



Deputy Director of Community Development Department

THE COMMUNITY

The City of San Mateo (pop. 104,570) is the second-largest municipality in San Mateo County, located on the San Francisco Peninsula. It covers 14.6 square miles from the San Francisco Bay to the east and a range of coast mountains to the west. This culturally and economically diverse community offers an extraordinary quality of life characterized by safe neighborhoods, quality city services and assets, friendly people, and ideal location.

San Mateo's scenic landscape includes 35 parks (including the City's signature Central Park and Japanese Garden), six recreation centers, three libraries, and an 18-hole golf course. Broad recreational programming appeals to residents of all ages and interests and the City's popular special events are long-standing traditions that draw thousands of participants, build community, and provide easily accessible family-friendly fun. The City's increasingly vibrant and walkable downtown area continues to attract a wide array of small-to-medium sized businesses, some of which, according to community members, include many of the best dining options in the Bay Area. The City has also become an increasingly popular destination for small-to-midsize tech start-ups.

A center of commercial and residential activity in the Silicon Valley, San Mateo's desirable location provides direct access to interstate highways, rail lines, a transbay bridge, public transit routes, and the San Francisco International Airport. The Transit Center is a downtown multimodal transportation hub allowing people to board Caltrain to travel to destinations as far north as San Francisco and as far south as Gilroy. Additionally, this hub provides access to various bus connections to numerous local destinations.

The community is further served by excellent schools, a community college, two major medical centers and two major regional shopping centers. As with other communities in the Silicon Valley, San Mateo is currently experiencing significant growth and the challenges attached to that, including increased traffic and a need for more affordable housing. The City works diligently to plan growth carefully, with elected officials working together with community stakeholders to strategically support quality development that maintains the City's exceptional quality of life.

To learn more, visit
<https://www.cityofsanmateo.org/>



CITY GOVERNMENT

A charter city, San Mateo has a Council-Manager form of government with a five-member Council elected at large. Council members are limited to three consecutive terms, and the Mayor rotates annually among all Council Members. San Mateo has a total FY2020-21 operating budget of \$194.9 million (\$129 million General Fund) and a \$67.4 million Capital Improvement Program for the same time period. The City provides a range of municipal services, including police protection, planning, building, parks and recreation, sewer, street maintenance, library, and general administrative services. The City is a member of San Mateo Consolidated Fire, a joint powers authority, which provides fire prevention, fire suppression, and emergency medical response within the City. Water is provided to City residents by California Water Service, a private company; the City owns, operates, and maintains wastewater treatment facilities.

The City has long been considered a progressive organization characterized by mutually respectful and civil relationships between the Council and staff. Mutually respectful and civil interactions between the public, City staff and Council are also the norm. Over 700 staff members subscribe to clearly articulated organizational principles that emphasize the importance of accountability, working as one team and striving for constant improvement. San Mateo has a stable economic base projected to grow even stronger, and current development activities are designed to further enhance the City's long-term financial viability. The municipality has benefitted from a steady history of leadership having just four city managers over the last 30 years.



THE COMMUNITY DEVELOPMENT DEPARTMENT

The Community Development Department (CDD) has broad responsibilities including planning, review of applications for new development, implementation of the City's housing programs, and administering civic programs, fostering civic engagement, and ensuring the health, safety, and maintenance of neighborhoods. Four divisions work together to accomplish these goals: Building, Code Enforcement, Housing, & Planning. The Department provides staff support and services to three standing commissions and committees, including the Planning Commission, Community Relations Commission, and Civic Arts Committee and works with numerous community groups and homeowner associations. The Department is supported by 51.75 FTE and a FY2020-21 budget of \$13.2 million. The Department is also in the midst of updating the City's General Plan, a multi-year community effort to plan for the future of San Mateo through 2040.

Planning: The Planning Division plans for the physical, social, and economic development of the City and ensures compliance with the California Environmental Quality Act (CEQA) for both public and private projects. Together with the Building Division and other City departments, the Planning Division reviews development projects to achieve high quality and long-term economic growth.

The Division has two integrated functions; Advanced and Current Planning. The team works together to prepare long-range plans and policy documents for the physical and economic development of the City, ensure the General Plan, Specific Plans, Zoning Code, and other policy documents comply with state law and reflect community needs and desires, provide zoning information, review development applications to ensure that development within the City is consistent with long-range plans, community needs, and development laws and statutes, and to ensure a high level of customer service is provided.

Building Division: The Building Division manages programs and services related to building permit plan review and inspection of buildings and structures to ensure a safe, accessible, sustainable, and energy-efficient environment throughout the community. The Division ensures compliance with local and state laws related to building construction, maintenance, use, repair, and habitation. This includes the enforcement of the established building codes and standards. The division is organized into three work units (Permit Center, plan review, and building inspection), which offer customers permit and property information, technical code review, permit issuance, general zoning information, and inspection services. Its mission includes customer service and public education to enhance the safety of existing buildings and to provide more public awareness of codes. In the event of an emergency or disaster, it is the Division's responsibility to perform damage assessments for all structures.

Code Enforcement: The Code Enforcement Division enforces the City's municipal codes related to property maintenance, zoning, and nuisances on private properties to promote, preserve, and maintain attractive and safe neighborhoods and commercial areas.

Housing: The Housing Division manages programs and services that increase and preserve affordable housing, improve, and preserve at-risk target neighborhoods, and financially assist social service agencies providing services that benefit low-income households. It also manages grants from federal Community Development Block Grant (CDBG) and HOME Investment Partnership Program through the San Mateo County HOME Consortium, as well as provides funding and ongoing monitoring of affordable housing, including administration of the City's Below Market Rate inclusionary program.



Department Mission Statement

To ensure a quality-built environment and healthy neighborhoods that contribute to a strong economic base in the City of San Mateo; to be responsive to the community and respected by it; and to provide outstanding customer service.

THE POSITION

The Deputy Community Development Director is responsible for the planning, administration, and operation of a variety of support services and intradepartmental projects in all divisions within the Community Development Department; performs responsible and innovative administrative management in support of the City's goals and objectives, and is a participating member of the Department's management team. This includes identifying policy issues and developing options and recommend solutions. A skill set in the principles and practices of budget preparation and administration are required.

Essential duties include but are not limited to:

- » Update and modernize department website to enhance transparency and customer experience.
- » Create a culture of accountability, productivity, efficiency, and staff development.
- » Enhance customer service protocols and processes, including quality control and timeliness.
- » Update and refine emergency preparedness procedures.
- » Provide expertise in all planning functions, including CEQA requirements, code enforcement, and housing requirements. A background in transportation planning is a plus.
- » Assist in updating the General Plan. Experience is highly desired.
- » Develop and write policies, procedures, and templates for critical Department functions.

THE IDEAL CANDIDATE

The ideal candidate will be a dynamic and effective communicator able to quickly earn the respect of colleagues and subordinates through a leadership style of collaboration, inspiration, supportive mentorship, responsiveness, and a modeled behavior of professionalism and integrity. The successful candidate will be a cultural change agent adept at creating a positive team environment, empowering employees to improve quality, productivity, and achieve high performance, while holding staff accountable. He/she will be an active listener and encourager of innovative ideas and new perspectives. This is an excellent opportunity to work with a passionate team in a fast-paced environment, an active city council, and a responsive community, where results are visible and valued.



Key Attributes and Characteristics:

- » Exceptional verbal and written communication and interpersonal skills.
- » A collaborative leadership style; appreciates and encourages perspectives and ideas from staff.
- » Strong customer orientation.
- » Capable of managing multiple priorities simultaneously, this nimble professional will enjoy working in a dynamic, fast-paced environment.
- » A big picture thinker with attention to detail and accuracy.
- » A track record successfully training and coaching employees to create a strong team-oriented working environment.

QUALIFICATIONS

- » Bachelor's degree from an accredited college or university with major course work in public administration, public policy, planning, urban studies, economics, or a closely related field.
- » A Master's degree is desirable.
- » Six years of progressively responsible experience in project management, community development, specifically in building, housing or code enforcement, and community facilitation, three years of which have been in a supervisory role.
- » Government/public sector experience.

COMPENSATION AND BENEFITS

The salary for this position is \$177,284 - \$195,455.

In addition to a competitive salary, the City offers an excellent benefits package that includes:

- » Comprehensive benefits package including generous paid leave and health benefits.
- » CalPERS retirement at 2%@55 with single highest year compensation for "classic" members hired before December 9, 2012, 2%@55 with 3-year average final compensation for "classic" members hired on or after December 9, 2012, and 2%@62 with 3-year average final comp for "new" members hired on or after January 1, 2013.

- » City contributes 0.5% and matches up to 2% to Deferred Compensation Plan. Employee & City pay into Social Security.
- » A choice of plans with City paid premium of up to 100% for individual Kaiser coverage, and up to 90% for two-party and family Kaiser coverage, or \$160 per month if waived.
- » City paid premiums for Dental, Vision, and Life Insurance.
- » Monthly \$300 automobile allowance upon Department Head recommendation and City Manager approval.
- » Bilingual Differential: \$195 monthly (if applicable)
- » 20 – 25 working days annual vacation earned, depending on length of service in government.
- » 13 days paid holidays per year (includes 3 floating holidays) earned.
- » 12 sick days per year earned: 48 hours of executive leave per year.
- » Credit Union, Employee Assistance Program, and Free Fitness classes through City of San Mateo Parks and Recreation programs.

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

The final filing date for this position is Friday, March 19, 2021.

To be considered, please submit your cover letter with résumé, and a list of five professional references (who will **not** be contacted in the early stages of the recruitment). Résumés should reflect years **and** months of positions held, as well as the size of the previous department you have managed or administered.

Submit your materials to: <https://executivesearch.cpsshr.us/JobDetail?ID=1752>

CPS HR CONSULTING

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Résumés 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 most qualified candidates, as determined by the screening process, will be invited to participate in interviews with the City. Extensive reference and background checks will be completed on the selected candidate. For additional information about this position please contact Frank Rojas.