning and development activities. Virtually any land development or construction that takes place in the unincorporated area of Sonoma County (outside the nine incorporated cities) is reviewed, permitted, and inspected by Permit Sonoma.

Permit Sonoma was created as part of a county-wide reorganization, bringing staff from five separate departments together under one roof and with the same mission: to serve the people of Sonoma County by providing a customer-focused process to balance environmental protection and sustainable development. This mission is balanced with effective resource stewardship and the development and maintenance of standards and practices which protect the public's health and safety.

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To accomplish this mission, the Department has five divisions:

Administration – which includes Administrative Support, Customer Service, Department Information Systems, and Accounting.

Code Enforcement – which includes investigations, Abandoned Vehicle Abatement Program, and black-market cannabis.

Construction and Engineering – which includes Building & Safety (Building Inspection, and Plan Check), Engineering & Water Resources (Engineering and Well & Septic), and Survey.

Fire Prevention – which includes Fire Prevention and Hazardous Materials Unit.

Planning – which includes the Project Review Division, Comprehensive Planning, and Natural Resources.

In order to reach its goals, the Department also works closely with various boards and commissions, including the Airport Land Use Commission, Board of Zoning Adjustments, Design Review Committee, Director's Advisory Group, Landmarks Commission, Planning Agency, Planning Commission, and Project Review and Advisory Committee.

Permit Sonoma's major functions include enforcing building and development codes; processing and inspecting building permits, well and sept permits, grading and drainage permits, sanitation (sewer) permits, and planning entitlements; environmental review of public and private projects; maintaining and updating the Sonoma County General Plan; and integrating with State and regional agencies. Permit Sonoma currently employs 148.5 full-time staff with a fiscal year 2020-2021 department budget of \$40.5 million.



THE POSITION

Under general direction, the Deputy Director – Planning plans, assigns, and directs the work of Comprehensive Planning, Project Review, and Natural Resources within the Permit Sonoma; supervises professional, technical, and clerical staff in the accomplishment of their work; coordinates the work with other divisions, County departments, agencies, and boards; serves as acting director as needed; and performs related duties as required.



Responsibilities of the Deputy Director include:

- Fostering and promoting a workplace culture based on professionalism, collaboration, respect, accountability, and fun!
- Leading an overhaul of the general plan, adoption of three specific plans, enactment of a development code, robust community engagement, and the integration of new elements to meet legal requirements and local needs.
- Focusing teams on major current priorities such as housing, agriculture, coastal, and map act projects.
- Co-managing the Sustainable Groundwater Management Act implementation with the Deputy Director of Construction and Engineering and the Sonoma Water Agency.
- Preparing and recommending the Divisions' budget and fee schedules.
- Representing the County's best interest in negotiations, hearings, and government-agency meetings.

THE IDEAL CANDIDATE

In order to effectively serve on the senior leadership team and head a Division of 26+ staff, this position requires extensive knowledge of local, state, and federal planning and environmental review regulations.

The new Deputy Director will be an exceptional leader who possess expertise in leading and working with administrative support staff, attorneys, biologists, environmental specialists, geologists, hydrologists, and planners.

The ideal candidate will have outstanding technical breadth and depth, including familiarity with California's general plan, housing, and California Environmental Quality Act (CEQA) legislation.

Individuals with exceptional interpersonal skills and the ability

to establish and maintain positive working relationships with staff, public agencies, community organizations, and diverse stakeholder groups are sought. The ideal candidate will also have highly effective presentation skills and the ability to embrace community engagement, including diverse sources of feedback.

The successful candidate will have thorough knowledge of the principles, methods, and techniques of land-use and environmental planning; socioeconomic and environmental principles that apply to urban and rural development and conservation; research methodology and standard statistical methods and procedures that apply to the use of socio-economic and environmental data; state, federal, and local laws, regulations, current programs, and court decisions pertaining to environmental protections; and public personnel administration.

Considerable knowledge of county government and of other governmental agencies which must coordinate work with county government; the principles, practices, and techniques of drafting and other graphic arts; effective supervisory practices and techniques; and citizen and public interest groups dealing with environmental matters is expected.

The new Deputy Director will be an exceptional leader who possess expertise in leading and working with administrative support staff, attorneys, biologists, environmental specialists, geologists, hydrologists, and planners.

Any combination of education and/or training which would provide an opportunity to acquire the knowledge and abilities listed is qualifying. Normally, possession of a baccalaureate degree from an accredited college or university with academic coursework in planning, geography, architecture, landscape architecture, economics, environmental

studies, technical writing, physical and biological sciences, physical-, biological-, social-, and human-environmental relationships, or closely related courses would provide such opportunity. Graduate coursework in planning-related and management subjects is highly desirable. The typical candidate will have had at least four (4) years of professional land-use planning experience with complex planning projects, including project leadership and the preparation of environmental reports. Experience in an administrative or supervisory capacity is required.

THE COMPENSATION

The annual salary range for the Deputy Director – Planning position is \$117,400-\$142,696; placement within this range is dependent upon qualifications. The County of Sonoma offers a competitive total compensation package with benefits including:

- Cash allowance (in addition to the advertised salary) of approximately \$600 per month.
- Competitive vacation accrual and additional management leave annually; 12 paid holidays; and an additional eight (8) floating holiday hours per year; generous sick leave accruals; and 100% of accrual balance converted to service credit at retirement.
- A wide variety of high-quality health plan options with a significant County contribution toward the monthly premium.
- Excellent dental, vision, disability, life insurance, professional development and more. Additional details for management employees may be found at:
sonomacounty.ca.gov/HR/Employee-Relations/Labor/Salary-Resolution
- IRS 457 Plan, Pre-tax employee contribution up to the IRS annual maximum.
- County contribution to a Health Reimbursement Arrangement to help fund post retirement employee health insurance/benefits.
- May be eligible for up to 8 weeks (320 hours) of Paid Parental Leave after 12 months of County employment.
- Relocation reimbursement may be authorized for distances greater than 50 miles.
- Bilingual Premium pay of \$1.15/hour, in addition to the hourly pay rate, if certified bilingual.



TO APPLY

If you are interested in this outstanding opportunity, please visit:

governmentjobs.com/careers/Sonoma

**Filing Deadline:
May 1, 2020**

Following the closing date, resumes will be screened according to the qualifications outlined above. A background investigation is required prior to employment. Candidates referred for a selection interview are typically required to sign authorization and release forms enabling such an investigation. Additional requirements, such as successful completion of a physical exam, drug screen, etc., may apply, depending on the duties and responsibilities of the position.

Should you have any questions regarding the position, please contact Valerie Phillips at:

(916) 784-9080

