



# CITY OF TRACY, CALIFORNIA

*invites your interest in the position of*



## DIRECTOR OF COMMUNITY AND ECONOMIC DEVELOPMENT



Recruitment Services Provided by Ralph Andersen & Associates





## OPPORTUNITY FOR A DYNAMIC PROFESSIONAL

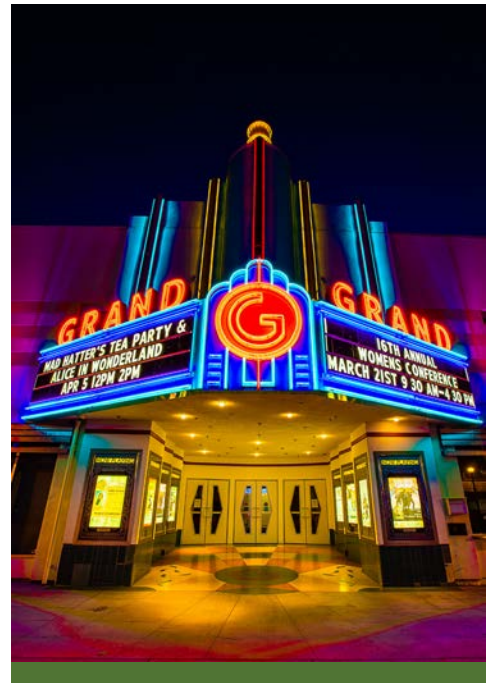
*The City of Tracy, California, is conducting a national search for an experienced and innovative urban planning professional to serve as their next Director of Community and Economic Development. The ideal candidate will be a collaborative and solution-oriented member of the City's executive team. The incoming Director must possess strong leadership skills and a commitment to innovation, community engagement, health, equity, and sustainability. This senior-level executive should be a self-motivated, solution-oriented individual, and possess the skills and abilities to build strategic partnerships that achieve success. The successful candidate must have a reputation for well-grounded, ethical decision-making, superior interpersonal, and communication skills.*

# THE COMMUNITY

With a population of nearly 100,000, the City of Tracy lies at the intersection of its past and its future. Just an hour's drive from the Cities of San Francisco, San Jose, and Sacramento, Tracy is geographically located in the heart of California's Central Valley and at the center of a triangle formed by the convergence of three major California interstate Freeways: 580, 205, and 5. The City's centralized location offers easy freeway access to the vast recreational resources of the San Francisco Bay area, the Delta, Yosemite National Park, and Lake Tahoe. Tracy was founded as a railroad transit hub and became an agricultural centerpiece for food processing plants and small manufacturing operations. In addition, the City has experienced a period of significant growth influenced by the East Bay area of the San Francisco megaregion. Over the last three decades, Tracy has emerged as a prominent growth city where considerable demand for office, distribution, and industrial development has taken place. With this development and the lack of affordable housing in the Bay Area, Tracy has become an attractive residential choice for many Bay Area workers, thereby transforming the City to more of an outer suburb of the Bay Area. Today, Tracy is a richly diverse, predominantly residential community where family, education, tradition, and the arts are highly valued and celebrated. Downtown festivals, parades, farmers markets, holiday celebrations, and a strong sense of community pride are as active as ever, and even more opportunities are on the horizon. Excellent school systems, low crime, a variety of affordable home ownership options, and a high quality of life are just some of the reasons so many are proud to make Tracy their home.

Tracy has an ongoing commitment to providing high-quality, economical, responsive services to the community. The City's pro-business atmosphere is reflected in its large, diverse economic base. Advanced manufacturing, distribution, technology, and health and human services employment sectors are projected to see the highest growth rates. Large employers in the area include Thermo Fischer Scientific, Tesla, Sutter Health, Kaiser Permanente, Amazon, FedEx, Medline, GlassFab Manufacturing, Pacific Medical, Contract Metal Products, Heirloom Carbon Technologies, and Safeway.

- ❖ 98,601 population
- ❖ 30,555 total employed
- ❖ \$106,781 average household income



## THE ORGANIZATION

The City of Tracy is a full-service general law city operating under a Council/Manager form of government governed by a five-member elected body consisting of the Mayor and four Council Members. The Mayor is directly elected to a two-year term and Council Members are elected at-large and serve four-year terms. The Mayor and Council are subject to a two-term limitation. The City Council appoints the City Manager and City Attorney. The City Treasurer is an elected position. Tracy is supported by 507 full-time and 58 part-time employees and a FY2023-24 General Fund budget of \$108.7 million (total budget of \$313 million). The City Manager appoints all department heads. In addition to the City Manager and City Attorney Offices, other City departments include the newly formed Community and Economic Development Department, Finance, Human Resources, Innovation & Technology, Operations & Utilities, Parks & Recreation, and Police.

## THE COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT

The City recently reorganized the Development Services Department to a Community and Economic Development Department that includes planning, building safety, and economic development. The goal in the reorganization was to enhance adaptability, efficiency, and competitiveness by allowing the new Director of Community and Economic Development to focus on the City's strategic initiatives to enhance faster decision-making processes and a clear line of accountability within each division.

The Department's primary responsibilities are developing and implementing comprehensive plans that reflect the goals and policies of the City; ensuring the long-term success of the community through effective management of the City's growth; conducting a detailed analysis of all development proposals to verify consistency with the City's Goals and Policies; and working with other City departments to build and maintain a high quality, balanced, and sustainable community for Tracy's residents, businesses, and visitors.

Currently, the Community and Economic Development Department is budgeted with 32 full-time positions.



# THE POSITION

Reporting to the Assistant City Manager, this at-will position is a key member of the City Manager's Executive Team and provides day-to-day management to the Community and Economic Development Department. Key responsibilities of this position include:

- ❖ Provide leadership and overall direction to Department staff.
- ❖ Provide professional advice and guidance to the Assistant City Manager, City Manager, City Council, and stakeholder groups.
- ❖ Coordinate community development activities with other City departments and regulatory agencies.
- ❖ Evaluate land use, economic development, and growth management proposals to ensure compliance with applicable City, State, and Federal laws.
- ❖ Manage complex issues, rules, and regulations impacting various areas of the City with an entrepreneurial approach to problem solving and timely resolution.

## KEY PRIORITIES FOR THE NEW DIRECTOR OF COMMUNITY AND ECONOMIC DEVELOPMENT INCLUDE:

- ❖ As one of the fastest growing cities for residential and development in California, the City of Tracy has multiple projects that are in various phases of completion. The next Director of Community and Economic Development will lead the team of Planning and Building professionals to coordinate delivery of the residential, commercial, and industrial projects underway.
- ❖ Develop a newly expanded Economic Development team to deliver the objectives of the City's Economic Development Strategic Plan.
- ❖ Working in tandem and in support of the City Manager, the new Director will prioritize resources and efforts to focus on the high priority projects that align with Council policy and direction, such as updating the General Plan and Housing Element.
- ❖ Assessing the department's structure, systems, and processes to determine what is working well, where improvements are needed, and how to best use resources to meet priorities and plan for the future.
- ❖ Evaluate and develop innovative strategies to support economic growth and long-term planning.
- ❖ Continue evaluating regulations from the state regarding housing and other land use issues and evaluate if development standards need to be updated to reflect these changes.
- ❖ Invest in staff development through training and innovation to equip the team to address development challenges.

# THE IDEAL CANDIDATE

The new Director of Community and Economic Development will have exceptional management, interpersonal, and communication skills with a hands-on and proactive approach to addressing a broad range of urban planning, economic development, and development related challenges. The ideal candidate will have a strong desire to work in a team environment and will be a trendsetter with the ability to use experience in urban planning to create and execute strategies that shape innovative solutions to critical issues regarding housing, commercial and industrial development, economic development, and sustainability. The successful candidate will have strong organizational skills to manage shifting priorities and value relationships, encouraging innovation and problem solving while also holding people accountable for quality work. It will be very important that the new Director have a commitment to excellent customer service, strong business acumen and the ability to work effectively with the business and development community as well as community partners and stakeholders.

## QUALIFYING EDUCATION AND EXPERIENCE

**Education and Experience:** Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be: Equivalent to a bachelor's degree in public administration, business administration, economics, planning, or a related field and seven (7) years of management experience in community development, economic development, planning, or a related field. Previous experience at the level of Deputy or Assistant Director of Community and Economic Development is desirable. Public sector experience is highly desirable.



# COMPENSATION AND BENEFITS

The salary range for this position is \$184,800 to \$224,400 annually and will be based on qualifications and career experience. Highly qualified and experienced candidates can expect to be compensated at the top end of the range.

In addition to the salary, the City provides an excellent benefits package, which includes the following:

**Retirement:** CalPERS Classic members receive 2.5% @ 55 formula (single highest year; 8% employee contribution). Second tier members receive 2% @ 55 formula (average of three consecutive highest years; 7% employee contribution). New members receive 2% @ 62 formula (average of three consecutive highest years; 6.75% employee contribution).

**Social Security:** Employee pays 7.65% of gross pay up to \$168,600.

**Deferred Compensation Programs; Mission Square & AIG (formerly VALIC):** Voluntary participation, City pays 5% to Employee 401(a) Plan.

**Health Insurance:** Choice of Kaiser, HMO, POS, or PPO or Sutter Health Plus HMO plan. City contribution fully covers premiums for Kaiser HMO and Sutter Health Plus HMO family plan with dental and vision and provides a generous contribution towards other plans including Kaiser Point of Service Plan and PPO.

**Car Allowance:** \$500 per month prorated per pay period.

**Life Insurance:** City-paid \$225,000 life insurance policy.

**Holidays:** 14 days per year; includes 2 floating holidays.

**Vacation:** 112-240 hours per year depending on years of service.

**Management Leave:** 140 hours per year.

**Sick Leave:** 96 hours annually (unlimited accrual with medical bank option upon retirement).

**Management and Professional Development Benefit:** \$960 per calendar year for job-related expenses.

**Tuition Reimbursement:** Up to \$5,000 per calendar year to a lifetime maximum of \$20,000.

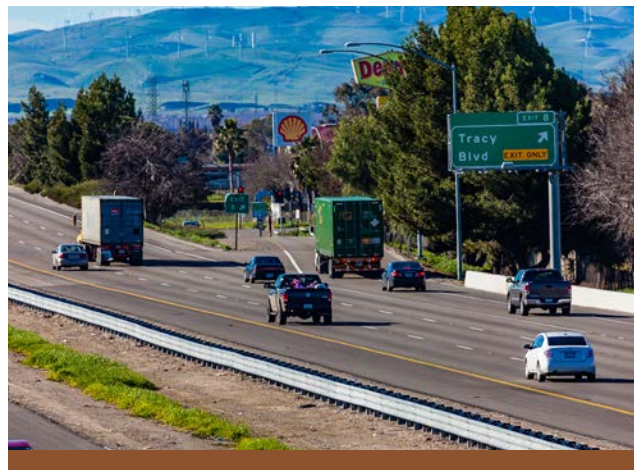
**Flexible Benefit Reimbursement Account:** Employees may elect to enroll in a Section 125 in a Pre-Tax Flexible Benefit Reimbursement Account.



# To Be Considered

This is a confidential recruitment and will be handled accordingly throughout the various stages of the process. Candidates should be aware that references will not be contacted until mutual interest has been established. Candidates are encouraged to apply immediately, with the recruitment closing on **Monday, February 26, 2024**. Electronic submittals are strongly preferred via email to [apply@ralphandersen.com](mailto:apply@ralphandersen.com), and should include a compelling cover letter, comprehensive resume, and five professional references. Ralph Andersen & Associates will work in concert with the City to conduct the initial evaluation of submitted materials to determine the best overall match with the established criteria as outlined in this recruitment profile. Confidential inquiries welcomed to Mr. Fred Wilson, Ralph Andersen & Associates, at (916) 630-4900.

## *The City of Tracy is an Equal Opportunity Employer*



[www.cityoftracy.org](http://www.cityoftracy.org)