college or university with major course work in urban planning, business or public administration, or a related field. Candidates with an advanced degree highly desired. Qualified candidates must also have at least seven (7) years of increasingly responsible professional experience, including four (4) years of administrative and management responsibility. Candidates must have possession of a valid Class C California Driver’s License.

COMPENSATION

The annual salary range for the Community & Economic Development Director is 186,119.65 - 241,974.72; placement within this range is dependent upon qualifications and experience of the selected candidate. The City also offers a generous benefits package including but not limited to:

California Public Employees’ Retirement System (CalPERS) – Current CalPERS members who have an original membership date with CalPERS prior to January 1, 2013 are considered “Classic” members with a 2.5 @ 55 formula. The retirement formula for those who do not qualify as Classic members is 2.0% @ 62 (PEPRA). The City does not participate in Social Security.

Deferred Compensation –

401(a): Eligible date of hire. If an employee elects to enroll in the 401(a) plan, the City contribution is 9.49% and the employee mandatory contribution is 7.0% - 20% (may not exceed IRS contribution limits). Total contributions are limited to the annual amount specified by Federal law. NOTE: Enrollment in the 401(a) plan is irrevocable.

457: Eligible date of hire. There is no City contribution. Total contributions are limited to the annual cap amount specified by Federal law. There are three plan options currently available: ICMA, Nationwide and CalPERS.

Personal Leave – 122.42 hours annually (4.70 hours per pay period). 100% of personal leave accrued annually is available for cash out. Upon separation from the City, employee is paid for any unused balance.

Vacation – Maximum accrual up to 41.6 days/year based on years of service. Vacation may be accrued to a maximum of 2.0 times the employee’s current accrual rate. Vacation accrual may be converted to cash at the employee’s request.

Car Allowance – Eligible date of hire; determined by City Manager for specified managers up to $350 per month.

For more information, visit: fairfield.ca.gov/executive

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If you have any questions, please do not hesitate to call Ms. Carmen Valdez at: (916) 784-9080.
THE COMMUNITY

Fairfield, the heart of Solano County, is a diverse and growing community located halfway between San Francisco and Sacramento, close to Napa and Sonoma. With 24 parks, numerous bike trails and two championship golf courses, Fairfield is a great family community with just over 119,000 residents. It is a thriving business hub with notable international companies such as Jelly Belly, Anheuser-Busch, Clorox, Ball Metal, and Meyer Corporation. It is home to a 1.0M sq. ft. regional shopping center, a large auto center, and Travis Air Force Base. Bordered by farms and vineyards, the City’s well-developed infrastructure and business-friendly attitude provide the foundation for strong growth and an enhanced quality of life.

In Fairfield, festivals and community activities are abundant year-round. Downtown Fairfield plays host to a variety of events and festivals including parades, craft fairs, the Certified Farmers Market, the Tomato Festival, the Blues, Brews & BBQ Festival, and the annual Holiday Tree Lighting Ceremony. The intimate 380-seat Downtown Theatre hosts a broad range of entertainment from comedy to musicals and concerts to high drama. The City also sponsors a variety of sports and entertainment activities for the young and young at heart. Preschool, art, crafts, dance, music, and nature study programs are offered at the City’s Community Center. A network of parks with jogging and bike paths within and around the City offer ample opportunities for hiking, picnics, and other outdoor activities.

Fairfield thrives on a prime commercial real estate location, room for growing businesses, and a large and talented workforce. Its central location, desirable water quality, extensive transportation networks, reasonably priced properties, and proximity to Northern California’s world-famous destinations make Fairfield a prime location for both residents and businesses alike.

THE ORGANIZATION

The City of Fairfield is a full-service city operating under a City Council/City Manager form of government. The City Council includes a Mayor, elected at-large, and six Councilmembers elected by district to four-year, staggered terms. The City Clerk and the City Treasurer are elected positions, while the City Manager and City Attorney positions are appointed by the City Council. Fairfield has a FY2024 total budget of $438 million, of which almost $137 million represents the General Fund, and has a workforce of 619 FTEs. City operations are organized into ten departments: City Manager’s Office, Community Development, Finance, Fire, Housing Services, Human Resources, Information Technology, Parks & Recreation, Police, and Public Works.

The City of Fairfield is also a forward-looking organization with a long history of innovative practices. The City seeks a candidate who is energized by creative ways to expand the economic base, while bringing the technical skills to ensure smooth operations and top-notch service. The organization prides itself on a collaborative and healthy workplace culture, and the successful candidate’s character will reflect the values of the City.

THE POSITION

The City seeks a talented and creative professional who is inspired by the opportunity to shape an exciting future for the Community Development Department and community. The Community Development Department consists of 27 FTEs whose primary focus is on expanding the economy in Fairfield and ensuring that the built environment is safe, aesthetically appealing, and logically planned. The Director oversees the Economic Development Division, the Building and Safety Division, and the Planning Division.

The next Director must be a global thinker who brings bold new ideas, while also possessing the technical skills to administer policies and procedures. The successful candidate will be someone who can see the vision for the future of Fairfield as a thriving destination for residents and business alike, and deliver on the vision. To achieve Fairfield’s vision, there are numerous major initiatives in the Community Development Department that the successful candidate will oversee:

- Coordinating the first comprehensive update to the General Plan since 1992. The process has identified a community desire to see more urban density in place of suburban sprawl, more emphasis on multi-modal transportation, ensuring environmental stewardship, and supporting a burgeoning agritourism industry in the nearby Suisun Valley.
- Modernizing the development permitting process by reviewing internal workflows, improving interdepartmental coordination, and implementing a new Energy Land Management System.
- Advancing the vision of the Heart of Fairfield Specific Plan, with a focus on revitalizing Downtown Fairfield as a Food and Arts District and increasing the amount of multi-family and mixed-use housing.
- Managing the development of multiple master planned communities, including substantial expansion of the regional serving transportation network, in the Northeast part of town.
- Seeking out and attracting new businesses, with a particular focus on advanced manufacturing and food and beverage technologies, to fill available space in any one of Fairfield’s six business parks.

The Community & Economic Development Director reports to the City Manager and is a member of the Senior Leadership Team, comprised of the City’s department heads. As a member of the Senior Leadership Team, the Community & Economic Development Director will assist in making critical organizational decisions and game-planning the approach to delivering on City Council priorities. The successful candidate should be someone who participates in outside professional organizations, brings new ideas to the table, and seeks out best practices for the organization.

THE IDEAL CANDIDATE

The successful candidate should be a collaborative, adaptable, and open-minded individual who learns quickly and leads by example. As a committed mentor, they will support staff development and provide learning opportunities while maintaining high performance standards. This individual should have confidence in their recommendations and feedback and is expected to work well with other departments. The ideal candidate should also be a mindful leader who cares for the well-being of their associates and knows how to lead a team through difficult situations. The incoming Director will have a firm grasp on bringing forward community and economic development and new opportunities for the Department. Candidates should have knowledge of principles and practices of economic development, building and safety, municipal planning and zoning, local, state, and federal laws, as well as organization and personnel management. The successful candidate will exhibit confidence in their ability to communicate complex information and should be comfortable presenting to the public. The ideal candidate brings a passion for chasing excellence and demonstrates an ability to gain cooperation through discussion and persuasion. Knowledge of principles and practices of leadership, motivation, team building, and conflict resolution is essential. The successful candidate must have the ability to analyze budget and technical reports on a continuous basis; interpret and evaluate staff reports; understand laws, regulations, and codes; observe performance and evaluate staff; and problem solve Department related issues.

Qualified candidates must possess a Bachelor’s Degree from an accredited
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