



# The County of Ventura Planning Division

## Ventura County Rated as the Best Place to Live

Nestled on the Pacific coast, Ventura County offers a spectacular natural setting covering 1,873 square miles. In 2015, the U.S. Department of Agriculture (USDA) rated Ventura County as the most desirable place to live within the contiguous United States. Combined with a strong economic base that includes a wide range of industry sectors, including biotechnology, healthcare, agriculture, oil production, military testing and development, and tourism, the county boasts a very high quality of life for the 850,000 ethnically diverse residents who call Ventura County home.

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Invites Applications for a  
**Planning Manager -  
Commercial and Industrial Permits**  
**\$92,097.87 to 128,949.66 Annually**

**With An Excellent Benefits Package**

The County of Ventura offers a competitive management compensation and benefits package. The annual salary range for the Planning Manager - Commercial and Industrial Permits is \$92,097.87 to \$128,949.66. Placement within the approved salary range will be dependent upon career experience and qualifications.

## The Planning Division Who We Are

With a relatively young and engaged staff, Planners and managers in the Planning Division form a team of competent and creative professionals committed to providing a full complement of public services to the residents and businesses of the county. There are currently 24 full-time Planners engaged in current and long-range planning, condition compliance, historic preservation, land conservation act preservation, resource management, and a variety of regional and special programs. The Division's employees work within five sections: Residential Permitting, Commercial & Industrial Permitting, Long-Range Planning, Planning Programs, and Permit Administration. To view organizational charts and information on the myriad programs managed by the Planning Division, please visit us on the web at <http://vcrma.org/planning>.

## The Ideal Candidate Seeking a Proven Leader

The ideal candidate will be a highly-motivated individual with expertise in planning principles and practice, exceptional communication skills, and proven success managing, mentoring, and motivating.

He/she will demonstrate the ability to maintain a consistent and high quality work product and a track record of planning experience that includes implementing Zoning Ordinance regulations and General Plan policies, and experience reviewing, drafting, and editing California Environmental Quality Act (CEQA) documents.

This individual will also be comfortable interacting with elected or appointed officials, will be accustomed to fostering collaboration among diverse stakeholders, and demonstrate leadership ability, including high-level project management experience and the ability to identify and reach consensus on solutions to complex problems.

This position requires a combination of education and experience equivalent to graduation from an accredited college or university with a Bachelor's degree in City Planning, Urban Planning, or a closely related field and five or more years of professional planning experience, including increasingly responsible experience performing varied and complex current planning work and experience managing professional staff. Highly desirable for this position is a Master's degree in Urban Planning, and membership in the American Institute of Certified Planners (AICP), extensive knowledge of the California Environmental Quality Act (CEQA). Experience implementing state or local regulations that pertain to the extraction of natural resources (e.g. surface mining, oil, and gas production).



## The Position What You'll Do

The candidate selected for this position will manage the Commercial and Industrial Permits Section of the Ventura County Planning Division. As part of a management team working to achieve county-wide planning goals, the Commercial and Industrial Permits Section of the Ventura County Planning Division will report directly to the Planning Director, Kim Prillhart. This manager will cultivate trust with staff, elected officials, community members, commissions, applicants, and diverse stakeholders. The Commercial and Industrial Permits Planning Manager will have a key role managing complex land-use projects and mentoring the next generation of Associate and Senior Planners.

### Specific responsibilities of the position include the following:

- ▶ Serve as the overall manager for one section of the Planning Division. Supervise, train, motivate, and review the daily activities of assigned staff.
- ▶ Communicate clearly and concisely, and make effective oral and written presentations.
- ▶ Review complex technical reports and oversee the preparation of staff reports and documents prepared by subordinate staff, including preparation of notices, reports, ordinance and resolutions, plans, maps, and agendas for public hearings.
- ▶ Assign and monitor work to meet Permit Streamlining Act deadlines, public hearing deadlines and departmental performance measures.
- ▶ Supervise assigned professional planning staff in administering development review in compliance with County zoning ordinances and subdivision ordinance, CEQA, the Surface Mining and Reclamation Act (SMARA), and consistent with policy implementation of the General Plan, Local Coastal Plan and Area Plans.
- ▶ Work with the Planning Director to develop and monitor annual Division work programs, budget, and fees.
- ▶ Attend Board of Supervisors, Planning Commission and Planning Director hearings as well as Municipal Advisory Council and other citizen meetings as needed.
- ▶ Develop land use policies as a member of the Planning management team;
- ▶ Monitor data in the Division's Accela permit tracking system and identify ways to utilize technology to the advantage of the Planning Division.
- ▶ Serve as project manager on special projects, as assigned.

**A detailed description of job duties can be accessed online at [www.ventura.org/human-resources](http://www.ventura.org/human-resources).**



*Shopfront diagram: Elements and dimensions, that when combined, make the Shopfront facade.*

STANDARDS	SHOPFRONT		AWNING <sup>[1]</sup>	
	MIN.	MAX.	MIN.	MAX.
a <sup>1</sup> Height to top of transom (clear)	10 ft.	16 ft.	-	-
a <sup>2</sup> Height to bottom of awning/canopy (clear)	8 ft.	10 ft.	8 ft.	18 ft.
b Width of storefront bay(s)	10 ft.	15 ft.	-	-
c Height of bulkhead	1 ft.	3 ft.	-	-
d Depth of recessed entry	<i>no min; 10 ft. max for up to 50% of façade</i>			
e Percentage of glass area of ground floor façade	70%	90%	n/a	n/a
<b>SECONDARY FRONTAGE</b>				
f Min. Storefront length	25 ft.	-	-	-

## Salary and Benefits What We Offer

The County of Ventura offers a competitive management compensation and benefits package. The annual salary range for the Commercial and Industrial Permits Planning Manager is \$92,097.87 to \$128,949.66. Placement within the approved salary range will be dependent upon career experience and qualifications. The County also offers a comprehensive benefit package, including the following:

- ▶ Educational Incentive Pay which provides an additional 2.5%, 3.5%, or 5% salary bonus, dependent upon the advanced degree held;
- ▶ A flexible benefits program for which the County contributes a set biweekly amount to be allocated among a choice of medical, dental and vision plans for the employee and any dependents;
- ▶ The option to participate in a County sponsored HMO for full medical coverage with low monthly premiums.
- ▶ Participation in the County retirement program (defined retirement benefits vest after 5 years of service); and,
- ▶ Annual leave of 208 hours (increasing to 288 hours after five years of service) in lieu of vacation/sick leave;
- ▶ This benefits summary is not a full listing of all benefits.

Please refer to the management resolution dated December 18, 2016 on the County of Ventura Human Resources website for an accurate description of all benefits associated with this position.

See: <http://www.ventura.org/human-resources/memorandums-of-agreement>



## How To Apply We Welcome Your Application

To be considered for this vacancy, please submit an online County of Ventura employment application and cover letter to the County of Ventura Human Resources Department. All application materials are available at <http://www.ventura.org/human-resources/jobs>. The payroll title on the Human Resources website for this position is Planning Manager - Commercial and Industrial Permits .

This recruitment is accepting applications on a continuous basis until sufficient applications are received and may close at any time. Applicants are encouraged to apply as soon as possible. Candidates with the most relevant qualifications and experience will be invited to an oral examination. All questions on this recruitment can be directed to Ms. Liz Sandoval at (805) 654-2482.