

DIRECTOR OF COMMUNITY DEVELOPMENT/ ASSISTANT CITY MANAGER

City of Pleasant Hill, CA





THE COMMUNITY

Pleasant Hill is a modern and dynamic city in the East Bay Area of San Francisco and home to approximately 35,000 residents. Located at the center of the Interstate 680 corridor in Contra Costa County, Pleasant Hill is characterized by small-town charm and a strong sense of community.

Residents of Pleasant Hill enjoy an enviable quality of life with safe, quiet residential neighborhoods and an array of amenities. Its appealing downtown boasts more than 350,000 square feet of retail space, movie theaters, entertainment venues, and restaurants. City Hall offers a central plaza area for community gatherings and events.

The City enjoys an ideal Northern California climate with warm, dry summers and mild winters making it perfect for visitors and residents seeking outdoor activities.

The City is home to many California distinguished schools and higher education institutions including Diablo Valley College.

Pleasant Hill is considered one of the best places to work, live, shop, dine, and play in the Bay Area.

To learn more please visit: <https://www.ci.pleasant-hill.ca.us/>.

THE ORGANIZATION

Pleasant Hill is a General Law City operating under the Council-Manager form of government. The City Council consists of five members who are elected at large for staggered 4-year terms. Pleasant Hill is widely recognized for being a well-managed, fiscally sound City and for its community focused programs that benefit its citizens as well as providing a dynamic, stimulating work environment for City employees.

The City employs 108 regular employees and has a biennial operating budget of \$25.8 million for 2020-2021. The City delivers a range of municipal services including police, finance, building inspection, planning and code enforcement, engineering, economic development, street construction and maintenance, and storm drainage services. Fire protection, recreation and parks, sewage collection and treatment, water, and school services are provided through special districts not subject to City control.

THE DEPARTMENT

The Community Development Department is comprised of three divisions; the Building Division handles permitting and inspections for new construction; the Planning Division handles current and advanced planning projects; and the Engineering Division handles capital improvements, development engineering, and traffic engineering. It has 18 employees with an operating budget of approximately \$5.24M.

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THE IDEAL CANDIDATE

The Director of Community Development/Assistant City Manager receives administrative direction from the City Manager. He/she directly supervises professional, technical, and clerical staff; administers the activities of the Building, Engineering, and Planning Divisions; develops plans, goals and objectives for the Department; advises the City Manager on matters pertaining to departmental functions; contributes to overall City management as a member of the City's Executive Team; provides highly complex administrative support to the City Manager; may serve as acting City Manager; and performs related work as required.

Top areas of focus for the incoming Director will be:

- **Leadership** – The Director of Community/ACM will provide strong vision and direction for the Department, particularly in the planning area. In addition, this person will support the City Manager's goals and objectives and assist as needed.
- **Project Management** – He/She will also work closely with the City's other department heads/division managers on projects such as the new library building completion and other City initiatives (post-pandemic development, infill development and housing projects).
- **Strategic Planning** – The City is refreshing the General Plan 2003. The Director will work with consultants to complete the City's new General Plan 2020-40. (To learn more, go to pleasanthill2040.com.)
- **Teamwork** – As a working manager, the new Director will work closely with the Department's talented staff. He/She will continue to inspire and develop the employees and foster an inclusive, energized and positive professional environment.

The City of Pleasant Hill is seeking a Director of Community Development/Assistant City Manager who is a committed and strong leader who can represent the department with integrity and honesty. The ideal candidate will have the ability to establish and maintain excellent working relationships based on leadership rather than authority; develop, implement, and direct a variety of concurrent engineering, planning, building, and housing improvement programs.

The incoming Director/Assistant City Manager will be responsible for dealing effectively with advisory boards and commissions as well as other elected public officials. Candidates should be able to establish and maintain cooperative working relationships with City officials, other governmental agencies, and the general public. Individuals who understand the political climate and work effectively within it are sought. The incoming Director/Assistant City Manager will be expected to have knowledge of the theories, principles and practices of public administration, especially as it relates to community development activities; principles and practices of urban planning; principles and practices of engineering; principles and practices of professional administration and management; principles of leadership including supervision of staff; and principles of effective public presentation.

Candidates will possess equivalent to a bachelor's degree from an accredited college or university with major course work in urban planning, architecture, public administration, civil engineering or a closely related field. Possession of a master's degree is highly desirable; and five (5) years of progressively responsible professional experience in community development, planning, and municipal engineering, including two (2) years in a supervisory capacity.

COMPENSATION & BENEFITS

The annual salary for this position is \$167,604 - \$222,912; placement in this range is dependent upon qualifications.

The City also offers a competitive benefits program that includes:

- **Retirement** – The City participates in the California Public Employees’ Retirement System (CalPERS) under a 2% @ 60 formula for Classic Members. The City contributes 3% to a 401(a) plan as well as \$200/month to an RHS plan. Voluntary Roth IRA & 457 plans available.
- **Medical Benefits** – The City offers two choices for coverage—Kaiser or Blue Shield. The City pays 75% of the Kaiser monthly premium at each coverage level.
- **Dental & Vision** – City-paid coverage for employee and eligible dependents.
- **Life Insurance** – City-paid coverage equal to 1x annual salary.
- **Holidays** – City recognizes 13 paid holidays per year.
- **Vacation Leave** – Negotiable based on Management Pay Plan
- **Sick Leave** – Accrues at the rate of one day per month, with no maximum accrual.
- **Administrative Leave** – Up to 16 hours of administrative leave each month on a non-cumulative basis.
- **Section 125 Plan** – Dependent care and out-of-pocket medical costs may be paid on a pre-tax basis.

HOW TO APPLY

Please apply **on-line** by **May 17, 2021** at www.allianceRC.com. For questions and inquiries, please contact:

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