

# Community Development Director

## Essential Information

**Employer:** City of San Juan Bautista  
**Address:** P.O. Box 1420  
311 Second Street  
San Juan Bautista, CA 95045

**Phone:** 831-623-4661  
**Website URL** [www.san-juan-bautista.ca.us](http://www.san-juan-bautista.ca.us)

The City of San Juan Bautista Invites Applicants For

## **COMMUNITY DEVELOPMENT DIRECTOR**

Incorporated in 1869 San Juan Bautista is rich with culture and history and offers a refreshing small town atmosphere filled with the charm and character of the past. With a population of approximately 1,700 people San Juan Bautista is located 44 miles south of San Jose and occupies 450 acres in San Benito County. Major attractions are the Mission San Juan Bautista and adjacent State Park, El Teatro Campesino theater group, and Fremont Peak State Park in the Flint Hills northeast of town.

The Community Development Director reports directly to the City Manager and is responsible for planning, organizing, and coordinating Planning, Building, Engineering, and other activities related to the economic and residential development of the City and the preservation of historic resources. The Community Development Director may also serve as the Acting City Manager in the absence of the City Manager and assist the City Manager in the preparation of the annual budget, other reports and administrative policies, and may represent the City Manager at meetings with the County of San Benito and various community organizations.

The City of San Juan Bautista is a small city with limited staff, financial means, or clerical resources. Employees are expected to be able to multi-task, prepare their own work and accomplish their assigned tasks with a minimum amount of clerical and staff support.

Current salary range is \$54,000 to \$63,000. The City provides health benefits, life insurance, and a 457 deferred compensation benefits plan for its employees. San Juan Bautista is a non-PERS retirement agency.

Degree in Urban Planning, Public Administration or related field required. Must have experience or knowledge of principles and practices of CEQA, historic preservation, and current urban planning laws.

Send cover letter and resume to [ad\\_responsetp@yahoo.com](mailto:ad_responsetp@yahoo.com) by July 16, 2010.