



The City of Mt. Shasta Planning Manager

The City & Community: The City of Mt. Shasta is located in far Northern California, fifty miles south of the Oregon border at the base of majestic Mount Shasta. The Shasta Trinity National Forest surrounds the community. Several lakes, miles of rivers and streams, and thousands of acres of back country provide an outstanding environment for many summer and winter outdoor activities. The Fourth of July Celebration, Labor Day Car Show and Cruise, and the Christmas Tree Lighting and Santa's Sleigh Ride are just a few popular community events.

Mt. Shasta is a full-service General Law City, incorporated in 1905. It currently has 3,268 residents, although the population of its sphere of influence is approximately 7,000. The City operates under a Council-Manager form of government. The City's \$8.5 million annual operating budget provides a full range of public services, including police and fire protection, public works, water and wastewater utilities, and planning and building.

The Position: Under the direction of the City Manager, this is a working manager position that plans, organizes, manages, and provides administrative direction and oversight of all functions and activities of the Planning Department; assumes management responsibility in planning, overseeing, and directing staff, operations, and services of the City's Planning Department and performs complex planning studies, coordinates assigned activities with other City departments, officials, outside agencies, and the public; and fosters cooperative working relationships among City groups. The position must determine the municipal and environmental impact of proposed land use and development projects in accordance with the California Environmental Quality Act (CEQA); as well as other related work as required.

Education & Experience: The ideal candidate is committed to excellence and customer service, possesses exceptional interpersonal and communication skills (both oral and written), is an energetic self-starter and has a reputation for professional integrity. This position requires any combination equivalent to a bachelor's degree in planning, public administration, business administration, economics, or related field and four years experience performing municipal planning functions including work with California legal requirements. A master's degree in urban planning and/or an American Institute of Certified Planners (AICP) certification is desired.

Compensation & Benefits: The current salary range is \$7,358 to \$8,094 per month. Benefits include a cafeteria plan for health, dental and vision insurance and the City covers the cost of the monthly premium. Employees may choose to participate in two plans for employee, employee plus children or employee plus family. The position receives P.E.R.S. 2% at 62 (new members) or 2% at 55 (classic members) retirement plan, 12 holidays per year (96 hours), sick leave (8 hours/month), bereavement leave (40 hours), and vacation days, which accrue monthly at a rate that increases with tenure (80 to 160 hours). The City also has two employee-funded deferred compensation plans available. A hybrid work schedule is available, with the opportunity to work from home when feasible.

How to Apply: Interested applicants can obtain a job description and application from City Hall by phoning 530-926-7510 or on the City's website at www.mtshastaca.gov under Human Resources. Applications and resumes must be submitted to City Hall, Attn: Human Resources at 305 N. Mt. Shasta Boulevard Mt. Shasta, CA 96067 or by email to jpolk@mtshastaca.gov or by fax at (530) 926-1342. The position is open until filled. Resumes will not be accepted without a completed application.

The final candidate must successfully pass a pre-employment background check and drug screen.