

CITY OF FORTUNA

EMPLOYMENT OPPORTUNITY

COMMUNITY DEVELOPMENT DIRECTOR / CITY ENGINEER

Full-time, with benefits | FLSA Exempt | At-Will

SALARY: DOQ/DOE

APPLICATION: Please apply online at www.governmentjobs.com by creating an account and submitting your application to the City of Fortuna.

FINAL FILING DATE: Open Until Filled (First review: [Insert Date])

DEFINITION

Under administrative direction of the City Manager, plans, organizes, directs, and reviews the functions and activities of the City's Community Development Department and performs the statutory and administrative duties of the City Engineer. Oversees planning, zoning, building and housing programs; leads engineering for public infrastructure; reviews and approves subdivision and development plans; and performs related work as required. Work is performed with extensive latitude for independent judgment and initiative.

DISTINGUISHING CHARACTERISTICS

This is a full-time, executive management position responsible for the functions of Community Development and Engineering. Work is typically performed in an office environment with periodic field work, including site visits and inspections, which may occur in inclement weather.

SPECIAL CHARACTERISTICS

- This position is "At-Will"; employment may be terminated by either the employee or the City at any time, with or without cause.
- This position is classified as FLSA Exempt under the Executive (Managerial/Supervisory) exemption.

ESSENTIAL FUNCTIONS – COMMUNITY DEVELOPMENT

- Overall administrative responsibility for long-range policy and program development, including planning, zoning, building inspection, housing programs, redevelopment, and general community development activities.

- Provide professional technical direction and guidance in the formulation of planning and community development programs; prepare and present recommendations to the City Council, Planning Commission, and other boards and commissions.
- Maintain liaison with citizen groups, businesses, regional and county planning partners; establish and maintain effective public relations.
- Develop and administer the department budget; oversee grants and contracts; ensure compliance with applicable laws and regulations, including CEQA.
- Supervise, evaluate, and develop staff; foster a high-performance, service-oriented culture.
- Serve as professional advisor to the City Manager, City Council, Planning Commission and other bodies on planning and community development matters.

ESSENTIAL FUNCTIONS – CITY ENGINEER

- Provide professional engineering approval and expertise where required by statute
- Provide professional mentorship and supervision of staff seeking professional engineering credentials
- Approve or condition subdivision tentative maps; approve parcel and final maps; determine survey monument requirements; and approve subdivision improvement plans and cost/security instruments.
- Develop and maintain public improvement standards and specifications; review and approve engineering plans, specifications, and estimates; perform or oversee final inspections and acceptance of public improvements.
- Serve as Traffic Engineer (or manage consultant), including traffic safety analysis, signal timing, and recommendations to improve traffic conditions; determine parking time zones and loading zones within the right-of-way.
- Review and approve encroachment permits and site-specific traffic control plans; enforce minimum requirements for public right-of-way access and ADA considerations.
- Authorize special approvals for grading and erosion control measures outside established standards when warranted by site conditions.

ADDITIONAL MANAGEMENT FUNCTIONS

- In coordination with Public Works
 - Provide engineering expertise in the planning, development, and delivery of the City's Capital Improvement Programs
 - Manage consulting and construction contracts, project budgets, schedules, and quality control.
 - Coordinate land use, infrastructure, and permitting to ensure development readiness and maintenance-aware approvals.
- Attend and present at City Council and commission meetings; prepare reports and recommendations on community development and engineering matters.

MINIMUM QUALIFICATIONS

Education & Experience

- Bachelor's degree in Civil Engineering, Urban/Regional Planning, Public Administration, or a closely related field. A Master's degree in Planning, Public Administration, or related field is desirable.
- Seven (7) years of increasingly responsible professional experience in municipal planning, development services, and/or civil engineering, including three (3) years in a supervisory or management capacity.
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job may be considered.

Licenses & Certifications

- Valid registration as a Professional Engineer (PE) in the State of California in Civil Engineering, or the ability to obtain California registration within six (6) months of appointment.
- Valid California Class "C" Driver's License and acceptable driving record.
- AICP certification is highly desirable.

Knowledge, Skills, and Abilities

- Principles and practices of civil engineering, municipal planning, zoning, subdivision, site development, and building code administration.
- Applicable federal, state, and local laws and regulations related to land use and development, including CEQA and accessibility standards.
- Project management, contract administration, budgeting, procurement, and grant management.
- Effective communication, public presentations, consensus-building, and customer service in a public agency environment.

ESSENTIAL PHYSICAL ABILITIES

- Sufficient clarity of speech, hearing, and vision to communicate effectively and review a wide variety of materials in electronic and hard-copy formats.
- Sufficient manual dexterity to operate a computer, telephone, and related equipment; ability to lift, move, or maneuver materials as necessary to perform job duties.
- Sufficient mobility to visit various worksites, attend meetings, and conduct field inspections; ability to sit or stand for extended periods.

BENEFITS SUMMARY

The City offers a comprehensive benefits package including CalPERS retirement, medical, dental, vision, life insurance, paid vacation, sick leave, and holidays. Deferred compensation plans are available. Detailed benefits information is available from Human Resources and in the applicable MOUs.

EQUAL OPPORTUNITY & REASONABLE ACCOMMODATION

The City of Fortuna is an Equal Opportunity Employer. The City makes reasonable accommodation for qualified individuals with disabilities in accordance with applicable laws. Applicants requiring accommodation during any phase of the process should notify the City Manager's Office by the final filing date.

THE COMMUNITY

Fortuna is a small rural community located in the heart of the redwoods along the Eel River, approximately 20 miles south of Eureka. Residents enjoy quality rural living with year-round outdoor recreation and access to nearby higher education institutions.