OUR PURPOSE
We champion experiences that engage, excite, and elevate our community.

OUR VALUES
KINDNESS
Selfless concern for all

GRIT
Passion & resilience in everything we do

SOLUTIONS DRIVEN RESULTS
Courageous, creative, and collaborative results
MISSION STATEMENT

The mission of Eastvale is to provide exceptional customer service to its residents and businesses and to continue to attract new businesses to invest and locate in order to build a strong, stable community with an excellent quality of life, superior public safety, and a vital business community.

We Exceed Eastvale’s Expectations Every Day.

BUDGET

The City’s fiscal year 2019-20 combined operating and capital improvement expenditure budget is $36.1 million. Projected revenues are $41.3 million.

STRATEGIC GOALS

On November 14, 2018, the City Council adopted Eastvale’s Strategic Plan. The Strategic Plan serves as a “blueprint” for the City on where to go, what to do, and how to get there—successfully. Through the public input process and discussion with City Council members and community stakeholders, the following goals were among those identified as top priority items.

- Enhance traffic safety enforcement education
- Elevate dining experience
- Create value-added development
- Strengthen organizational development and effectiveness
- Diversify and enhance revenue streams
- Incentivize new business opportunities
- Create an inclusive commUNITY
- Evaluate the City’s franchise agreements
- Build a substation in Eastvale
- Establish an independent zip code for the City of Eastvale
- Create appealing signage/landscaping at entry/exit points in the City to welcome residents and guests to Eastvale
- Build a library in Eastvale

THE COMMUNITY

An award-winning City, Eastvale was ranked #17 of the 50 Best Places to Live in America, the #12 Safest City in California, and the Public Relations Society of America’s 2019 Polaris Award Recipient

Eastvale, one of California’s newest cities, incorporated as a General Law City on October 1, 2010. Roughly ten years prior, Eastvale was a part of the world-famous Chino dairy area, home to thousands of dairy cattle and only a handful of residents. Today, Eastvale has an ever-growing population of 73,700 residents. Roughly 90% of the City’s 13.1 square miles is developed and served by a variety of local and regional shopping centers. Eastvale residents are proud of their community, the incorporation as a city as well as the chance to chart their own future.

Eastvale is a young and dynamic community in Western Riverside County filled with economic opportunity and strong values. The City Council values and encourages public participation in the governing process. Eastvale remains one of the bright spots in the local economy. Several housing tracks and commercial projects are under construction, and the pace of housing growth in Eastvale exceeds that of cities several times its size. The median household income is reported at $116,000 by the U.S. Census Bureau.

THE ORGANIZATION

The City’s motto is “Community, Pride, and Prosperity.”

The City organizational structure includes four City departments: the City Manager’s Office, the City Clerk’s Office, the Community Development Department and the Finance Department. The functions of the Community Enhancement & Safety Division report directly to the Community Development Department. The functions of the Talent Attraction and Development Division and the Public Information/Communications Division report directly to the City Manager’s Office. Contract services are utilized for Public Works, Engineering, Building & Safety, and Planning. The Riverside County Sheriff’s Department provides Police services, and CALFIRE provides Fire services. Additionally, water, sewer, parks, and recreation functions are performed by Jurupa Community Services District (JCSD).

The City operates under a Council/Manager form of government and has a five-member City Council comprised of members elected by district. Each Council Member is elected for four years with staggered terms. The Council selects one of its members each year to serve as Mayor. The City Council selects the City Attorney and the City Manager, who are directly accountable to the governing body. For purposes of day-to-day administration, the City Manager carries out the City Council’s policy directives. The City has a cohesive, customer service and team oriented workforce of 31 City employees.

Additional information about the City of Eastvale can be found at the links below:

We are Eastvale: https://www.youtube.com/watch?v=ldWuohQ4WQI
Eastvale State of the City 2019: https://www.youtube.com/watch?v=qJETURdP4e4
City of Eastvale Economic Development: https://www.youtube.com/watch?v=HWlVfM2X1Qw
THE IDEAL CANDIDATE

The City of Eastvale is seeking a dynamic, experienced professional with strong collaborative leadership skills and demonstrated expertise in all areas of municipal planning to lead the City’s Planning initiatives. The ideal candidate must have the ability to thrive and achieve in a dynamic fast-paced team-centric environment where the opportunity to leave a strong legacy exists; and must possess and demonstrate many of the following personal and professional attributes:

- An experienced professional with excellent verbal, written and interpersonal communication skills who is comfortable working with and making presentations to elected officials, developers, the business community, and partnering agencies. Build and maintain successful working relationships with other agencies, developers, and stakeholders.
- A sincere commitment to public service and in creating culture, entertainment, and a sense of people and places for the City of Eastvale.
- Be a strategic business minded leader who can successfully manage a planning team, and an efficient permitting process.
- Understand the political nuances of community planning and navigate the political challenges effectively; be diplomatic and demonstrate political acumen while staying actively attuned to the community’s interests and concerns.
- Demonstrate a proactive, customer focused attitude; a champion of organizational efficiency and customer service to residents and businesses.
- Promote interdepartmental teamwork and collaboration with the skills and ability to balance, instruct, inform, and inspire; as well as to create vision, execute strategy, and coach/develop others.
- Manage the planning division budget and understand the fiscal impact of development projects.
- Demonstrate a strong sense of character with uncompromising ethics and values, including honesty and integrity, and proven courageous decision making.
- A proven track record that reflects successful project and program management experience with significant accountability and stakeholder interaction.
- The ability to take a fresh, objective look at issues and develop innovative, yet practical solutions, to solve problems in a manner that contributes to the City’s long-range goals and objectives.
- A strong negotiator, communicator, collaborator with creative problem-solving skills and a strong focus on public engagement who sees a need and adds value, anticipates challenges and identifies strategic solutions.
- A creative, outside the box thinker, who provides exceptional leadership towards implementing the City’s strategic direction in the development of a strong community, with the ability to take a fresh, objective look at uses and develop innovative, yet practical solutions.
- An approachable leader with a management style that quickly fosters trust, loyalty, respect, commitment and partnership with other department heads, managers and employees.
- A leadership style and value system that embodies professionalism, ethics, integrity and proven dedication to public service and the community; with the ability to lead through collaboration, teamwork and active involvement.
- A highly collaborative and active communicator who is capable of working across city departments, with the City Council, as well as with business and community stakeholders.

THE POSITION

The Planning Manager is a newly created in-house management level position that will serve as a key member of the City of Eastvale’s Community Development Department and Management Team. The ideal candidate is a highly experienced, and adaptable leader with a growth-mindset and proven record of achievement. The Planning Manager has a unique, once in a lifetime opportunity to work with sophisticated development, to design a downtown destination, and to develop large scale projects. The position will focus on bringing uniqueness to the City that will create places for people to prosper and connect. Further, the selected candidate will serve in elevating the quality of development in the City with a “can do” attitude and “get it done” approach to work in a fast-paced environment working closely with a talented, energetic, and highly engaged team of City staff.

The successful candidate will have a broad background in municipal planning, community development, California Environmental Quality Act, National Environmental Policy Act, GIS applications, and a strong track record of success in managing diverse and inter-related municipal functions. Primary responsibilities include providing support to the public, developers, City staff, City Council, & Planning Commission, while ensuring the environmental sustainability of proposed public and private projects.
**Salary:** The salary range for the Planning Manager is $92,458.76-$123,903.58 annually. An offer may be made within the range, dependent on the qualifications and experience of the final candidate.

The City offers an attractive benefits package including:

* **CalPERS retirement:** Effective January 1, 2013, new members to CalPERS or an agency with CalPERS reciprocity will be subject to the provisions of the Public Employees’ Pension Reform Act of 2013 (PEPRA) and will receive 2% @ 62 benefit formula under which the employee pays 6.75% as a contribution to the PEPRA plan. Employees who are current members of CalPERS or an agency with CalPERS reciprocity, or who have less than a six-month break in service between employment in a CalPERS (or reciprocal) agency will be enrolled in the 2.0% @ 60 benefit formula under which employees pay their full share (7%) of the employee contribution to CalPERS.

* **Cafeteria Plan:** The City pays $1600 per month towards a variety of health insurance plan options, dental coverage, and vision coverage. A maximum of $800 per month of the cafeteria allowance may be taken as cash for new employees effective December 1, 2017.

* **Life Insurance:** The City will provide the City Manager and members of the Management Team two times annual salary up to a maximum of $400,000.

* **City Paid Benefits:** Short Term & Long Term Disability, Accidental Death & Dismemberment (AD&D), Employee Assistance Program.

* **Social Security:** The City does not participate in Social Security

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**FUTURE CHALLENGES & OPPORTUNITIES**

Current and future challenges and opportunities are abundant for this fast growing and youthful community; with a supportive City Council, a strong revenue stream, a new Strategic Plan, and the desire for investment in the community where high expectations exist. The Planning Manager will have the opportunity to work in one of the premier organizations in the Inland Empire. The successful candidate will take the lead in the following key projects:

- Leading our increased strategic initiatives, development and large-scale projects which include: Hamner Place, the Station, the Merge, the Homestead, among many other current planning and entitlement projects for our development community, businesses, and residents
- Supporting long-range planning efforts of anticipated or potential future projects that would service the community such as the Eastvale 2040 General Plan, a Civic Center; which includes a City Hall and Public Library, a law enforcement substation, and/or developing the Leal property to become our downtown destination
- Updating plans based on policies and programs, including the General Plan and various master plans designed to guide the physical design and development of the City
- Enhancing development through current planning entitlement and processing, creating a business-friendly environment with a level of expertise and experience necessary to make decisions and provide direction to strengthen entitlement processes and community engagement
- Designing a downtown area/entertainment district from raw dairy land, and a unique brand destination location for years to come
THE SELECTION PROCESS

Stage 1 – The first stage in the selection process will consist of a review of each applicant’s employment application, resume, and cover letter. Applications that are incomplete and/or that do not meet the minimum combination of education and experience will not be given further consideration.

Stage 2 – The second stage in the selection process will consist of review by subject matter experts who will evaluate and rate the candidates’ applications and resumes in order to determine those that most closely demonstrate the knowledge, skills and abilities listed in the qualifications section of this announcement. Successful candidates who most closely meet the defined criteria will be invited to participate in the next stage.

Stage 3 – The third stage will consist of interviews with a panel of subject matter experts, where candidates will be evaluated and rated on responses to pre-defined questions. Candidates may also participate in a skills-based performance test. Candidates must achieve a passing score to be placed on the eligible list for employment consideration.

Stage 4 – The fourth stage will consist of an interview with the Community Development Director and/or City Manager. Finalists will then move into background and reference checking.

The City of Eastvale reserves the right to modify the selection process as necessary to conform to administrative or business necessity.

TO APPLY

This recruitment is open until filled. Applications will be reviewed on a weekly basis. It is in the applicants’ best interest to submit their application material as early as possible. The hiring manager reserves the right to make a hiring decision at any time during the recruitment process. This job posting may be closed at any time without notice. To be considered for this opportunity, submit your application, cover letter, resume, and a list of professional references here.

If you have any questions, or would like to discuss this opportunity further, please do not hesitate to contact:

Angelica Zepeda, Talent & Special Projects Manager at azepeda@eastvaleca.gov or (951) 703-4434

QUALIFICATIONS

The position requires a background including a combination of education and experience that has provided the knowledge, skills, and abilities necessary to be successful as the Planning Manager.

Education: Graduation from an accredited college or university with a bachelor’s degree in urban or regional planning or a closely related field. A master’s degree in city planning, public administration, or a closely related field is highly desirable.

Experience: A minimum of five years of progressively responsible experience in municipal current and long-range planning programs and at least three years of supervisory experience of professional and support staff.

Licenses/Certifications: Possession of an American Institute of Certified Planners (AICP) Accreditation, Congress for the New Urbanism (CNU-A) Accreditation and involvement in professional organizations such as, or a combination of (but not limited to), American Planning Association (APA), Congress for New Urbanism (CNU), Association of Environmental Professionals (AEP), Association of Pedestrian and Bicycle Professionals (APBP), and Urban Land Institute (ULI).

For further consideration, candidates must have a verifiable track record of success.