



INVITES YOUR INTEREST IN THE POSITION OF

# Community & Economic Development Director



APPLICATION DEADLINE IS : FRIDAY, AUGUST 30, 2024

## THE COMMUNITY

Chowchilla is an 11-square mile rural city of nearly 20,000 residents. Located in the California Central San Joaquin Valley, Chowchilla is home to some of the state's most productive agricultural areas. Many of California's iconic travel destinations such as the Yosemite, Kings Canyon and Sequoia National Parks, the San Francisco Bay Area and the Pacific Coast are within an easy two-hour drive.

Area residents enjoy a Mediterranean-type climate of abundant sunshine with dry, hot summers and mild to cool winters. The rain months of January through March can provide an average 12 inches of annual precipitation to the region.

Chowchilla is at the intersection of two vital state transportation thoroughfares. State Highway 99 is on the east side of the community and is the primary north-south roadway traversing the state. State Highway 152 parallels the southern border of newly annexed properties and is one of the few major transportation arteries providing a direct link to the Pacific coastline.

The community has the benefit of an established commercial downtown surrounded by a mix of varied older homes. In recent years, newer housing developments were built on the east and west sides, as well as retail properties and industrial developments. Two school districts provide a strong educational foundation for families. The City also boasts an airport, an 18-hole public golf course and a fairgrounds that hosts numerous events through the year.

The area offers one of the more affordable lifestyle opportunities in the Central Valley. Chowchilla is also statistically one of the safest cities in the region.

The City is looking forward to many exciting capital, residential and large commercial projects on the horizon that will further enhance the value of the community.



## THE OPPORTUNITY

The City of Chowchilla is recruiting nationally for a highly motivated, innovative and result driven individual who can lead the Community and Economic Development Department. This senior-level executive should be goal-oriented and self-motivated possessing the skills and abilities to build strategic collaboration and partnerships that achieve success. This successful candidate will oversee the industrial/commercial development of hundreds of acres of land sitting at the crossroads of two major highways linking together the San Francisco Bay Area with the San Joaquin Valley. The individual will also lead the creative downtown renovation program as well as direct the focus of a growing housing demand in Chowchilla. This position is an opportunity for a creative Director who supports public-private partnerships to thrive.

## THE ORGANIZATION

The City of Chowchilla operates under a City Council/City Administrator form of government. Five Council Members are elected at-large on a nonpartisan basis to staggered, four-year terms. The Council annually elects a Mayor and Mayor Pro Tem from among its members.

City departments and operations include Administrative Services, Finance, Public Works, Community & Economic Development, Police Department, volunteer Fire Department, municipal airport, and a city/contractor transit system and contracted waste hauling services.

The City employs 86 amazing staff who are competent self-starters. The City has a \$13 million General Fund budget and a total City Budget, including Enterprise Funds, of \$57 million.



## THE POSITION

The Community and Economic Development Director serves as the principal point of contact on public-private partnerships for economic development and housing activities while negotiating, developing and monitoring agreements and other forms of economic and business development incentives. This position serves as the main point of contact on economic development and housing issues and aggressively solicits corporate real estate executives, developers, site selectors, businesses, business owners and other economic development professionals encouraging them to locate or expand in the City of Chowchilla. In addition, the Director should have a working knowledge of municipal zoning and infrastructure, and planning programs and processes that will be necessary for this role in addition to a thorough knowledge of city codes, state and federal laws and other influencing governmental laws, rules and regulations relative to housing and economic development.



## THE IDEAL CANDIDATE

The ideal candidate will be a high energy, confident, articulate, and accomplished professional with a proven and verifiable background in retention and expansion, business support, real estate, downtown revitalization, and be comfortable working in collaboration with other key regional economic development and city planning stakeholders that focus on placemaking, marketing, and promoting the local economy. The new Community & Economic Development Director will possess excellent interpersonal skills. He or she will create an open, collaborative, and successful working relationship with the City Council, community groups, developers and other City executives. The new Director will be politically astute, yet apolitical, and possesses the ability to establish trust and sustainable relationships. The ideal candidate will be an articulate communicator, a good listener, and will have the ability to deliver measurable results.

## KEY RESPONSIBILITIES

- Works with investors and business owners to initiate, plan and coordinate large scale commercial, industrial, and mixed-use projects, including design of incentive packages and mitigation measures, development options, site location, and parcel assembly; and facilitates the Environmental Impact Report and permit processing procedures;
- Oversees activities aimed at obtaining necessary zoning, utilities, building permits and other City services for new development prospects.
- Coordinates the preparation of reports for the City Administrator, City Council, boards and commissions, and outside agencies; reviews the department's budget, and coordinates the preparation, presentation and control of the department's operating budget;
- Develops leads and visits headquarters of industrial and business firms contemplating relocation or expansion
- Attracts increased capital investments to expand and diversify employment opportunities.
- Implement continuous improvement of development review systems and practices to ensure great outcomes with minimal regulatory and procedural friction, including implementing time-saving plan review and plan check services;
- Serves as an internal ombudsman to assist businesses navigate permitting processes.
- Prepares a variety of site plan designs, reports, recommendations, and memoranda.

## MINIMUM QUALIFICATIONS

This position requires equivalent to a Bachelor's degree from an accredited college or university with major course work in business administration, urban planning, economics or a closely related field.

A Master's degree in one of these fields is desirable.

A minimum of three years of increasingly responsible experience in managerial-level work in economic/business development and municipal services.

Possession of a valid California driver's license and a satisfactory driving record.

## THE COMPENSATION

The salary is dependent upon qualifications with a current salary range \$120,265.60 to \$154,003.20 per year, with a 9/80 work week, plus generous benefits including:

**Retirement** - CalPERS 2%@60 Plan for "classic" members with the employee share currently 7%. New members are 2% @62, with an employee share of 6.25%. The City pays the "classic" member share. The City does not participate in Social Security.

**Health, Dental and Vision Insurance** - The City offers health, dental, vision and the City pays a significant amount of the employee and dependent portion.

**State Disability Insurance (SDI)** - 1.2% of salary paid by employee.

**Deferred Compensation** - 457 Plan available at the expense of employee.

**Life Insurance** - Provided in the amount of \$100,000 for department heads, City-paid. Additional life insurance is also available.

**Holidays** - 11 paid holidays per year, plus one additional floating paid holiday.

**Annual Leave** - 280 hours per year.

**Sick Leave** - 12 days per year in addition to the Annual Leave.



## TO APPLY

The deadline is Friday, August 30, 2024. To be considered please submit a cover letter, resume and a list of six work-related references (who will not be contacted without your prior notice).

The City's web site is [www.cityofchowchilla.org](http://www.cityofchowchilla.org).

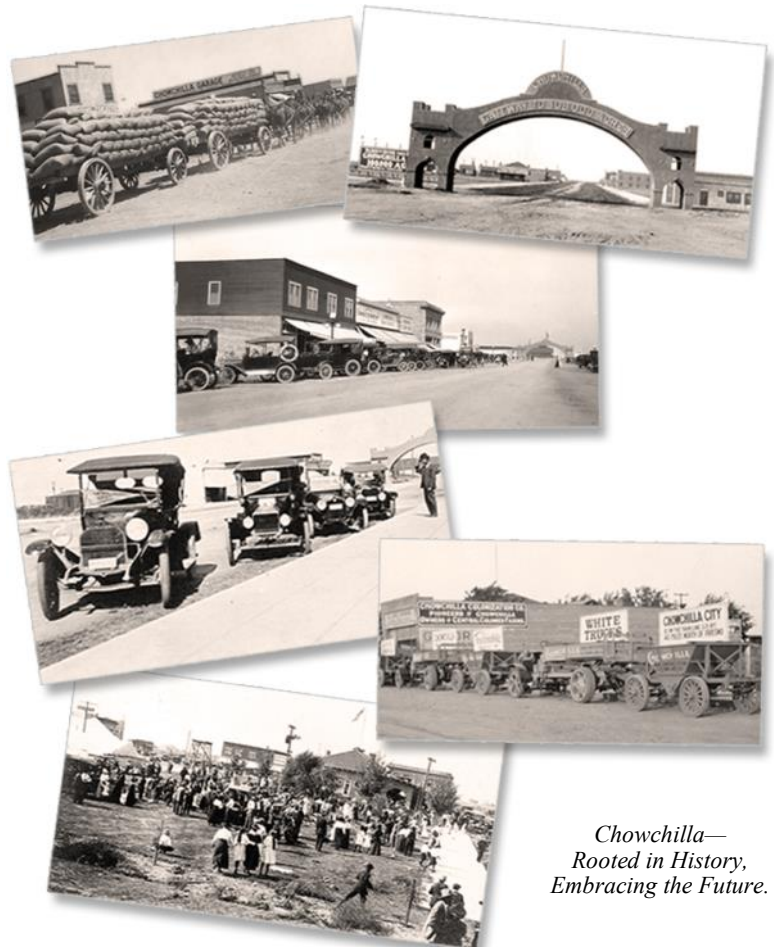
Submit the requested materials to:

City of Chowchilla  
Human Resources  
130 S. Second Street  
Chowchilla, CA 93610  
[tmartinez@cityofchowchilla.org](mailto:tmartinez@cityofchowchilla.org)

The City will make reasonable accommodations in the examination process for disabled applicants. If you have special needs, please indicate such on your application.

The City of Chowchilla does not discriminate on the basis of race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, sexual orientation, sex, or age, in any programs or activities.

Equal Opportunity/ADA Employer



*Chowchilla—  
Rooted in History,  
Embracing the Future.*