



Staff Report

August 12, 2025

TO: Honorable Mayor and Members of the Town Council
FROM: Wes Heathcock, Town Manager
DATE: August 12, 2025
RE: Job Descriptions and Salary Ranges – Community Development Director, Engineer, Town Planner, and Administrative Assistant

Recommendation:

Staff recommends that the Town Council adopt a resolution approving the job descriptions and salary ranges for the Community Development Director, Engineer, Town Planner, and Administrative Assistant positions.

Issue Statement and Discussion:

One of the eight key initiatives the council identified during their strategic planning/council goals is to provide an effective and efficient organization. Initiative #3 – High Performing and Fiscally Responsible Government goal: cultivate an effective and efficient organization; objective #2 identifies reviewing the Town's organizational structure, compensation and staffing plan are evaluated relative to capacity, efficiency, and effectiveness. Moss Adams completed the organizational assessment to meet the initiative and recommended enhancing the administrative staffing for Town Hall.

As a result of the Moss Adams organizational assessment, the council approved the 2025/26 and 2026/27 budgets adding or modifying the following positions: Community Development Director, Engineer, Town Planner, and Administrative Assistant. Subsequently, staff worked with Moss Adams to develop the attached draft job descriptions that are ready for the council's approval. Additionally, staff established a salary range for each position and is included in the operating budgets.

CEQA Requirements

The proposed action is exempt from the California Environmental Quality Act pursuant to CEQA Guidelines section 15061(b)(3) and is not a project pursuant to section 15378 because it will not result in a direct or reasonably foreseeable indirect physical change in the environment.

Financial and/or Policy Implications:

FY 2025/26 and FY 2026/27 budgets include the four positions at the following salary ranges.

Position	Range	Step 1	Step 2	Step 3	Step 4	Step 5
Community Development Director	60	\$12,992	\$13,642	\$14,324	\$15,040	\$15,792
Town Planner	54	\$11,231	\$11,793	\$12,383	\$13,002	\$13,652
Senior Engineer	45	\$9,012	\$9,462	\$9,936	\$10,432	\$10,954
Associate Engineer	41	\$8,176	\$8,585	\$9,014	\$9,464	\$9,938
Assistant Engineer	37	\$7,330	\$7,696	\$8,081	\$8,485	\$8,910
Engineering Technician I	21	\$5,019	\$5,270	\$5,534	\$5,810	\$6,101
Engineering Technician II	26	\$5,668	\$5,951	\$6,249	\$6,561	\$6,889
Administrative Assistant	19	\$4,785	\$5,024	\$5,275	\$5,539	\$5,816

Attachments:

- A. Resolution
- B. Job Description – Community Development Director
- C. Job Description – Engineer
- D. Job Description – Town Planner
- E. Job Description – Administrative Assistant

TOWN OF LOOMIS
RESOLUTION NO. 25 - __

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOOMIS
APPROVING THE JOB DESCRIPTION AND SALARY RANGE FOR THE COMMUNITY
DEVELOPMENT DIRECTOR, ENGINEER, TOWN PLANNER, AND ADMINISTRATIVE ASSISTANT

WHEREAS, Initiative #3 – High Performing and Fiscally Responsible Government goal: cultivate an effective and efficient organization; objective #2 identifies reviewing the Town’s organizational structure, compensation and staffing plan are evaluated relative to capacity, efficiency, and effectiveness.; and

WHEREAS, Moss Adams completed the organizational assessment to meet the initiative and recommended enhancing the administrative staffing for Town Hall; and

WHEREAS, the council approved the 2025/26 and 2026/27 budgets adding or modifying the following positions: Community Development Director, Engineer, Town Planner, and Administrative Assistant; and

WHEREAS, Moss Adams to develop the job descriptions that are ready for the council’s approval; and

WHEREAS, FY 2025/26 and FY 2026/27 budgets include the four positions at the following salary ranges.

Position	Range	Step 1	Step 2	Step 3	Step 4	Step 5
Community Development Director	60	\$12,992	\$13,642	\$14,324	\$15,040	\$15,792
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Administrative Assistant	19	\$4,785	\$5,024	\$5,275	\$5,539	\$5,816

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Town Council of the Town of Loomis adopts a resolution approving the job descriptions and salary ranges for the Community Development Director, Engineer, Town Planner, and Administrative Assistant positions.

PASSED AND ADOPTED by the Town Council of the Town of Loomis on this 12th day of August 2025, by the following vote:

AYES:

NOES:

ABSTAINED:

ABSENT:

Mayor

ATTEST:

Town Clerk

Town of Loomis

JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT

DEFINITION

Under the direction of the Town Clerk, the Administrative Assistant performs a wide variety of administrative and clerical support for multiple Town departments, including Community Development, Public Works, and Engineering. Serving as the primary front-line contact at the Town of Loomis front desk, this position provides professional and courteous customer service to the public, Town staff, and outside agencies. Responsibilities include answering inquiries, processing permits and applications, maintaining records, performing routine office support functions, and assisting with recurring customer service tasks to ensure efficient departmental operations. The role requires sound judgment in selecting appropriate procedures, conducting transactions with customers and the public, and resolving routine, and some non-routine, issues based on experience and established policies.

ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

- Operate the front desk reception area; greet visitors; and answering, screening, and forwarding incoming telephone calls.
- Provide front-line customer service by assisting the public, Town staff, and outside agencies with inquiries related to Community Development, Public Works, and Engineering departments.
- Respond to common community requests and complaints and refer complex issues to appropriate staff.
- Provide information and forms to the public.
- Collect and process permits, applications, licenses, and fees.
- Type, format, edit, proofread, and process a variety of documents, including correspondence, notices, reports, applications, permits, memos, agreements, charts, rough drafts, and verbal instructions.
- Maintain accurate and up-to-date office files, records, and databases,
- Prepare and monitor logs, accounts, and reports related to assigned areas.
- Compile, enter, and verify data from various sources, including accounting and statistical documents.
- Assist with report preparation.
- Schedule inspections, appointments, meetings, and coordinate activities with other Town departments, the public, and outside agencies.
- Process incoming and outgoing mail, including sorting, date-stamping, logging, and distribution.
- Monitor office supply inventories, prepare purchase requisitions, and order supplies as needed.
- Perform routine clerical accounting duties such as processing payments, issuing receipts, recording fees, sending delinquent notices, and processing invoices.
- Serve as recording clerk for staff and committee meetings, as assigned.
- Assist with special projects and recurring customer service tasks to support departmental functions.
- Operate standard office equipment, including computers, copiers, fax machines, multi-line telephone systems, and various software applications.
- Provide website maintenance and support.

- Perform other related duties, as assigned.

DESIREABLE QUALIFICATIONS

Desirable qualifications include the following **knowledge base**:

- Office procedures, methods, and equipment, including computers
- Basic computer applications such as word processing, spreadsheets, and databases
- Records management principles and filing systems
- Proper telephone etiquette and customer service techniques
- Basic mathematical principles
- Business letter writing and report preparation fundamentals

Desirable qualifications also include the **ability to**:

- Perform a variety of clerical and office support duties accurately and efficiently
- Learn the organization, operation, and services of the Town and outside agencies, as necessary
- Interpret and apply general administrative and departmental policies and procedures
- Apply relevant federal, state, and local laws, codes, and regulations
- Operate office equipment and utilize word processing, spreadsheet, and database software
- Learn and apply new software and information effectively
- Type or enter data at a speed necessary for successful job performance
- Establish and maintain organized files and records
- Prepare routine correspondence and memoranda
- Accurately count, record, and balance transactions
- Perform routine mathematical calculations
- Respond tactfully, clearly, and appropriately to inquiries from staff, the public, and outside agencies
- Work under steady pressure, with frequent interruptions and a high degree of public contact
- Plan and organize work to meet changing priorities and deadlines
- Understand and carry out oral and written directions
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships

EDUCATION AND EXPERIENCE

- High school diploma or GED.
- Two years of clerical experience, preferably in a public agency or customer service environment.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit, stand, walk, use hands to finger, handle, or feel objects, tools, or controls, and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities

to perform the essential functions of this position in accordance with the Americans with Disabilities Act (ADA) and California Fair Employment and Housing Act (FEHA).

FLSA STATUS

Non-exempt

TOWN COUNCIL ADOPTION DATE

[Insert Date]

Town of Loomis

JOB DESCRIPTION

COMMUNITY DEVELOPMENT DIRECTOR

DEFINITION

Under the direction of the Town Manager, the Community Development Director plans, organizes, directs, and manages all activities and operations of the Community Development Department, including planning, building, code enforcement, economic development, and related functions. This executive-level management position is responsible for the overall administration and strategic direction of the department and requires broad knowledge of community development principles, urban planning, land use law, and local government operations, as well as strong leadership, communication, and interpersonal skills. In a small town like Loomis, the Director is expected to be both a strategic leader and an active, hands-on manager who engages directly with community members, staff, and elected officials.

The Director provides leadership in developing and implementing land use policies, programs, and projects that promote sustainable growth, community character, and economic vitality in compliance with applicable federal, state, and local laws, including California-specific regulations such as the California Environmental Quality Act (CEQA), the Housing Accountability Act, and the Regional Housing Needs Allocation (RHNA). The Director also oversees code enforcement procedures and ensures adherence to building codes and state laws governing building requirements and permitting processes. Serving as a key advisor to the Town Manager, Town Council, Planning Commission, and other boards, the Director represents the Town of Loomis in intergovernmental and community relations and exercises considerable independent judgment and discretion in policy development, code compliance, and program implementation.

ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

- Develop, implement, and oversee comprehensive community development programs, including long-range and current planning, building and safety, code enforcement, housing, and economic development.
- Lead and manage department staff, including recruitment, training, supervision, evaluation, and professional development.
- Prepare, administer, and monitor the department budget, ensuring fiscal responsibility and alignment with Town goals.
- Provide expert guidance on land use policies, zoning, subdivision, environmental review (California Environmental Quality Act or CEQA compliance), and building codes to elected officials, commissions, staff, developers, and the public.
- Oversee the preparation and update of the General Plan, specific plans, Municipal Code ordinances, and other regulatory documents in accordance with California building and planning laws and community objectives.

- Coordinate and facilitate public engagement and outreach efforts to ensure community input and transparency in development decisions and resolve land use conflicts in a constructive and transparent manner.
- Review and approve major development proposals, discretionary permits, ministerial permits, and environmental documents.
- Represent the Town in negotiations and collaborations with regional agencies, developers, community groups, and other stakeholders.
- Ensure compliance with state and federal housing laws, including RHNA allocations, affordable housing policies, and fair housing requirements.
- Manage grant applications and administration for community development and housing programs, including Community Development Block Grants (CDBGs) and other funding sources.
- Manage and administer building and code enforcement contracts.
- Advise the Town Manager and Town Council on community development issues, trends, and legislative changes.
- Foster a positive and collaborative work environment that promotes innovation, accountability, and customer service.
- Stay current on best practices, emerging trends, and legal developments in community development and planning.
- Perform other related duties, as assigned.

DESIRABLE QUALIFICATIONS

Desirable qualifications include the following **knowledge base**:

- Principles, practices, and techniques of urban and regional planning, community development, building, and economic development
- California land use laws and regulations, including CEQA, Subdivision Map Act, Housing Accountability Act, RHNA, and related statutes
- Building codes, Municipal Code ordinances, and code enforcement procedures
- Public administration, budgeting, and personnel management
- Community engagement and public outreach strategies
- Grant writing and administration, particularly related to housing and community development funding
- Principles of contract management
- Local government operations and intergovernmental relations
- Principles of leadership, supervision, and team development

Desirable qualifications also include the **ability to**:

- Lead, motivate, and manage a diverse team of professionals
- Develop and implement strategic plans and policies
- Analyze complex planning, code enforcement, and development issues and provide sound recommendations

- Communicate effectively, both orally and in writing, with elected officials, staff, developers, and the public
- Build consensus and foster collaborative relationships with stakeholders
- Manage multiple projects and priorities under deadlines
- Interpret and apply relevant laws, regulations, and policies
- Represent the Town professionally in public forums and interagency meetings

EDUCATION AND EXPERIENCE

Any combination of education and experience that provides the required knowledge and abilities is qualifying. A typical background includes:

- A Bachelor's degree from an accredited college or university in Urban Planning, Public Administration, Public Policy, or a related field
- A Master's degree in Urban or Regional Planning, Public Administration, or a related discipline is highly desirable
- At least seven years of progressively responsible professional experience in community development, urban planning, or a related field, including at least three years in a supervisory or management role within a public agency

LICENSES AND CERTIFICATIONS

- Possession of a valid California Class C driver's license
- Certification as a Planner by the American Institute of Certified Planners (AICP) is highly desirable

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit, stand, walk, use hands to finger, handle, or feel objects, tools, or controls, and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position in accordance with the Americans with Disabilities Act (ADA) and California Fair Employment and Housing Act (FEHA).

ENVIRONMENTAL CONDITIONS

Work is primarily performed in an office setting with occasional visits to construction sites or community events. May involve exposure to varying weather conditions and public interaction.

WORKING CONDITIONS

Standard business hours with occasional evening or weekend meetings. May require after-hours emergency or special event response.

FLSA STATUS

Exempt

TOWN COUNCIL ADOPTION DATE

[Insert Date]

Town of Loomis

JOB DESCRIPTION

JUNIOR ENGINEERING TECHNICIAN, ASSISTANT, ASSOCIATE, OR SENIOR ENGINEER

DEFINITION

Under the direction of the Town Engineer, this position performs professional civil engineering work related to the planning, design, construction, inspection, and maintenance of the Town of Loomis' public infrastructure and capital improvement projects. This is a step-level position series that may be filled at the Junior Engineering Technician, Assistant, Associate, or Senior level, depending on qualifications and experience. Responsibilities include preparing engineering plans and specifications, reviewing development proposals, managing projects, managing engineering records, ensuring compliance with applicable codes and regulations, and providing technical assistance to other departments and the public. The Senior Engineer role includes supervisory responsibilities.

ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

- Prepare, review, and approve engineering plans, specifications, and cost estimates for public works projects, including streets, storm drains, parks, and facilities.
- Conduct engineering studies and analyses related to traffic, drainage, grading, and infrastructure improvements.
- Perform construction/encroachment inspections on public right of way.
- Review private development plans from developers, contractors and consultants and coordinate compliance with Town standards, codes, and regulations.
- Prepare and present technical reports, staff reports, and recommendations to the Community Development Director, Town Manager, Planning Commission, and Town Council.
- Ensure compliance with federal, state, and local regulations, including the California Environmental Quality Act (CEQA), National Pollutant Discharge Elimination System (NPDES), and Americans with Disabilities Act (ADA).
- Provide technical support to other Town departments and respond to public inquiries and complaints related to engineering and public works issues.
- Coordinate with outside agencies, utility companies, and regional organizations on infrastructure planning and improvements.
- Maintain accurate project records and documentation.
- Perform related duties as assigned.

In addition to the duties listed above, the Associate and Senior Engineer's duties may also include, but are not limited to, the following:

- Supervise, train, and evaluate assigned engineering and technical staff; provide leadership on complex projects.

- Prepare and present technical reports, staff reports, and recommendations to the Town Engineer, Town Manager or designee, Planning Commission, and Town Council.
- Assist with preparation and administration of department budgets and grant applications.
- Manage capital improvement projects from design through construction, including contract administration, inspection coordination, and budget monitoring.
- Provide leadership on complex projects.

DESIRABLE QUALIFICATIONS

Desirable qualifications include the following **knowledge base**:

- Principles and practices of civil engineering, including design, construction, inspection, and maintenance of public infrastructure
- Applicable laws (federal state and local), codes, and regulations related to public works and land development
- Engineering principles related to hydraulics, hydrology, traffic, grading, and environmental compliance
- Project management techniques, including budgeting, scheduling, and contract administration
- Computer software applications, including AutoCAD, GIS, hydraulic modeling software, and Microsoft Office Suite.
- Principles of supervision and training (Senior level).

Desirable qualifications also include the **ability to**:

- Perform professional engineering calculations, design, and drafting
- Interpret and apply engineering standards, codes, and regulations
- Manage multiple projects and priorities effectively
- Communicate clearly and concisely
- Establish and maintain cooperative working relationships with staff, contractors, developers, and the public
- Prepare clear and comprehensive reports and presentations
- Use computer software for engineering design and project management
- Provide technical guidance and training to staff (Senior level)

EDUCATION AND EXPERIENCE

Any combination of education and experience that provides the required knowledge and abilities is qualifying. Typical qualifications by level include:

Junior Engineering Technician

- At least one year of experience in engineering plan review
- No professional engineering license required

Assistant Engineer

- Bachelor's degree in Civil Engineering or related field from an accredited college or university
- No professional engineering license required
- Internship or up to two years of relevant experience preferred
- One or more years of experience in public works projects is desirable
- Possession of an Engineer-in-Training (EIT) certificate is desirable

Associate Engineer

- Bachelor's degree in Civil Engineering or related field
- Two to five years of progressively responsible civil engineering experience
- An Engineer-in-Training (EIT) certificate is desirable

Senior Engineer

- Bachelor's degree in Civil Engineering or related field
- Five or more years of increasingly responsible civil engineering experience, including project management
- One or more years of experience in public works projects is desirable
- A valid Professional Engineer (PE) license in the State of California is required
- Supervisory experience is highly desirable

LICENSES AND CERTIFICATIONS

- Possession of a valid California Class C driver's license
- EIT certificate preferred for Assistant and Associate Engineer level
- PE license in Civil Engineering required for Senior Engineer level

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit, stand, walk, use hands to finger, handle, or feel objects, tools, or controls, and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position in accordance with the Americans with Disabilities Act (ADA) and California Fair Employment and Housing Act (FEHA).

ENVIRONMENTAL CONDITIONS

Work is primarily performed in an office setting with occasional fieldwork that may expose the employee to varying weather conditions, construction hazards, traffic, and noise. Interaction with the public and contractors may involve occasional conflict resolution.

WORKING CONDITIONS

May be required to work evenings, weekends, or holidays to attend meetings or respond to emergencies.
May require after-hours on-call rotations.

FLSA STATUS

Non-exempt

TOWN COUNCIL ADOPTION DATE

[Insert Date]

Town of Loomis

JOB DESCRIPTION TOWN PLANNER

DEFINITION

Under direction of the Community Development Director, the Town Planner performs advanced professional planning work related to the development, implementation, and administration of the Town's land use policies and programs. This position serves as the staff liaison to the Planning Commission, provides technical expertise and guidance on planning matters, represents the Town in interagency and community meetings, supervises assigned staff, and assists with budget preparation and policy development. The Town Planner is responsible for managing complex planning projects, including general plan updates, zoning ordinance amendments, environmental review, and special studies, ensuring compliance with state and local laws such as the California Environmental Quality Act (CEQA).

ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

- Lead and coordinate updates to the General Plan, specific plans, zoning ordinance, and related land use policies in compliance with California planning law.
- Prepare, review, and process planning applications, including subdivisions, conditional use permits, variances, and design review.
- Conduct environmental review and prepare CEQA documents such as Negative Declarations, Mitigated Negative Declarations, and Environmental Impact Reports.
- Serve as primary staff to the Planning Commission, preparing agendas, staff reports, and presenting recommendations.
- Develop and update design guidelines, standard conditions of approval, and other planning tools to guide development consistent with community goals.
- Manage and maintain GIS databases and other planning software to support land use analysis and public access to planning information.
- Provide training, supervision, and technical assistance to planning staff and clerical personnel.
- Represent the Town of Loomis in meetings with developers, community groups, other agencies, and regional planning organizations.
- Assist with the preparation and administration of the Community Development Department budget.
- Draft ordinances, resolutions, and policy documents for review by the Town Council and other governing bodies.
- Coordinate consultant contracts and requests for proposals (RFPs) for planning studies and special projects.
- In partnership with the Community Development Director, oversee the Town's Community Development Block Grant (CDBG) program and related grant-funded initiatives.
- Respond to public inquiries regarding planning regulations, permit processes, and code enforcement.
- Prepare annual State Planning and Housing reports as needed per State requirements.
- Conduct planning-related building plan checks for applicable building permit applications.
- Work with the Town Attorney to interpret and apply planning law.

- Coordinate with other Town departments as necessary.
- Perform other duties as assigned by the Community Development Director or Town Manager.

DESIREABLE QUALIFICATIONS

Desirable qualifications include the following **knowledge base**:

- California land use planning principles, practices, and laws, including the California Government Code, CEQA, Subdivision Map Act, and Housing Element requirements
- Local government planning processes, including public hearings, environmental review, and ordinance development
- GIS and other planning-related software applications
- Principles of urban design, environmental planning, and community development
- Budget development and fiscal management
- Public administration, staff supervision, and training techniques

Desirable qualifications also include the **ability to**:

- Interpret and apply complex planning laws, regulations, and policies
- Prepare clear, concise, and comprehensive reports, ordinances, and environmental documents
- Communicate effectively with elected officials, staff, developers, and the public
- Manage multiple projects simultaneously and meet deadlines
- Demonstrate sound judgement and political acumen in balancing development pressures with community values
- Establish and maintain cooperative working relationships with diverse stakeholders
- Use computer applications, including GIS, Microsoft Office Suite, and planning software
- Provide leadership and training to assigned staff
- Represent the Town of Loomis professionally in meetings and public forums

EDUCATION AND EXPERIENCE

Any combination of education and experience that provides the required knowledge and abilities is qualifying. A typical way background includes:

- Bachelor's degree in Urban Planning, Public Administration, Geography, or a related field from an accredited college or university
- A Master's degree in Urban or Regional Planning is highly desirable
- Five years of progressively responsible professional planning experience in a public agency, including at least one year in a supervisory or lead capacity

LICENSES AND CERTIFICATIONS

- Certification as a Planner by the American Institute of Certified Planners (AICP) is highly desirable and may be required
- Possession of a valid Class C California driver's license

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit, stand, walk, use hands to finger, handle, or feel objects, tools, or controls, and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position in accordance with the Americans with Disabilities Act (ADA) and California Fair Employment and Housing Act (FEHA).

ENVIRONMENTAL CONDITIONS

Work is primarily performed in an office setting with occasional field visits that may expose the employee to varying weather conditions, construction sites, and traffic hazards. May interact with the public in situations that require tact and diplomacy.

WORKING CONDITIONS

Standard business hours with occasional evening or weekend meetings. May require participation in after-hours emergency or special event response.

FLSA STATUS

Exempt

TOWN COUNCIL ADOPTION DATE

[Insert Date]