

CITY OF MILLBRAE, CALIFORNIA

Community Development Director



THE CITY OF MILLBRAE

The City of Millbrae is perfectly situated between San Francisco and Silicon Valley, nestled between the sun-warmed hills that separate the Pacific Ocean from the San Francisco Bay. Serving a highly educated and active resident population of 23,000, the City is located in the heart of San Mateo County. The City serves as a premier transit hub in the Bay Area lying west of the San Francisco International Airport and plays host to the largest intermodal transit station west of the Mississippi serving BART, Caltrain, and Samtrans. Major freeways border both its eastern and western boundaries, making Millbrae easily accessible from all parts of the Bay Area. Many hillside homes enjoy beautiful bay views with well-cared for middle-class neighborhoods, eleven local parks and the Alister MacKenzie designed Green Hills Country Club that add to the charm of the residential community. The City acknowledges the importance of and continually strives towards preserving, enhancing, and managing open spaces, trails and trees. With a highly rated school system and major colleges and universities within driving distance or accessible by public transit, Millbrae is an ideal location to raise a family.

Millbrae's economic community is a vital mix of retail, shopping, restaurants, service businesses, hotels and public services. The City retains a small-town ambience while being the major transportation hub of the Bay. The City has adopted the Millbrae Station Area Specific Plan in order to attract hotel, office, retail and housing development to the area around the Millbrae transit station. The Millbrae transit station provides the only Intermodal cross platform rail connection west of the Mississippi. This one of kind multi-modal transit station provides unique opportunities for the dynamic professional planner to lead the continued planning and buildout of the City's envisioned transit village and high density mixed use developments. The City continues to implement sustainable programs that will improve the health of the community and environment, and will ensure future generations may live healthy, productive, and comfortable lives.

GOVERNANCE

Millbrae operates as a General Law City, provides for a Council - City Manager form of government, which clearly distinguishes the legislative powers of the City Council from the Administrative powers of the City Manager. The City Council, composed of five members, are the only officials elected directly by the residents of Millbrae. The Council members serve a four-year term, and annually choose a

mayor, and vice mayor from among their members. As the legislative branch of the government, the City Council makes final decisions on all major City matters. The City Council adopts ordinances and resolutions necessary for efficient governmental operations, approves the budget, and acts as a board of appeals. The City Manager, City Attorney and members of the City's boards and commissions are appointed by the City Council. The City Manager administers the daily affairs of the City, carries out City Council policies, and appoints and dismisses all department heads.

To learn more about the City of Millbrae,
go to: <https://www.ci.millbrae.ca.us/>

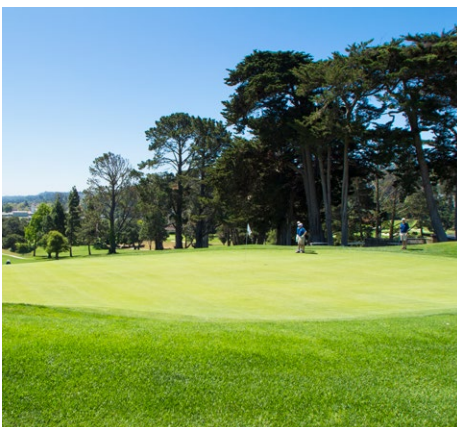
THE DEPARTMENT

The Community Development Department is comprised of four divisions: Planning, Building, Code Enforcement, and Economic Development/Housing. The Department is committed to improving the quality of life and well planned built environment in Millbrae through:

- A comprehensive update of the City's General Plan and other long range planning documents.
- Developing planning policies and design guidelines that properly guide development for residential and commercial land uses.
- The processing of development permits in a timely and customer friendly manner, ensuring that new construction is safe and a positive addition to its surroundings.
- Maintaining a strong economic base, improving the downtown area, and broadening housing opportunities.
- Ensuring the long-term maintenance and preservation of buildings, properties and neighborhoods.
- Assisting decision-makers and the public in the formulation of current land use and long-range community planning.
- Enforcing the City's zoning regulations, building and housing codes and the Community Preservation Ordinance. Beautification and landscape design plans for the City's open spaces, parks and trails.

THE POSITION

The new Community Development Director is a leader who is highly skilled in all areas of urban planning who will function as a primary leader in shaping the City for years to come. The Director plans,





organizes, performs, and directs the activities of the Community Development Department and works with regional partners to ensure objectives are achieved. This single department head position is responsible for Planning, Building, Code Enforcement, and Economic Development/Housing Division Operations; as well as developing, implementing, and evaluating department goals, objectives, policies, and procedures. This position is responsible for providing leadership and directing and managing the priorities for the overall operations of the Community Development Department, including the oversight of the following functions: planning, zoning, development, environmental review, redevelopment, building inspection, code enforcement, and economic development/housing, and coordination of these activities with those of other City departments and agencies. The successful candidate will be well versed in the principles and practices of city planning and governmental administration; principles of organization, administration, budget, and personnel management; Federal, State, and Local laws affecting public planning; uniform building codes and other codes enforced by the department; principles of supervision and training.

Responsibilities include, but may not be limited to the following:

- Meet with directors, division managers, and other key department staff to collaborate and discuss issues regarding projects, policies, programs, and to determine priorities.
- Make recommendations on planning, zoning enforcement, building inspection, and related issues to the City Manager, Planning Commission, City Council, and various citizen advisory groups.
- Confer with public officials, developers, citizen groups, and the general public on highly sensitive matters related to the City's development regulations and policies.
- Supervise the administration and enforcement of the City's environmental impact review procedures.
- Develop policies and procedures designed to improve and provide quality services to the citizens and the community.
- Interpret, enforce, and propose amendments to the City's General Plan and related ordinances.
- Assist in the development, implementation, and monitoring of long-term plans, goals, and objectives focused on achieving the City's mission and Council priorities.
- Oversee the operations and activities of assigned divisions and staff.

THE IDEAL CANDIDATE

The ideal candidate is a strategic leader and effective communicator who possesses a high level of technical planning proficiency, has a collaborative approach to management, and enjoys mentoring and developing employees in a team-oriented environment. The successful candidate will have significant experience working with CEQA, be current with State Housing Element laws and processes, and have experience working on General Plan Updates, commercial office and hotel development projects, and current and long-range planning. The successful candidate will be a hands-on manager with the demonstrated ability to direct and manage multiple priorities while exercising sound independent judgement. This position interacts with many and varied internal and external stakeholders, thus requires exceptional interpersonal and presentation skills and astute political awareness. This is an excellent opportunity for candidates that like to take initiative, are innovative, driven to get things done and are ready to hit the ground running.

Key Attributes and Characteristics

- Politically savvy, strong technical skills, creative and adaptive.
- Provide leadership and inspire support in the City's efforts to encourage workplace values including integrity, respect, teamwork, performance, excellence, and safety.
- An active problem solver who anticipates and responds to problems in a timely manner and develops alternative solutions.
- Must be creative and solutions-oriented; able to bring innovation to difficult problems or issues.
- Strong communication and interpersonal skills necessary to translate technical concepts to all levels of audience, create and develop positive relationships with staff, organizational leadership, and various stakeholders; someone who is willing to listen and able to build trust.

QUALIFICATIONS

- Bachelor's degree in planning, civil engineering, public administration, or related field.
- A Master's degree in a related field is highly desirable.
- Six (6) years of responsible experience in planning, community development, or related field with a background in planning, redevelopment, building operations, or related field.
- Three (3) years of management experience.
- Previous municipal experience is highly desirable.

COMPENSATION AND BENEFITS

The salary range for the Community Development Director is **\$170,914 - \$207,734** annually depending on qualifications.

Management Benefits

Leave accruals

- 10 days (80 hours) national holidays observed per year
- 40 hours Floating holiday leave per year
- 40 hours Management leave per year (80 hours for Department Heads)
- Maximum accumulation of accrued leave is 1,040 hours (6 months)
- 14 hours General leave per month (21 days/year); General leave accrual goes up with years of service

Years of Service	Monthly Accrual Rate for General Leave
1-4 Years	14 hours
5-9 Years	16 hours
10-14 Years	18 hours
15 and above	19.34 hours

Health Coverage

- \$1,848.26/month medical allowance towards CalPERS health plans for 2020
- \$572/month cash stipend for opting out of health coverage (proof of health coverage is required)
- Up to \$300/month cash stipend for selecting employee-only or employee+1 coverage
- You are still eligible for Dental and Vision coverage even if you opt out of Health coverage

Dental coverage

- City Paid Ameritas PPO plan through The Standard for employee, spouse, and dependent children up to age 26
- \$2,000 annual maximum for each covered member
- Max Builder benefit

Vision Coverage

- City Paid VSP Choice plan for employee, spouse, and dependent children up to age 26

CalPERS

- CalPERS retirement formula of 2.7% @ 55 for classic members or 2% @ 62 for PEPRA (new) members
- Employee contribution is 13.5% for classic members or 7.25% for PEPRA members

Other Benefits

- City paid Life insurance plan; coverage is 2.5 times the annual salary amount up to \$400,000
- City paid AD&D insurance
- City paid Short Term and Long Term Disability insurance
- Deferred Compensation 457 Plans through CalPERS and/or ICMA
- Flexible spending accounts for medical, dependent care, transit, and parking
- Employee Assistance Program
- Additional insurance plans available through Hartford and Aflac

APPLICATION AND RECRUITMENT PROCESS

The final filing date is Monday, August 24, 2020. To be considered for this exceptional career opportunity, please submit a resume, cover letter, and five work related references (who will **not** be contacted in the early stages of the recruitment). Resumes should reflect years **and** months of positions held, as well as size of staff and budgets you have managed.

Forward to: <https://executivesearch.cpshr.us/JobDetail?ID=1674> For additional information, please contact:

For additional information, please contact:

CPS HR CONSULTING

Frank Rojas
CPS HR Consulting
Phone (916) 471-3111

Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant. CPS HR Consulting will report the results to the City. The City will then select candidates who will be invited to participate in City interviews. Extensive reference and background checks will be completed on the selected candidate.

