

The City of Antioch

*invites your interest
for the position of*

**Planning
Manager**



The Community

Antioch is one of California's oldest cities, with a growing population of professionals and skilled workers. Ideally situated on the banks of the San Joaquin River, the City of Antioch offers an abundance of recreational opportunities and cultural facilities and serves as a center point to Northern California, particularly linking the San Francisco/East Bay region to Sacramento and the Central Valley. With a population of over 114,000 residents and growing, the City of Antioch is the second largest city in Contra Costa County.



Families with dreams of home ownership come to Antioch for its stunning neighborhoods, parks, and natural beauty. Land remains plentiful and affordable, compared with other parts of the Bay Area. Antioch is one of the few Bay Area communities that offer affordable housing. The pace of development in Antioch has spurred activity for the healthcare industry, financial and insurance institutions, contractors, and other types of businesses. Increased development has created increased employment in schools, hospitals and other local service sectors.

There's always something to do in Antioch; like the County Fair, playing a round of golf, or roaring down slides at the Prewett Family Water Park. There really is something for everyone who lives, works and plays in Antioch! Antioch is: A COMMUNITY that is proud of its heritage; A COMMUNITY that provides an opportunity to live, learn, work, worship and play in a safe, stimulating and diverse community; A COMMUNITY that is a responsible steward of its economic and natural resources; A COMMUNITY that recognizes its responsibility to the large Delta Region, and will be a pro-active advocate and a leader in promoting regional cooperation.

The City Organization

The City of Antioch incorporated in February 1872 as a general law city and operates under a Council-Manager form of government. Policymaking and legislative authority is vested in a five-member City Council consisting of a Mayor and four Council Members. The four Council Members are elected by District to four-year overlapping terms. The Mayor is directly elected to a four-year term.



The City Council appoints both the City Manager and City Attorney. The City operates on a bi-annual budget cycle with a FY 22-23 all funds budget of over \$179 million with a General Fund of almost \$87 million. City operations has a staffing level of 385 FTE within the departments of the City Manager, City Attorney, Community Development, Economic Development, Public Works, Police, Finance, Human Resources, Information Systems, and Parks & Recreation.

The Position and Ideal Candidate

The Planning Manager is one of three divisional managers, including the Building Inspection Services Manager and Code Enforcement Manager reporting to the Director of Community Development. With responsibility for current and advanced planning functions, the Planning Manager oversees a staff of four comprised of two senior planners, an associate planner, and a planning technician.

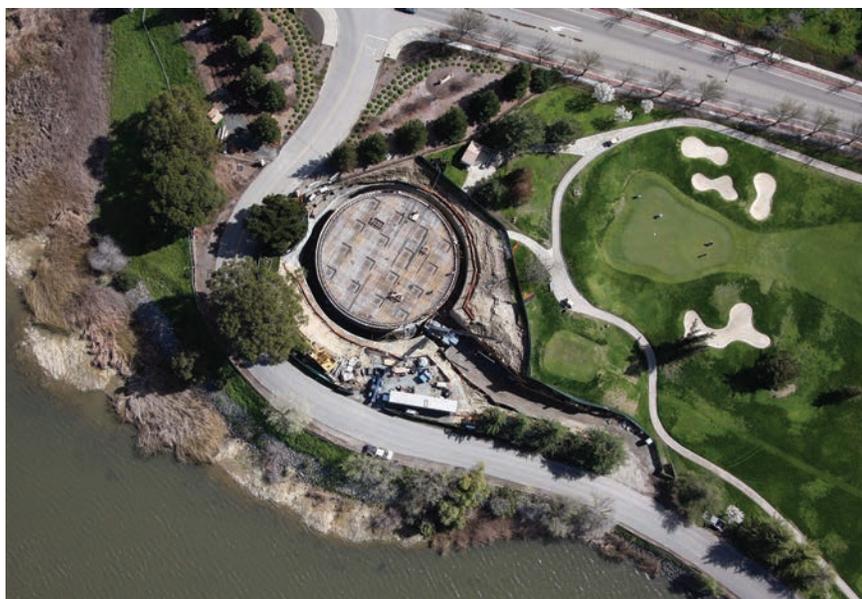
The essential priority for this role will be the comprehensive General Plan update.

The Planning Manager will have complete control and oversight of this project with the last update completed in 2003. Moving forward, it's expected that there will be a large focus on in-fill, re-investment, and revitalization projects. The Housing Element has already been initiated with new and ambitious housing policies and the Zoning Ordinance will also need to be updated following the completion of the General Plan.

Progressive leadership, strong management, and excellent administrative skills are essential to this role as Community Development will be experiencing major organizational changes due to pending retirements, along with a focus on process improvement through all aspects of department and divisional operations. Within an active development environment, the new manager is expected to provide mentorship and guidance to staff, while operating in a hands-on, active and engaged manner.

Project management skills will also be critical in this role. The Planning Manager will serve as staff to the Planning Commission and be a point of contact with stakeholders and the community in leading the General Plan update. This requires excellent interpersonal and presentation skills, effective relationship skills and a keen sense of diplomacy. Along with the streamlining of processes and focusing on efficiency and turnaround time for the development review and approval process, the Planning Manager will empower staff to further develop and expand their capabilities in their respective roles.

The ideal candidate will be a proactive problem solver that is knowledgeable in land use and planning with knowledge



of CEQA, the Subdivision Map Act, and environmental regulations that are specific to California. Experience within an urban setting with numerous in-fill projects will be ideal in this role. The position will require five or more years of increasingly responsible urban or regional planning experience including two years of supervisory and project management responsibility along with a bachelor's degree from an accredited college or university with major course work in urban or regional planning or a related field. A Master's degree in urban or regional planning is desirable and a valid American Institute of Certified Planners (AICP) certification is highly desirable.

Compensation and Benefits

The salary range for this position is \$121,236 - \$147,372 DOQ. In addition to base salary, the City of Antioch offers an excellent benefit package including:

- ◆ Retirement: CalPERS 2.7%@55 for classic members (employee pays 8% of employer contribution); 2%@62 for new members (employee pays 50% of the Normal Cost as determined annually by CalPERS).
- ◆ Deferred Compensation Program: A Deferred Compensation Program is available with a City contribution of 2% of base pay.
- ◆ Health Insurance: Cafeteria-style benefits plan with medical offered by PERS and options for dental and vision for employees and dependents. The City pays 95% of the Kaiser rate and 100% of the most populated dental plan.
- ◆ Vacation Leave: Eleven days annual accrual for years 0-4. Accrual rate increases to fifteen days annually for years 5-9.
- ◆ Holidays: Twelve days annually, and up to Two Floating Holidays annually.
- ◆ Administrative Leave: 80 hours annually granted in January of each year.
- ◆ Sick Leave: Earned at the rate of twelve days annually.
- ◆ The City offers an array of additional benefits including life and LTD insurance; EAP, bereavement and jury leave programs, gym/health club reimbursement, sick leave conversion, vacation buy-back and medical after retirement.



The Process

To pursue this exceptional 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 August 13, 2021.

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