

## **Community Resources Agency Director**

### **The Position:**

Under administrative direction, plans, organizes, manages and provides direction and oversight for all functions and activities of the Community Resources Agency, including Building and Safety, Survey, Planning, Environmental Health, Solid Waste, Housing, Engineering, Road Operations, Code Compliance, Geographic Information Systems (GIS), Business and Fleet Services; provides expert professional assistance to County management staff in areas of responsibility; and performs related duties as assigned.

This is a department head classification responsible through subordinate managers and supervisors for the Community Resources Agency activities of the County. The Community Resources Agency Director serves at the pleasure of the appointing authority. The incumbent is accountable for accomplishing agency goals and objectives, for furthering County goals and objectives within general policy guidelines, and for providing highly responsible administrative support to the County Administrator and Board of Supervisors. The incumbent serves as the Planning Director, Local Agency Formation Commission Executive Officer, Environmental Coordinator, Historic Preservation Officer, Airport Land Use Commission Secretary, Floodplain Administrator and the Director of Transportation of which duties are established under California Streets and Highways Code § 2006.1.

### **The Agency:**

The Tuolumne County Community Resources Agency's (CRA) mission is to provide responsible stewardship of community resources in Tuolumne County by providing land use, transportation, construction, housing, environmental, and public safety information and services in an efficient, courteous, professional, and cost-effective manner with the highest degree of customer service.

### **Divisions:**

- Building and Safety
- Business Division
- Code Compliance
- County Surveyor
- Engineering
- Planning
- Solid Waste
- Housing
- Fleet Services
- Engineering Development
- Environmental Health
- Fleet Services

- Road Maintenance
- Geographic Information Systems

### **The Ideal Candidate:**

In addition to performing admirably in the basic functions of the CRA Director, the ideal candidate will be looked upon to be:

- Informed and respectful of the County's past while charting a course for the future
- Committed to the following vision: *"Tuolumne County is a place where all citizens enjoy opportunities to thrive in a safe, healthy and productive community"*
- An advocate of extending *"Gold Standard Service"* to the County's customers and being *"business friendly"*
- Resourceful and solution oriented
- Inclined to remove obstacles and always look for ways to make positive things happen
- Committed to complying with Federal, State and local laws and regulations and yet not overreaching and imposing unnecessary requirements
- Reform minded and a catalyst for ongoing process improvement
- Able to see the big picture and translate policy direction into specific action with desired results

### **Minimum Qualifications:**

*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:*

Bachelor's degree with major coursework in planning, environmental studies, geography, civil engineering or related field and five (5) years of increasingly responsible management level experience in city, county or regional development, engineering, surveying or road operations. A Master's degree in public administration, business administration or related field is highly desirable.

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

Certification as a professional planner from the American Institute of Certified Planners or registration as a Civil Engineer with the California State Board of Registration for Professional Engineers is desirable.

Tuolumne County is located in the heart of the California "Mother Lode" gold country region in the foothills of the Sierra Nevada mountain range. Just 125 miles east of San Francisco, south of Lake Tahoe and home to Yosemite National Park and the Stanislaus National Forest, the area abounds in recreational opportunities and beautiful scenery with many lakes, rivers, hiking

trails and ski areas within its boundaries. Tuolumne County is rich in California history and visitors can step back in time at Columbia and Railtown 1897 State Historic Parks. A strong arts and cultural presence is felt through the Tuolumne County Arts Alliance, live theater venues, art galleries, special events, and museums. A small community atmosphere is prevalent throughout the County and is the hallmark of Sonora, the county seat and only incorporated city, as well as the towns of Twain Harte, Columbia, Groveland, Jamestown, and Tuolumne.

### **Salary and Benefits**

Salary: \$131,376 - \$160,393.08 per year

CALPERS  
Retirement: Formula Dependent upon Hire Date

Cafeteria  
Program: \$1,110—\$1,451.71 contributed towards health benefits, or \$500.00 cash out option per month

Life Insurance: County-paid \$200,000 life insurance policy

Personal Leave: 240 hours personal leave per year, increases with years of service

Holidays: Eleven (11) paid holidays per year

Deferred  
Compensation: 457 Plan (7% County match after first year and 8% match after five years)

### **APPLICATION AND SELECTION PROCESS**

Candidates must complete and submit a County application online via the website listed below. Please include a cover letter, resume and copies of all degrees and certificates.

The County Administrator and Human Resources Manager will conduct an initial screening for minimum qualifications. Those applicants who pass the screening will be invited to appear before a series of interview panels which will evaluate education, experience, qualifications and assess your “fit” with our community. Following this process, the CAO will present a selection of top candidates to the Board of Supervisors who will conduct a final interview during closed session. The successful candidate will receive a contingent offer followed by an extensive

background and reference review that will be conducted prior to final appointment.

**Apply on-line at [www.tuolumnecounty.ca.gov](http://www.tuolumnecounty.ca.gov)**

**FINAL FILING DATE: FRIDAY, OCTOBER 7, 2016**

Tuolumne County is an Equal Opportunity Employer. Arrangements may be made to accommodate applicants with disabilities.

**Tuolumne County Human Resources Department  
2 South Green Street  
Sonora, California 95370  
(209) 533-5665, FAX: (209) 533-5901**