



Koff & Associates  
A Gallagher Company

# Planning and Environmental Manager



CITY OF

OXNARD



CALIFORNIA



## THE CITY OF OXNARD

Located on the beautiful Southern California coast, the City of Oxnard is the most populous city in the County of Ventura with over 210,000 residents. Nestled about 60 miles northwest of Los Angeles and 35 miles south of Santa Barbara, Oxnard prides itself on its rich diversity and culture. Although agriculture remains a major industry, Oxnard enjoys an expanding economy based on a healthy combination of commercial and manufacturing development, tourism, and the U.S. Navy. Oxnard residents enjoy a spirit of community pride with an unsurpassed quality of life enhanced by the charm of this coastal community, the natural environment and solitude of the nearby Los Padres National Forest, and the cultural and educational amenities of a diverse and vibrant urban setting. Local assets include acres of new housing among tree-lined streets, parks, and beaches, two thriving military bases, a full-service deep-water port, master planned industrial parks, prime commercial and retail sites, a regional medical center and hospital, and a flourishing public regional university, California State University Channel Islands. In addition, there are golf courses, marinas, and wonderfully landscaped streets. There is a small-town atmosphere in this seaside city where fields of strawberries flourish along many roads, and the Mediterranean climate supports year-round activities ranging from walking on the beach, a concert in the park or sailing

to the Channel Islands. It is an ideal coastal community and an excellent place to raise a family that offers oceanfront recreation and outdoor adventures, award winning festivals and friendly, safe neighborhoods. Oxnard offers an exceptional quality of life.

## THE POSITION

The Planning & Environmental Manager performs a variety of supervisory, administrative, and technical work in the direction of current planning programs; participates in the development and implementation of major planning functions of the City including permitting, annexation, land use, zoning, coastal planning, environmental issues and related municipal plans and policies; performs related duties as assigned. Additional administrative responsibilities including overseeing staff projects and the review and preparation of project reports for submission to Planning Commission, City Council and other federal, state and county regulatory agencies.

This is an exciting time of growth and development to join a city that recently passed a one and a half cent sales tax, has a significant CIP list, a major downtown development plan, 3000 housing units in the permitting process with an estimated 1000 units under construction, numerous commercial/industrial and residential/mixed use projects, housing/homeless programs and more!

### Essential Function include but are not limited to the following:

- Assume management responsibility for activities, operations, and services of the Current Planning Program.
- Develop, implement, and maintain Planning program goals, objectives, policies and priorities for appropriate service areas, the General Plan, zoning, subdivision, Environmental Codes, adopted development policies and mapping system; directs planning studies and projects.
- Prepare, coordinate and present reports, and presentations on Current Planning issues for Planning Commission, City Council, community groups and regulatory agencies; ensure timely actions on the Planning Commission directives and initiatives; ensure implementation of City Council resolutions on departmental matters.
- Advise the City Council, Planning Commission, City Manager, Department Director, and others on departmental issues; assembles necessary resources to solve a broad range of programmatic and service delivery problems in Current Planning.
- Oversee the selection, training and evaluation programs for Planning Professional and technical personnel; provide and/or coordinate staff training; identify and resolve staff deficiencies and provide solutions.
- Monitor and stay informed of trends in the urban planning field and community development matters, including legislation, court rulings, and professional practices and techniques; evaluate their impact on City operations and recommend policy and procedural improvements.







- Attend and participate in professional, and community meetings as necessary; respond to and resolve sensitive and complex community and organizational inquiries and complaints.
- Processes significant development projects including major subdivisions, residential planned developments, commercial, and industrial complexes.
- Maintain and update General Plan elements on a regular basis; prepare and review detailed staff reports; conducts specialized research to support major planning projects.
- Assists in the preparation of new City ordinances and the revision of existing ordinances; review development and redevelopment plans; ensure the proper administration and enforcement of the City's zoning, housing, and related codes.
- Oversee and participate in the development of the Planning budget; participate in the forecast of necessary funds for staffing, materials, and supplies; discuss and resolve budget issues with appropriate staff; implement adjustments as necessary.
- Serve as a resource for the Planning Services team; coordinate divisional activities with other divisions, departments, and programs, as well as outside organizations; provide information and resources to City officials, departments and other organizations as is appropriate.

## THE IDEAL CANDIDATE

The ideal candidate will be a visionary and transformational leader who understands the effectiveness of being a team player and leading from the front. This position requires a results-oriented, problem solver who thrives in a collaborative environment. The successful candidate will build and maintain a departmental culture of open and honest communication, creatively working together, while implementing practical process improvements and enterprise solutions. The ideal candidate will be a customer service focused leader who understands the need to provide and keep timelines, bring fresh ideas and resolution to challenging situations, and have the confidence, compassion, and ability to have honest and open conversations when necessary. The next Planning & Environmental Manager will have solid organizational skills, the ability to manage changing priorities, and a willingness to delegate appropriately to navigate projects and programs from inception to completion in a timely manner.

## Key Attributes, Skills, and Characteristics

- A successful track record implementing permit process improvements and procedures to meet customer demand and satisfaction. A willingness to try new things is imperative.
- A background of leadership in a busy, public-sector organization with strong technical knowledge (CEQA, Subdivision Map Act, etc.) and solid regulatory planning skills.
- A willingness to invest in staff development, employee growth, and to build a results oriented, high performing, team-oriented work culture.
- Be detail oriented and ensure high levels of quality work products
- Exceptional political acumen to build trust, confidence, and credibility with all stakeholders.
- Strong organizational and planning skills with in-depth knowledge of federal, state, and local ordinances, laws, and developmental codes and compliance.
- An effective manager of projects and people. A team builder and collaborator that exhibits leadership and a positive presence while building and maintaining effective relationships with a diverse staff and the public.
- Financial acumen to administer and identify budget problems and devise procedural change and resolution.
- Theories, principles, procedures, standards, practices, information sources and trends in the fields of current planning; land use, coastal planning, physical design, demographic, environmental, and social/economic concepts as applied to municipal planning.

## QUALIFICATIONS

### Education and Experience:

- A Bachelor's degree in urban or regional planning, economics, architecture, landscape architecture, or a related field.
- The equivalent of six (6) years of directly related experience as a full journey level professional Planner.
- One (1) year plus in a lead or project management capacity.

### Highly Desirable:

- A Master's degree in urban planning is highly desirable.

## WORK SCHEDULE

The normal workweek is Monday-Thursday, 8:00 am - 6:00 pm, and alternating Fridays, 8:00 am- 5:00 pm. This position may be required to be available to work additional hours as needed to respond to workload needs.

## SALARY AND BENEFITS

**The salary range for this position is \$97,886.05 - \$161,301.92 DOE.**

- Retirement benefits through the California Public Employees' Retirement System (CalPERS). "Classic" members are covered under the 2% at age 55 formula and "New" members are covered by the 2% at age 62 formula. Classic and New Members are required to pay a member contribution to PERS towards their retirement plan. The City does not participate in Social Security.
- Paid Administrative Leave of 40 hours per fiscal year
- The City provides \$1543.00 in cafeteria dollars monthly towards the total premium for medical insurance for you and eligible dependents
- The City contributes \$66.80 monthly towards dental insurance
- A life insurance policy in an amount equal to one times annual salary, plus \$5,000
- The City provides a long-term disability coverage plan
- Paid Annual Leave which accrues at the rate of 6.24 hours biweekly or 162.24 hours annually for employees with less than five years of service
- The City operates on a 9/80 schedule with every other Friday off
- Twelve (12) paid holidays per year
- Paid Bereavement Leave
- A Wellness Program that provides up to \$500 per fiscal year for eligible expenses
- A Flexible Spending Plan
- The City contributes 1% of salary to a 401(a) deferred compensation plan (no employee match requirement)

## APPLICATION AND RECRUITMENT PROCESS

**This position will be open until filled and candidates are encouraged to apply now.**

To be considered, please electronically submit your resume, cover letter and a list of five professional references (references will not be contacted in the early stages of the recruitment) to:

<https://koffassociates.com/planning-environmental-manager/>

Resumes should reflect years and months of positions held, as well as size of staff and budgets you have managed. For additional information, please contact:



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Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the executive recruiter. Koff & Associates will report the results to the City. The City will then select candidates who will be invited to participate in a formal interview process. Extensive reference and background checks will be completed on the selected candidate.



### Equal Opportunity

*The City of Oxnard is an Equal Opportunity Employer and welcomes applications from all qualified applicants. We do not discriminate on the basis of race, color, religion, sex, national origin, age, marital status, medical condition, disability or sexual orientation.*

