



## WHAT WE OFFER

The County of Ventura offers an attractive compensation and benefits package. Aside from our salary of approximately \$129,348 to \$181,106 an employee within this position will also be eligible for the following:

- **Educational Incentive** - An educational incentive of 2.5% for completion of an associate's degree, 3.5% for completion of a bachelor's degree, OR 5% for completion of a graduate's degree.
- **Executive Administrative Leave** - The candidate selected for this position will earn 248 hours per year, increasing to 288 hours after 5 years of service, to 328 hours after 10 years of service, and to 368 hours after 15 years of service or other public service.
- **Annual Leave Redemption** - The ability to "cash in" or redeem up to 100 hours of Annual Leave per year after using 80 hours.
- **Deferred Compensation** - Eligible to participate in the County's 401(k) Shared Savings Plan and/or the Section 457 Plan. This position is eligible for up to a 3% match on your 401(k) contributions.
- **Health Plans** - You are afforded a flexible credit allowance of up to \$11,622 annually for purchasing medical, dental, and/or vision insurance from a group of authorized plans.
- **Flexible Spending Accounts** - Employees may also participate in the Flexible Spending Accounts which increase their spending power by reimbursing them with pre-tax dollars for IRS approved dependent care and health care expenses.
- **Pension Plan** - Both the County and you contribute to the County's Retirement Plan and to Social Security. If you are eligible, you may establish reciprocity with other public retirement systems such as PERS.
- **Holidays** - 10 paid days per year which includes a scheduled floating holiday.

## OUR COUNTY AND COMMUNITY

Ventura County is located on California's "Gold Coast," approximately 35 miles northwest of Los Angeles and 20 miles southeast of Santa Barbara. Residents enjoy rolling hills and sweeping ocean views in a nearly perfect Mediterranean climate with an average annual temperature of 74.2 degrees. The beauty and weather combined with a wonderful quality of life are among the many reasons our residents choose to call Ventura County "home."

Ventura County is a "general law" county, governed by a five-member, elected-by-district Board of Supervisors. The Supervisors appoint a County Executive Officer (CEO) to oversee the County budget, day-to-day operations, as well as to advise, assist and act as an agent for the Board of Supervisors in all matters under the Board's jurisdiction.

County operations have an operating budget of approximately \$2.3 billion with a staffing allocation of 8,900. The County has excellent financial standing with its AAA rating, the



highest possible long-term bond rating, from Moody's and Standard & Poor's. The County excels in its financial and business operations which are based in continuous process improvement and was just ranked as the third best large County in the United States for its use of technology to improve services and boost efficiencies for the public.

## **THE AGENCY**

The primary goal of the Resource Management Agency is to protect the health, safety and welfare of the general public through administration and enforcement of County ordinances, Board policy, and state and federal laws regarding land use, and commercial and environmental regulation.

The Agency includes five (5) divisions including the Planning Division. The chief responsibility of the Planning Division is to regulate the use of land and structures within unincorporated areas of the county. Using these regulations and others, the Planning Division issues permits for uses and structures and enforces both permit conditions and maintains consistency with the County's Zoning Ordinances and General Plan.

## **THE POSITION**

Under general administrative direction of the Director-Resource Management Agency, the Deputy Director - RMA Planning manages the Planning Division with a \$6 million annual budget including approximately forty (40) professional staff within five (5) sections which include Long Range Planning, General Plan Update, Permit Administration, Residential Permits, Commercial/Industrial Permits, and Planning Programs.

The successful candidate will be an experienced and highly motivated part of the Resource Management Agency's executive leadership team. He or she will have a mix of technical knowledge and professional judgment and discretion that comes from years of experience in various programs within planning management. This individual will also be self-motivated, adaptable, organized and efficient with outstanding interpersonal, written and verbal communication skills, and problem-solving abilities.

The successful candidate will be dedicated to customer service and demonstrate leadership skills managing a division with a commitment to innovation, sustainability and diversity. They will have a reputation for managing change; and establishing and maintaining productive working relationships with individuals both internal and external to the Division. Additionally, they will possess a proven understanding of budgets, revenue sources, and cost control while effectively and efficiently utilizing public resources.

The ideal candidate will possess experience developing balanced and consistent land use policies, objectives, and plans; coordinating the formulation of land use planning and zoning with officials of local cities and community groups; resolving conflicts between existing land use laws, ordinances, regulations, and policies among stakeholders and regulatory agencies; evaluating the social, economic, and environmental matters of land development and zoning



## County of Ventura - Planning Director for Resource Management

Agency

issues; public outreach documents and press releases and giving media interviews as well as experience working with State agencies, such as the State Division of Oil, Gas, and Geothermal Resources and Department of Fish and Wildlife. Also desired is experience with state wide legislative analysis. Two (2) years' experience working with Accela Automation and training and/or experience with Lean Six Sigma or similar process improvement programs and efforts are preferred.

This is at-will classifications exempt from the provisions of the Civil Service Ordinance.

### Examples Of Duties

Duties may include but are not limited to the following:

- Plans, organizes and directs the day-to-day operations and all programs of the Planning Division;
- Develops and establishes policies, procedures and practices to interpret adopted codes and ordinances including interpreting complex code provisions consistent with the purpose and intent of such codes;
- Ensures compliance with all applicable laws, regulations and ordinances for all program areas within the Planning division including reviewing and editing policy documents, staff reports, California Environmental Quality Act (CEQA) documents, public hearing notices and exhibits, and official correspondence;
- Meets and collaborates with community groups and various stakeholders to develop comprehensive and balanced land use policies;
- Assists in the development and implementation of division budgets, fee schedule updates, and agency policies and procedures as part of the Agency's executive management team;
- Prepares reports and recommendations, makes formal presentations to the Board of Supervisors, Planning Commission, advisory boards, and the general public, etc.;
- Selects, trains, supervises and evaluates management, supervisory and support staff including imposing disciplinary actions;
- Maintains professional working relationships with consultants, architects, engineers, building contractors, and members of the public while effectively evaluating complex problems and providing solutions for resolving issues;
- Coordinates activities with other County agencies/departments, federal, state, regional and local agencies;
- Represents the Agency and Director in various forums;
- Reviews and approves staff reports for appeals made to regulatory agencies, commissions and the Board of Supervisors;
- Directs the development and implementation of new programs and activities engaging in process improvement techniques and events;
- Reviews and approves filing of criminal complaints, staff reports for appeals made to



regulatory agencies, commissions and the Board of Supervisors on enforcement related actions;

- Performs other related administrative duties as required.

#### Typical Qualifications

#### **EDUCATION, TRAINING, and EXPERIENCE**

Progressively responsible planning management experience.

The required knowledge and abilities also can be obtained by nine (9) or more years of progressively responsible planning experience

#### INCLUDING

Five (5) years or more of supervisory and management experience.

#### **NECESSARY SPECIAL REQUIREMENTS**

California Driver's License

Considerable to extensive experience:

- Within public administrative services including human resources, budget preparation and program development;
- Interpreting and complying with federal, state, local laws and regulations including CEQA applicable to the Planning division;

Some experience:

- Implementing process improvements
- Making public presentations to boards, commissions, the general public and the press;
- Using automated land use management systems.

#### **DESIRED**

Bachelor's and Master's Degree in Planning, Architecture, Civil Engineering, Environmental Studies, or another related urban planning field.

Two (2) years' experience working with Accela Automation.

Experience:

- Developing balanced and consistent land use policies, objectives, and plans;
- Coordinating the formulation of land use planning and zoning with officials of local cities and community groups;
- Resolving conflicts between existing land use laws, ordinances, regulations, and policies among stakeholders and regulatory agencies;



- Evaluating the social, economic, and environmental matters of land development and zoning issues;
- Creating public outreach documents and press releases and giving media interviews;
- Working with State agencies, such as the State Division of Oil, Gas, and Geothermal Resources and Department of Fish and Wildlife;
- Engaging in and receiving training related to Lean Six Sigma or similar process improvement programs and efforts.

### **Knowledge, Skills, and Abilities**

Comprehensive knowledge of: modern principles of organization, public administration and management; federal, state, local laws and regulations including CEQA applicable to the Planning division.

Some knowledge of process improvement methodologies, such as Lean Six Sigma.

Skilled in: public outreach including giving media interviews and press releases; legislative analysis; use of automated land use management systems, such as Accela Automation.

Ability to: manage multiple complex programs; supervise, direct, coordinate and implement major projects and programs; collect, analyze and interpret data; set objectives; prepare technical reports and make recommendations; supervise, train and evaluate the work of management, professional and technical subordinate staff and impose discipline actions; establish and maintain effective relationships with others; communicate effectively orally and in writing; deal effectively with various levels of government and public individuals and groups.

To APPLY for this exceptional career opportunity, please send a **resume, and a cover letter which demonstrates your work experience including** nine (9) or more years of progressively responsible planning experience including five (5) years or more of supervisory and management experience within public administrative services including human resources, budget preparation and program development, and interpreting and complying with federal, state, local laws and regulations including CEQA applicable to the Planning division.

Also include your experience:

- Implementing process improvements, such as Lean Six Sigma;
- Making public presentations to boards, commissions, the general public and the press;
- Using automated land use management systems including Accela Automation.;
- Developing balanced and consistent land use policies, objectives, and plans;
- Coordinating the formulation of land use planning and zoning with officials of local cities and community groups;
- Resolving conflicts between existing land use laws, ordinances, regulations, and



County of Ventura - Planning Director for Resource Management  
Agency

policies among stakeholders and regulatory agencies;

- Evaluating the social, economic, and environmental matters of land development and zoning issues;
- Creating public outreach documents and press releases and giving media interviews;
- Working with State agencies, such as the State Division of Oil, Gas, and Geothermal Resources and Department of Fish and Wildlife.

Submit in one of the following ways:

- E-mail to: [Katie.reynolds@ventura.org](mailto:Katie.reynolds@ventura.org);
- Mail to:

Katie Reynolds, Personnel Analyst  
County of Ventura, Human Resources  
800 South Victoria Avenue, L-1970  
Ventura, CA 93009; OR

- Submit an on-line application and attachments (resume and cover letter) at [www.ventura.org/jobs](http://www.ventura.org/jobs).

### **RESUME EVALUATION**

All resumes will be reviewed weekly beginning March 25, 2019, to determine if the stated requirements are met. All relevant work experience, training and education need to be included to determine eligibility.

### **INTERVIEW PROCESS**

Following a structured evaluation of the resumes, the most qualified candidates will be invited to a panel interview. The top candidates, as determined by the panel, will then be invited to a second interview with the RMA Director and RMA executive management. The interviews may be consolidated into one process or expanded into multiple interviews contingent upon the size and quantity of the candidate pool.

### **BACKGROUND INVESTIGATION**

The selected candidate may be subjected to a thorough background investigation which may include inquiry into past employment, education, criminal background information, and driving record. In addition, the successful candidate may be subjected to Live Scan fingerprinting.

For further information about this recruitment, please contact Katie Reynolds by e-mail at [katie.reynolds@ventura.org](mailto:katie.reynolds@ventura.org) or by telephone at (805) 654-2563.