

# CITY OF FONTANA

*Invites your interest for the position of*

## DIRECTOR OF PLANNING



**OPEN UNTIL FILLED  
FIRST REVIEW OF APPLICATIONS ON MAY 6, 2021**

# ABOUT OUR CITY

Nestled against the San Bernardino Mountains, Fontana is a modern city that offers its residents and visitors a wealth of community activities, combined with a thriving local economy and central and easy access to major business centers.

Industrial and trucking-based industries continue to prosper in Fontana, due to the City's location at the crossroads of major trade routes (Interstates 10, 15, and 210) and the presence of the Union Pacific Railroad. The City is also home to many large retailers and small businesses. The Fontana Metrolink station provides a low stress commuting option for residents working in the Los Angeles metropolitan area.

Today, more than **213,000** people call the City of Fontana home. Fontana's low crime rate, affordable housing, diversity, and below average unemployment rate has made the city one of the fastest growing in California and a trendsetter in San Bernardino County. Despite the city's rapid growth, Fontana still maintains a hometown atmosphere.

Fontana is a very dynamic City that has roots in the steel industry and is comprised of a unique blend of both residential and industrial uses. It is a general-law city that is governed by a five-member City Council, including the Mayor, under the Council-Manager form of government. The City Manager is responsible for carrying out policies and ordinances that are adopted by the City Council, overseeing the day-to-day operations of the government, and appointing department heads. The City of Fontana is organized into three major units that are led by two Deputy City Managers and the Chief of Police. The Administrative Services Organization includes the Office of the City Clerk, the Community Services Department, the Economic Development Department, the Information Technology (IT) Department, and the Management Services Department. The Development Services Organization includes Building and Safety, the Engineering Department, Fire Prevention Services, the Housing Authority, the Planning Department, and the Public Works Department. The Human Resources Department reports directly to the City Manager.

The City of Fontana provides first-class services to the community such as police protection; the construction and maintenance of highways, streets, and other infrastructure; waste water and sanitation services; and recreational services and cultural events. The City's overall budget for **FY 2020-21 is approximately \$236 million.**

Fontana was named one of the Nation's 100 Best Communities for Young People by America's Promise Alliance and ING in 2008 and again in 2010. In 2014, Fontana was named in the Top 20 Safest Cities in the Nation by Business Insider. In 2018, Fontana was named the Most Prosperous City in California and the Fourth Most Prosperous City in the U.S. out of cities with a population of over 100,000. The Press-Enterprise recognized the City as a Top Workplace in the Inland Empire for four consecutive years based on the results of an employee feedback survey administered by an independent research firm.



## PLANNING DEPARTMENT

The Planning Department is principally responsible for processing land use applications and acts as support staff for the Planning Commission, assisting the Commission and community in fulfilling the vision, goals, and policies defined by the City Council.

The Planning Department staff is comprised of a group of seasoned professionals with significant experience and education in urban planning, public administration, business development and community service. The planning team typically processes more than 1,000 applications each year, ranging from Specific Plans for new housing communities and major commercial projects to design review requests for sign permits for local businesses. In addition to daily requests for land use and design review of individual projects throughout the city, the Department is tasked with coordination with state and other regulatory agencies regarding housing policy and planning as well as environmental protections.

# DIRECTOR OF PLANNING POSITION

Under administrative direction from the Deputy City Manager, plans, directs and reviews the activities and operations of the Planning Department; coordinating assigned activities with other City departments and outside agencies; and provides highly responsible and complex administrative support to the Deputy City Manager. Exercises direct supervision over assigned professional, technical and clerical staff. Below is a list of essential functions of the position; however, it is not exhaustive and may be supplemented as deemed necessary by the City:

- Develop, plan, and implement Planning Department goals and objectives; recommend and administer policies and procedures.
- Coordinate Planning Department activities with those of other departments and outside agencies and organizations; provide staff assistance to the Deputy City Manager and City Council; prepare and present staff reports and other necessary correspondence.
- Direct, oversee and participate in the development of the Planning Departments; work plan; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.
- Supervise and participate in the development and administration of the Planning Department budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement mid-year adjustments.
- Supervise professional and technical staff engaged in long-range and current City planning activities including plan and zoning code maintenance, review of proposed developments, and processing permits.
- Select staff; plan and organize work; develop and establish work methods and standards; conduct or direct staff training and development; review and evaluate employee performance; and execute disciplinary action.
- Supervise preparation of the agenda for the City Planning Commission, and compilation of required reports and documents; attend meetings of the Planning Commission; make presentations and respond to questions as required; serve as staff to the Planning Committee.
- Develop and review staff reports related to planning, redevelopment and economic development; present reports to a variety of commissions, committees, boards and the City Council.
- Administer, interpret and enforce the provisions of the General Plan and Zoning Development Code, Subdivision Ordinance and other municipal regulations as related to planning matters.
- Review and analyze development plans for compliance with the general plan, zoning and development code and City regulations and policies; direct the review of use permits, subdivisions, rezoning requests, variances, and other land use entitlements.
- Recommend revisions and amendments related to the General Plan and Zoning and Development Code; prepare and present reports; advise the City Council and Planning Commission on development matters.
- Provide complex technical and administrative support to the Deputy City Manager and City Council on community development related matters; direct special projects and research assigned.
- Provide information to the public regarding zoning, land use and the general plan.
- Participate on a variety of boards and commissions; attend and participate in professional groups and committees; meet with and advise individual property owners and community groups on community development matters.
- Confer with engineers, developers, architects, a variety of agencies and the general public in acquiring information and coordinating development related matters.
- Function as a strategic thinker and advisor to the senior management team.
- Develop initiatives, policies and programs to complement existing practices and create consistency across the organization.
- Responsible for leading the vision, strategy, development, and execution of the effectiveness and efficiency of the program that is aimed at advancing City's mission & values and enhancing business results.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Perform any other tasks or functions deemed necessary to the daily operations of the employer.

## THE IDEAL CANDIDATE

The ideal candidate for this position will have a proven and measurable track record of successful leadership in organizations of varying sizes and cultural diversity. The candidate shall be an effective communicator that is open minded yet decisive. They must be capable of comprehending complex issues, including the varied impact, and competing interests of legislation, economics, and public perception. The candidate must be confident and comfortable in their role as a model for staff and peers regarding integrity and ethical behavior. Resilience and accountability are key character traits for the ideal candidate.

**EXPERIENCE & TRAINING:** Eight (8) years of increasingly responsible experience in planning or related field, including four years of administrative and supervisory responsibility. **EDUCATION:** A Bachelor's degree from an accredited college or university with major coursework in planning, public or business administration or a closely related field, and a certification by the American Institute of Certified Planners. A Master's Degree from an accredited college or university is preferred.

# COMPENSATION & BENEFITS

**Salary:** Determined by the candidate's qualifications, including applicable experience and education.

**Cell Phone Allowance:** \$1,020/year

**Auto Allowance:** \$7,200/year

**Longevity Pay:** Payable after 10 years of service

**Personal Leave Accrual (Vacation & Sick Leave):** 224-312 hours/year (depending on years of service)

**Administrative Leave:** 80 hours/year

**Holidays:** 11 City-observed holidays, and an additional three (3) Floating Holidays

**Work Schedule:** 4/10 work week (Monday – Thursday)

**Retirement:** Enrollment in the California Public Employees Retirement System (CalPERS)\*

**Classic CalPERS Member:** 2% @ 55, 7% employee contribution

**New CalPERS Member:** 2% @ 62, 6.25% employee contribution

*\*Member contribution subject to change*

**Health Insurance (Medical, Dental, & Vision Insurance):** Up to \$2,549/month towards the purchase of medical, dental, vision, group life, and short and long term disability insurance

**Fringe Benefits:** All fringe benefits which are proportionate to those provided to Management/Confidential Unit employees



## APPLICATION PROCESS

If you are interested in working with the public to make a positive impact in the community, you are invited to consider employment with a fast growing, diverse, and flourishing city.

This recruitment will be **Open Until Filled**. Interested candidates should submit a City application online at **[www.Fontana.org/Jobs](http://www.Fontana.org/Jobs)**. Applications must be filled out completely and clearly to show that the minimum qualifications are met. Resumes may be submitted but cannot be accepted in lieu of an official application. Emailed or facsimiled applications will not be accepted. Applications that are received after the closing date and time, regardless of postmark date, will not be considered. Incomplete or illegible application packets may result in disqualification.

**First review of applications: Thursday, May 6, 2021.**

Note: Pending City Council approval on May 11, 2021.

Following a review of each application submitted, the most qualified applicants will be invited to move forward in the recruitment process for this position, which may include a written exercise and/or multiple interviews. The successful candidate will be required to pass a comprehensive background investigation conducted by the Fontana Police Department, which includes reference checks, fingerprinting, and a pre-employment physical.

If you have any questions, please contact the Human Resources Department at (909) 350-7650 or via email at [humanresources@fontana.org](mailto:humanresources@fontana.org).



**APPLY: [WWW.FONTANA.ORG/JOBS](http://WWW.FONTANA.ORG/JOBS) | (909) 350-7650**