



City of San Juan Bautista

*invites your interest
for the position of*

**Community
Development
Director/
Assistant
City Manager**



The Community

The City of San Juan Bautista also known as "The City of History" is a quaint and friendly community nestled in the heart of the San Juan Valley between the Gabilan Mountains and Flint Hills in northern San Benito County. The City is situated near the intersection of State Highways 156/101, 30 minutes south from the world renown Silicon Valley and 30-minutes east of the majestic Pacific Ocean.

The community's refreshing small-town character is reflected by its Historic Third Street, a State Historic Park, and the San Juan Mission, the largest mission in California. The economy relies heavily on tourism and has proactively deferred growth opportunities heralding its small-town character as its top asset. Though primarily an agricultural community and known nationally for its organic farming, San Juan Bautista's streets are lined with a variety of shops and boutiques - many specializing in antiques. Restaurants, an ice cream parlor, saloons, and a coffee roastery provide a range of options enjoyed by guests and residents alike. With a population of just over 2,000 residents, San Juan Bautista offers a relaxing and rural ambiance to all.



City Government and The Community Development Department

The City of San Juan Bautista was incorporated in 1869 as a General Law city. The City operates under a Council-Manager form of government, with a five-member City Council elected at-large to alternating four-year terms. In December of every year, the Council elects one of the Council Members to serve as Mayor for the upcoming year.

Under direction of the City Manager, city services include community development including land use management and historic preservation; public works, including streets, sewer, and water, and city administration. Public Safety, Planning and Building services, City Engineering, Legal and Finance services are provided by contract. The City operates with 8 full-time staff and a FY 20-21 operating budget of \$3.2 million.



The Position and Ideal Candidate

The Position of Community Development Director/Assistant City Manager (CDD/ACM) is a newly created and vital position reporting to the City Manager, a seasoned public sector generalist with more than 30-years' experience working in small local government administrations. The CDD/ACM will oversee and handle a wide variety of Community Development functions including; building, current planning, advanced planning, historic preservation, economic development/housing, and code enforcement. Administration of the City's General Plan, Historic Preservation

Ordinance, Inclusionary Housing Ordinance, zoning code, and development review activities are essential aspects of this role.

This position is an active, hands-on and multi-faceted role that requires a consummate professional that operates with a high level of diplomacy utilizing an open and welcoming interpersonal style, and who embraces working in and being a part of a small-town environment. The key priorities include a need to amend and update the City's General Plan and Housing Element which was initially adopted in 2016, supporting the Historic Resources Board, Planning Commission, and the Urban Growth/Sphere of Influence Ad-Hoc Committee, and to re-establish a meaningful sphere of influence and urban growth boundary on behalf of the City. On a regional level, the CDD/ACM will need to develop and maintain positive work relationships the County of San Benito, the San Benito Council of Governments, LAFCO and an array of special districts and regional planning agencies. Locally, handling inquiries related to homeowner and local business concerns and working with active community efforts to help address the needs of various stakeholders are also key areas of focus.



The unique nature of the City's character requires an engaged and proactive leader who can effectively work with constituents ranging from elected officials, appointed commissioners and volunteer groups. Internal to city operations, a collaborative, team player that provides leadership and guidance throughout the organization is critical given the range of priorities addressed by city staff. Excellent communication skills, both written and verbal are essential in this role. The new CDD/ACM will also be a role model for professionalism, service delivery, and community engagement while operating with a high level of integrity and ethics. This opportunity presents an active, challenging assignment with potential growth to become the next City Manager.

The ideal candidate will be an experienced planning professional that is comfortable working within a small town and

with a small staff of highly dedicated employees. She/he is expected to have a knowledge of the principles and practices of progressive, sustainable and resilient historic preservation, and current and advanced planning strategies and techniques. The position will require a combination of experience and education that provides the knowledge, skills and abilities to perform this job. A typical way to obtain this background would include seven or more years of community development experience serving local government with at least three of those years as a supervisory or manager of staff, and an education equivalent to a Bachelor's degree from an accredited college or university. A graduate degree and AICP are preferred.



Compensation and Benefits

The City of San Juan Bautista offers an attractive compensation and benefits package. The annual salary range for this position is \$90,000 - \$120,000 DOQ. The competitive benefits package includes:

- ◆ Retirement Plan – 457(b) contribution plan with 3% City contribution. the City does not participate in CalPERS.
- ◆ Paid Personal Leave – 10 days annually.
- ◆ Health, Dental, and Vision – The City offers comprehensive plans.
- ◆ Administrative Leave – Accrual at the rate of 12 days annually.
- ◆ Sick Leave – Accrual at the rate of 10 days annually.
- ◆ Employee Assistance Program.
- ◆ Costco membership.
- ◆ Free rent of community hall and park.

For more details about the City of San Juan Bautista, please refer to the City's webpage at <https://www.san-juan-bautista.ca.us>.

The Process

If you are interested in pursuing this desirable and highly rewarding career opportunity, please visit the Avery Associates Career Portal on our website at www.averyassoc.net/current-searches/ to upload your letter of interest, resume and contact information, including email addresses for five work-related references (who will not be contacted until after an interview takes place).

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The final filing date for this recruitment is: April 19, 2021.

Candidates that are invited to interview with the City will be asked to complete a city application and a Supplemental Questionnaire.

If you have any questions regarding this position, please contact Paul Kimura at 408.399.4424 or paulk@averyassoc.net or Bill Lopez at 408.888.4099 or williaml@averyassoc.net.