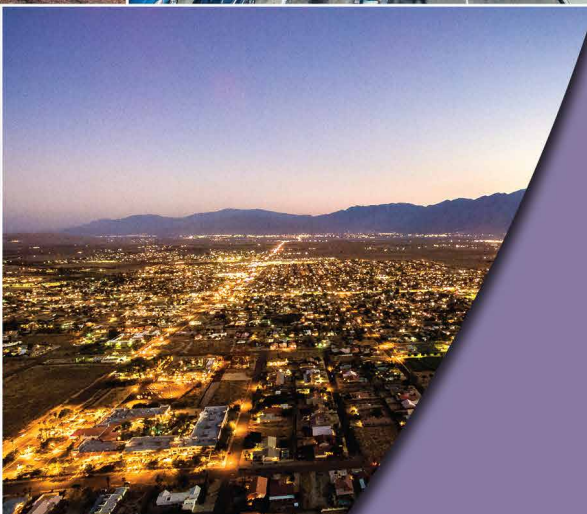
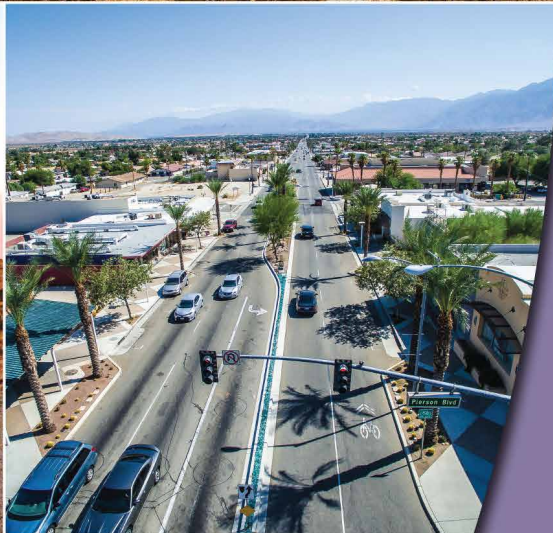




# CITY OF DESERT HOT SPRINGS, CA

INVITES YOUR  
INTEREST IN  
THE POSITION OF

## PRINCIPAL PLANNER



**BOB MURRAY  
& ASSOCIATES**  
EXPERTS IN EXECUTIVE SEARCH



# THE COMMUNITY

With its elevated views of the Coachella Valley and thousands of acres of gorgeous mountain preserves, Desert Hot Springs is one of the fastest growing communities in Southern California. Minutes from an international airport, golf, shopping, renowned restaurants, major sporting events and more, this spa destination city beckons visitors and resort recreational developers.

Known for its healing natural mineral waters, relaxing spas, clean air and elevated views, Desert Hot Springs is characterized by its small-town friendly atmosphere. Despite its recent growth spurt, hometown traditions like its annual holiday parade continue on. The parade, which began in 1990, is the longest running in the Coachella Valley.

Residents and visitors enjoy traditional gathering spots: The Community Center, Public Library, Senior Center, and one extremely unusual gem - Cabot's Pueblo Museum. The City is also known for its active Chamber of Commerce and annual events such as the Spa Tour.

Desert Hot Springs is built over one of the world's finest natural hot mineral water aquifers. Naturally occurring mineral waters bubble and percolate to the surface in this get-away-from-it-all destination. Not surprisingly, spas rule in Desert Hot Springs. You can calm and renew in polished marble resorts, retro-hip motels or ultra-exclusive celebrity retreats. The City also boasts pure and delicious award-winning municipal drinking water.

*"The City of Desert Hot Springs is committed to becoming a world class health and wellness destination based upon its famous miracle waters, unique desert ecosystem, spectacular mountain views, and natural environment."*

# THE ORGANIZATION

The City of Desert Hot Springs has a Council/Manager form of government (City Charter §200). Its governing body, the Desert Hot Springs City Council, is comprised of five members including the mayor, all of whom are elected by City residents. The City currently holds elections on the first Tuesday

Known for its healing natural mineral waters, relaxing spas, clean air and elevated views, Desert Hot Springs is characterized by its small-town friendly atmosphere.

of November in even-numbered years. The Mayor and Council members serve four-year terms.

# THE POSITION

Under general direction of the Community Development Director, the Principal Planner performs a variety of advanced level management and planning functions, including managing planning division projects and staff; overseeing and administering complex land use and related projects, making presentations before various City and Community groups; and performing related tasks as required.

Essential functions of the Principal Planner include but are not limited to:

- Plans, organizes and directs activities of the Planning Division; develops plans and recommends changes in policies and procedures.
- Manages and participates in complex and sensitive professional planning projects, conducts research, analyzes problems; evaluates alternatives and makes sound recommendations.
- Oversees and participates in specialized planning functions such as large-scale development proposals and environmental studies.
- Conducts and oversees technical investigations regarding planning projects; reports conclusions and recommendations.
- Manages, evaluates, and supervises the work of professional and support staff; counsels staff on



performance issues; and provides training and professional development.

- Makes presentation before the City Council, Planning Commission, community groups, and other organizations.
- Identifies, prepares and submits grant applications, administers grant funds.
- Serves as the Environmental Coordinator for the City ensuring compliance with the California Environmental Quality Act (CEQA).
- Serves as advisor to the Community Development Director and the Planning Commission.
- Assists Community Development Director in preparing and monitoring the department budget.
- Negotiates contracts with consultants; monitors and coordinates consultant activities.
- Prepares various reports; state and federal applications; correspondence, tabulations and summaries.



## THE IDEAL CANDIDATE

The City of Desert Hot Springs seeks a Principal Planner with extensive previous experience in public sector land use planning, who is well organized, innovative, and highly resourceful, with strong interpersonal skills and a can-do attitude. The ideal candidate will be a proven leader that consistently demonstrates the ability to collaborate, to create and maintain a positive work environment, and to find creative solutions to development issues. The ideal candidate will exhibit excellent analytical and design skills, sound judgment, attention to detail, integrity, and consistent follow-up. The City is seeking a strategic leader who will think outside the box and offer creative solutions to problems that will best meet the needs of the City and community. The role of the Principal Planner requires an individual who is able to appreciate both the big picture and interconnectedness of the built environment, as well as the details of each development project. The

The ideal candidate will exhibit excellent analytical and design skills, sound judgment, attention to detail, integrity, and consistent follow-up.

incumbent should expect to interact with the general public and elected officials on a regular basis. He or she will be looked upon to gain collaboration and compliance from landowners, developers, and their representatives. As such, a person with strong oral and written communication skills, a track record of consensus building, and the ability to maintain credibility within the community will be ideal. Candidates with demonstrated abilities to work cooperatively with councils, commissions, and community groups will be valued.

The incoming Principal Planner will have knowledge of principles, procedures, standards, practices and trends in the field of urban planning; land use, physical design, demographic, environmental and social/economic concepts as applied to municipal planning; theories, principles and practices of City Planning, Climate Change and Greenhouse gas impact of proposed development and modernization projects; municipal government structure and how City Planning relates to and interfaces with other city functions; statistical and research methodology; federal, state and local laws, ordinances and regulations related to planning and community development; understanding of quality architecture and landscaping with regard to urban

development; Microsoft Word, PowerPoint, and Excel; understanding of the Brown Act with regard to Public Hearings and Agendas; and understanding of GIS and project tracking systems.

Qualified candidates will possess a bachelor's degree from a recognized four-year college or university with specialization in Urban Studies, City and Regional planning, Environmental Planning, Public Administration or a related field; at least 5 (five) years of progressively responsible experience in local planning, overseeing the preparation and certification of Environmental Impact Reports (EIRs), and development and adoption of planning and zoning documents including Specific Plans and zoning districts, and two (2) years supervision of professional staff and/or professional consultants. A master's degree in Urban Planning and AICP certification is highly desirable but is not as critical as a solid history of productive experience.

## THE COMPENSATION

The salary for the Principal Planner is \$93,960 - \$114,208 annually, dependent upon qualifications. The City of Desert Hot Springs also offers a competitive benefits package including the following:

**Retirement** – CalPERS 2% @ 60 Classic Members; 2% @ 62 New Members (PEPRA)

**Vacation** – Employees accrue 80 hours of vacation leave for the first five years; after five years, employees accrue 120 hours of vacation leave.

**Holidays** – 11 annual holidays.

**Sick Leave** – Employees accrue 80 hours per year of sick leave.

**Insurance** – The City provides a maximum contribution amount towards the cost of medical, dental and vision coverage available to employees and dependents; life insurance is paid by the City.

**Deferred Compensation Plan** –

Available for interested employees, offered through ICMA.



## TO APPLY

If you are interested in this outstanding opportunity, please apply online at:

**[www.bobmurrayassoc.com](http://www.bobmurrayassoc.com)**

**Filing deadline:**

**November 15, 2020**

Following the closing date, resumes will be screened according to the qualifications outlined above. The most qualified candidates will be invited to personal interviews with Bob Murray & Associates. A select group of candidates will be asked to provide references once it is anticipated that they may be recommended as finalists. References will be contacted only following candidate approval. Finalist interviews will be held with the City of Desert Hot Springs. Candidates will be advised of the status of the recruitment following selection of the Principal Planner.

If you have any questions, please do not hesitate to call Ms. Carmen Valdez at:

(916) 784-9080

***The City of Desert Hot Springs is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Desert Hot Springs will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.***

