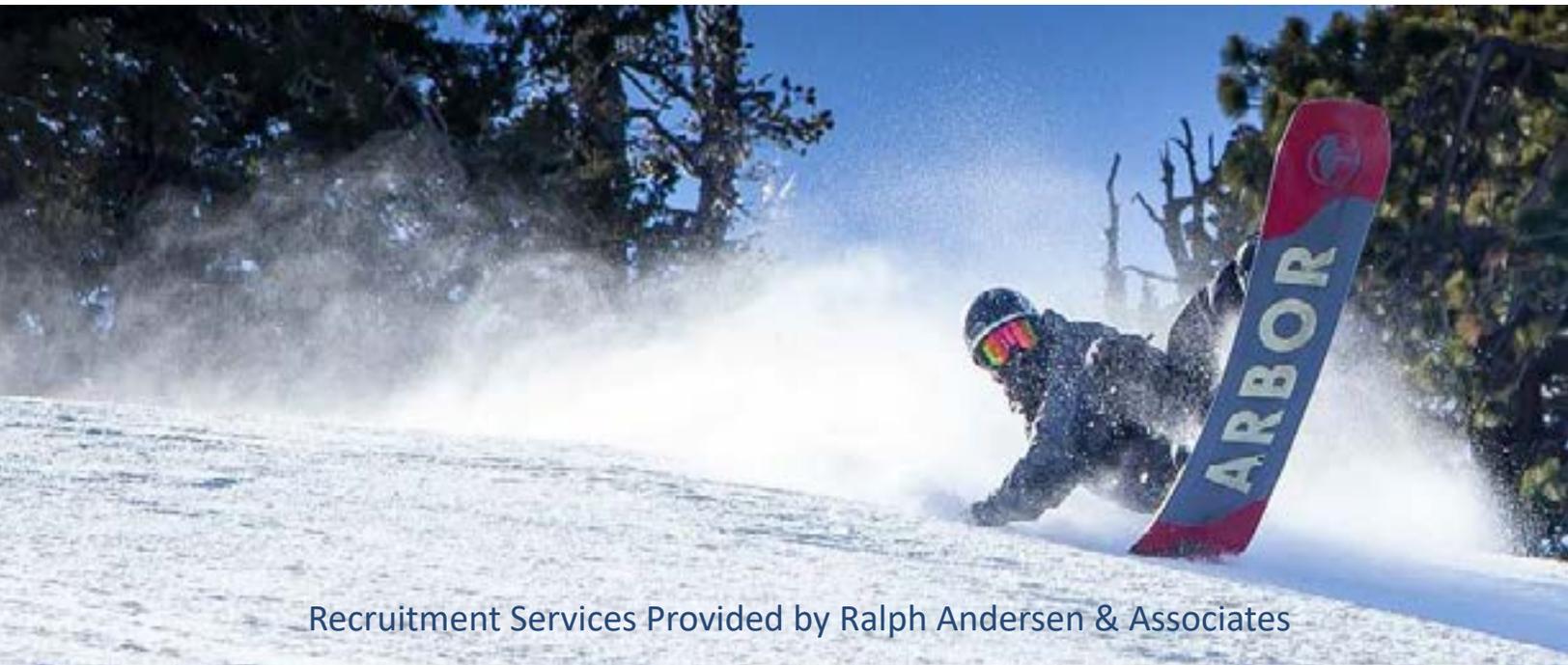




City of Big Bear Lake **Planning Director**





The Opportunity

An outstanding executive career opportunity awaits a talented planning professional in one of the nation's premiere resort communities. Professionally, the selected candidate will have the ability to lead a small team of talented staff on meaningful projects in an organization known for its great culture. Personally, the opportunity awaits to enjoy incredible year-round recreational activities amidst a full bounty of natural beauty.

The City of Big Bear Lake

The City of Big Bear Lake is a four-season resort community nestled in the heart of the San Bernardino National Forest. Located a short distance from the Los Angeles Metropolitan area, it attracts a large number of visitors from Southern California and beyond. Serving a full-time population of just over 5,000 residents, the City covers an area of approximately 6.95 square miles on Big Bear Lake's south shore. As a premiere resort community, the City of Big Bear Lake is organized to provide services for many, many more than its permanent population. As such, it has a much larger budget, staff, and capacity than cities of comparable size.



City Government

The City of Big Bear Lake is a Charter City operating under the Council-Manager form of government. Five Council Members are elected at large for four-year overlapping terms. The Mayor is chosen on an annual basis by the members of City Council. The Council is responsible for policy-making and general oversight and appoints the City Manager to conduct daily operations through a professional staff in accordance with the law and appropriate procedures. Reporting directly to the City Manager is a Director of Government Services and a Director of Development Services. The Planning Director reports directly to the Director of Development Services. Public safety functions are contracted.

The Position

Reporting to the Director of Development Services, the Planning Director oversees four staff and a contractor who perform a full range of planning functions for the City of Big Bear Lake. Key responsibilities for the position include:

- Timely review of development proposals, projects, plans, and applications for compliance with appropriate regulations and policies.
- Prepare special planning and environmental studies through staff and consultants.
- Research, pursue, and monitor applicable grant opportunities for the City.

Challenges and Opportunities

The next Planning Director will be presented with a number of known challenges and opportunities in which to excel including:

- Development in the City of Big Bear Lake is confronted with conflicting goals. New development is desired but creates more traffic on the City's roadways. More affordable housing is needed, but an increase in housing density threatens the charm of the community. The Planning Director must be sensitive to these competing priorities.
- The City's General Plan was last updated in 1999 and is due to be refreshed in 2020. While a refresh will not be a completely new plan, updates will cascade into changes in the development code.
- The Village Specific Plan was created in 1987 and has successfully guided development in the City of Big Bear Lake's featured downtown area. An update to the plan will provide renewed guidance for the upcoming years.
- While the City of Big Bear Lake's Housing Element extends to 2021, the Regional Housing Needs Assessment is due for update in 2019.

The Ideal Candidate

In addition to being ethical, well-qualified, and experienced, the next Planning Director must possess certain traits that will be essential for success:

- Excellent written and verbal communication skills and strong technical skills. The City of Big Bear Lake expects well-prepared reports and presentations.
- An energetic self-starter, willing to take the lead on plans and initiatives. With a small planning department, the Director must engage in the day-to-day work of the department yet must also be proactive and lead efforts that will advance the state of planning for the City.
- As the City of Big Bear Lake has benefited greatly from strong regional relationships, the next Planning Director must effectively create and maintain strong collaborations with its partners.

Qualifications

Education: A bachelor's degree from an accredited college or university in Urban Planning, Public Administration, or related field. A Master's degree is highly desirable, as is an AICP certification.

Experience: Seven years of increasingly responsible, related, public sector experience with minimum of five years of supervisory experience is also required.



- React to changes in applicable state and federal laws by updating City ordinances and policies regarding planning, zoning, development, and environmental requirements.
- Provide consultation to architects, builders, attorneys, contractors, engineers, and other members of the public regarding the City's policies and services.
- Provide staff support, communication, and coordination with the City's Planning Commission.
- Prepare agenda reports, ordinances, and presentations that will be provided to the Planning Commission, City Council, and other groups regarding complex planning projects and City programs with staff recommendation and analyses.
- Preparation and oversight of the annual budget for the Planning Department.
- Provide staff with the necessary resources, guidance, and supervision to complete their duties in a professional manner, deliver feedback, and conduct performance evaluations.
- Establish and maintain positive relationships with various city staff and officials, representatives of community organizations, state and local agencies, consultants, and members of the public.



Compensation and Benefits

The City of Big Bear Lake offers a highly attractive salary and benefits package for the position of Planning Director. The annual salary range is \$120,000-\$140,000. Placement within the salary range will be competitive and dependent upon career experience and qualifications.

The City of Big Bear Lake offers an excellent benefits package including the following:

- **Retirement:** The City is a member of the San Bernardino County Employees Retirement Association (SBCERA), a well-funded system that offers reciprocity to other plans including CalPERS. The City currently offers a formula of 2% @ 55 with prior qualifying public service or, effective January 1, 2013, a formula of 2.5% @ 67 for new participants.

- **Insurance:** The City provides excellent insurance plans for employees including paid family HMO health and dental coverage. Additionally, life insurance and family vision coverage are provided.
- **Leave:** The selected candidate will receive negotiated amounts of vacation leave, in addition to administrative leave, personal days, and sick leave. Also, the City operates on a 9/80 work schedule.

Interested candidates are encouraged to contact Ralph Andersen & Associates for further details regarding the compensation and benefit package of this executive position.

Recruitment Process

This is a confidential process 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.

Interested candidates must apply **no later than April 10, 2019** to Ralph Andersen & Associates by sending a compelling cover letter and a comprehensive resume to apply@ralphandersen.com. Top candidates may be asked to complete a supplemental questionnaire with responses to specific questions.

Recruitment Timeline

- Recruitment Closes: April 10, 2019
- City Review of Candidate Submittals: Week of April 29, 2019
- Panel Interviews: Week of May 13, 2019
- Finalist Interviews: Week of May 20, 2019

For further information or questions on the recruitment process, please contact Mr. Greg Nelson at (916) 630-4900. Confidential inquiries are welcome.

The City of Big Bear Lake is an Equal Opportunity Employer.

