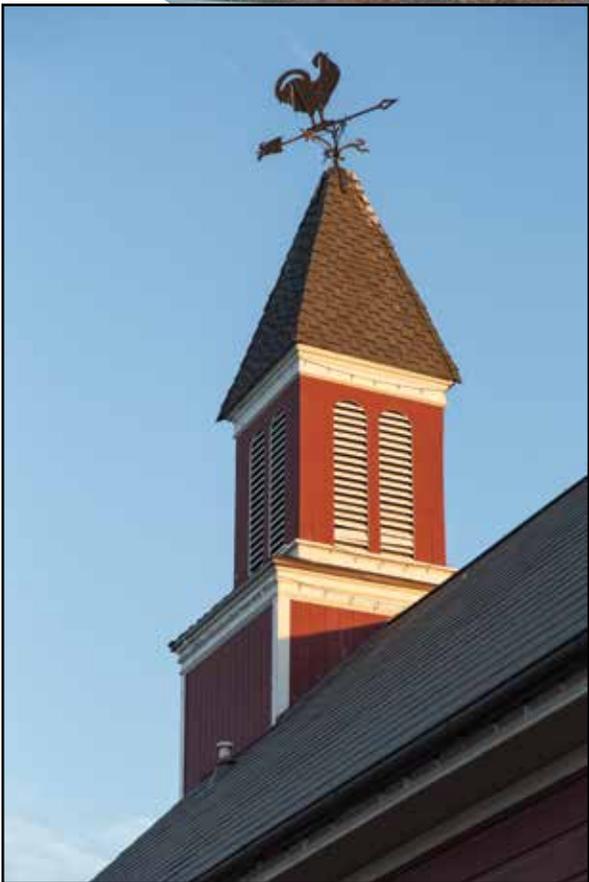




CITY OF NOVATO
CALIFORNIA



Community Development Director

THE OPPORTUNITY

This is an exceptional opportunity for a dynamic, forward-thinking individual to shape the future of a thriving community. The Community Development Department Director oversees planning, building and safety, code enforcement, sustainability and operations of the One Stop Permit Counter. The Director coordinates activities with other City Departments and outside agencies, conducts strategic planning for the department, and provides highly complex technical and administrative support to the City Manager.

A sense of civic engagement, a strong sense of public service, and a background that includes economic development and collaboration with businesses and other community agencies will serve the candidate well. The Director will be implementing the City's economic development goals and will assist in the further revitalization of the Downtown and Grant Avenue areas of the City. The successful candidate will also be implementing the new General Plan, which should be adopted in mid-2019. Candidates should be visionaries with strong leadership and mentoring skills.

THE REGION

Recently named as one of the "Best Places to Live in 2018" by Livability.com, Novato is ideally situated in the North Bay Region of the San Francisco Bay Area, just a 20-minute drive to San Francisco and a 40-minute drive to the beautiful Point Reyes Seashore and Muir Woods National Park, a coastal redwood forest that is home to expansive trails and breathtaking views. With a population of 55,000, Novato is surrounded by more than 3,600 acres of open space, including Stafford Lake Park (139-acre expanse) and Mount Burdell (1,558 feet high), making it a haven for hiking and mountain biking. Novato also has two public golf courses and a network of 27 oaks-studded parks.

Novato was given high marks by Livability.com for high-achieving Novato Unified School District, as well as having a thriving local economy of biotech and technology companies along with a variety of retail centers, including the Vintage Oaks Shopping Center, anchored by Costco and Target which includes more than 50 retail stores and restaurants welcoming visitors and residents to shop and dine. . Novato is an active community with some great community events and amenities such as the Fourth of July Parade, Rock the Block, Winter Festival, Summer Concerts on the Green and community movie nights in the park. Historical buildings dot downtown Novato, including the Novato History Museum, City Hall (a former Presbyterian church built in 1896), and Druid's Hall (1899). Novato's Old Town hosts traditional stores, boutiques and restaurants, and speaks to an earlier time in Novato's history.

THE POSITION

Reporting to the City Manager, the Community Development Director oversees all activities of the department. Divisions within the Community Development Department include planning, code enforcement, building and sustainability. The department also manages the City's affordable housing programs. This position oversees 21 department employees and directly supervises four managers and support staff.

The Community Development Director has significant interaction with an engaged Novato community, the Planning Commission and Design Review Committee as well as other committees involved with land use, development, engineering and general planning activities. The Director is responsible for submitting agenda items related to the Department. Overseeing adoption and implementation of the General Plan will be a priority for the successful candidate.



Superior writing, verbal and public speaking skills are critical to this position. The Community Development Director must also have the ability to verbally relay complex development concepts and regulations so that is clearly understood by a variety of audiences. This position requires an individual who excels at engaging the community, their peers and staff. Public sector experience is required.

The next Community Development Director will be tasked with reviewing the City's current development review process and implementing best practices to better serve the people and businesses of Novato. The Director will instill a culture of customer service, working with businesses and land owners to help them progress through the approval procedure. The Director will ensure that staff recognize each other's role in the review process and how their work impacts the activities of others within the department as well as the community. As a part of this effort, the successful candidate models a collaborative work environment, structuring divisions so that the mission and purpose of Community Development is understood and embraced by each department employee.

Ideally, the City's next Community Development Director will be well versed in environmental sustainability efforts and should be ready to maintain, implement and improve the City's many programs. More information on Novato's Sustainability Initiatives can be found on Novato's website at - <https://novato.org/community/sustainability>.

Other Community Development Director duties include:

- Select, train, motivate and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Develop and review staff reports related to planning and building functions; present reports to a variety of commissions, committees, boards and the City Council.
- Serve on a variety of boards and commissions; attend and participate in professional groups and committees.
- Direct, coordinate and review amendments to the General Plan.
- Confer with developers, architects, a variety of agencies and the general public in acquiring information and coordinating planning and zoning matters.
- Resolve difficult citizen inquiries and complaints. Perform related duties as assigned.

For a full description of duties and the role see <https://novato.org/government/human-resources/jobs-recruitment/job-descriptions>



MINIMUM QUALIFICATIONS

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Six years of increasingly responsible experience in a position related to public administration and management, community development, or planning including two years of administrative and supervisory responsibility.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, urban planning, engineering or a related field. Desirable qualifications include a Master's degree and AICP certification.

COMPENSATION AND BENEFITS

The annual salary range for the Community Development Director is **\$139,752 - \$169,872**. Starting salary will be dependent upon experience.

The City offers a competitive benefit package. View current benefit information on the City website at: <https://novato.org/government/human-resources/salary-benefits>

APPLICATION AND SELECTION PROCEDURE

This position is open until filled with an initial review date of **Monday, November 19th, 2018**. To be considered, please submit a detailed resume, cover letter, and a list of six work-related references (who will **not** be contacted until the late stages of the recruitment and will be coordinated with the successful candidate). Your resume should indicate the size of staff and budgets you have managed and also reflect both years **and** months with regard to the employment dates for current and prior positions held. Please submit your materials through our website at: <https://secure.cpshr.us/escandidate/JobDetail?ID=403>

Interview/assessment exercises will be held the week of December 3rd at City offices. Candidates should plan to be available for two days.

For additional information about this position please contact Teresa Webster at 916.471.3462 or twebster@cpshr.us or Jill Engelmann at (530)306-0575 or jengelmann@cpshr.us.

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