



*City of Saratoga*

# COMMUNITY DEVELOPMENT DIRECTOR

## Recruitment

The City of Saratoga is in search of a collaborative, strategic, and experienced local government professional to take on the role of Community Development Director. This dynamic and hands-on position involves managing zoning compliance, administering relevant land use regulations at the City, County, State, and Federal level, and ensuring compliance with legislative programs. The incumbent will also serve as a key liaison with the Planning Commission and Heritage Preservation Commission, providing valued input and direction. The Community Development Director is an integral member of the City's management team, helping to implement long-term strategic goals and community initiatives.

**LEARN MORE WITHIN.**



To be considered for this exciting career opportunity, please apply online through [www.calopps.org/city-of-saratoga](http://www.calopps.org/city-of-saratoga) by Friday, May 12, 2023.

# About Saratoga

The City of Saratoga is an attractive residential community of approximately 30,000 known for its excellent schools and prestigious neighborhoods. The community's downtown district, known as "The Village," has distinctive dining, unique shops, and numerous buildings dating back to the late 1800s and early 1900s. Saratoga residents place an emphasis on retaining the quality of the City's semi-rural ambiance and unique character. The City also is home to Villa Montalvo and the Hakone Gardens, the oldest Japanese-style residential garden in the Western Hemisphere.

In addition to its cultural venues, the City of Saratoga offers a wide array of recreational opportunities. The City has 14 parks, and numerous trails that allow for an assortment of activities. Additionally, Saratoga is close to regional parks with excellent hiking and horseback riding trails.

## CITY GOVERNMENT

The City of Saratoga was incorporated in 1956 and operates under a Council/Manager form of government. At the time of incorporation, many school and utility districts were in existence and consequently, more than one district may serve within the City's boundaries. Fire protection services are provided through special districts, and the City has formed collaborative relationships and established service contracts with other government agencies including law enforcement services through the Santa Clara County Sheriff's Office, animal control services provided by the City of San Jose, recreation programs provided by Los Gatos-Saratoga Community Education and Recreation, senior programs provided by the Saratoga Area Senior Coordinating Council and library services provided by Santa Clara County Library District. In addition, sanitation services are provided by West Valley Sanitation District and Cupertino Sanitary District.

## CITY DEPARTMENTS

- City Manager**
- Community Services**
- Administrative Services**
- Community Development**
- Public Works**

## SARATOGA BY THE NUMBERS

- \$26 M** 2022-23 General Fund Operating Budget
- 57** FTE Positions
- 30,200** Population
- 13** Square Miles Incorporated Area
- 94%** Residential Areas of the City
- 200** Acres Parks & Open Spaces

## *About the Position*

# Community Development Director

### THE ROLE

The role of Community Development Director (CDD) is a critical position within the executive team of the City of Saratoga. The CDD will work in close collaboration with the City Manager and City Council, acting as the City's principal City Planner. The successful candidate will be responsible for planning, directing, managing, and overseeing all activities and operations of the Community Development Department. This includes managing long-range and current planning, permitting, building inspection, business licensing, building maintenance, and code compliance services.

As a representative of the City, the CDD will have direct contact with citizens, elected officials, officials from other agencies and organizations, and community leaders. This requires excellent communication and interpersonal skills, as the issues involved are often highly sensitive and complex.

The Community Development Department is comprised of the Development Services and Advanced Planning Services sections, the Code Compliance Program, the Building and Inspection Division, and the Facility Maintenance Division. The department is staffed with a team of 16 FTEs, including the Director. The departmental budget for FY 2022/23 is \$4,520,000.

### THE IDEAL CANDIDATE

The ideal candidate will be an outstanding Community Development Director with the skills and qualities to excel in this critical position. The ideal candidate must be a strategic, proactive, and creative community development expert who can provide exceptional operational leadership to the department. Strong management and administration skills are essential, and the ability to adapt to the work environment and fit in with the organizational culture will be critical aspects for success in this role.

The successful candidate must be highly collaborative, and patient, when working with internal and external customers. The CDD will be expected to operate with the utmost integrity, professionalism, respect, collaboration, and ethical behavior.

To succeed in this role, the ideal candidate must have a background that reflects high levels of expertise and successful Community Development program delivery. They must possess exceptional skills in stakeholder engagement, and project management, along with the ability to inspire and motivate a team towards achieving shared goals. Finally, the ideal candidate must be able to navigate complex political and community dynamics, demonstrating sound judgment and effective decision-making skills.

## DESIRED CHARACTERISTICS

**The Community** is seeking a Director who is committed to engaging with residents and businesses and shares their desire to maintain the City's economic base without compromising its unique character. The ideal candidate will bring innovative and creative ideas to the table while also being receptive to feedback and input from the community.

**The Mayor and City Council** are seeking a dynamic Director who is committed to innovation and attentive to the needs and interests of the community. The ideal candidate must share the City's values, support its goals, and possess strong political acumen. Additionally, the candidate should have exceptional analytical, interpretive, and presentation skills to effectively communicate qualitative and quantitative information to the City Council, boards, commissions, and stakeholders. It is also essential that the Director can skillfully represent the City's interests to the development community, stakeholder groups, local agencies, and professional organizations.

**The Staff of the Community Development Department** is seeking an exceptional Director who is dedicated to collaboration and possesses strong strategic leadership skills. The ideal candidate will lead by example, fostering a culture of teaching, mentorship, cross-training, and coaching at all levels, valuing the contributions of co-workers and appreciating their efforts. The successful Director will build a high-functioning team and prioritize staff development to maximize their potential and enhance the Department's performance.

**The City's Management Team** is seeking a talented, articulate, and cooperative team member who is dedicated to hard work and not afraid to roll up their sleeves when the situation calls for it. The ideal candidate will value the contributions and suggestions of their team members in community development matters, and they will be a strong advocate for their positions while also remaining open to the opinions of others. The successful candidate will share the team's passion for providing high-quality service to the community and will exhibit a positive and supportive attitude towards their team members. Additionally, the Management Team seeks a team player who has a sense of humor and can create a welcoming and enjoyable work environment for all. In summary, the City's Management Team seeks a committed and collaborative individual who is dedicated to hard work, exceptional service delivery, and teamwork.





## QUALIFICATION REQUIREMENTS

**Experience:** Seven years of increasingly responsible experience in municipal/urban planning, economic development, or closely related field, including at least five years of management experience which includes public presentation, policy development, financial analysis, and budget administration.

**Education:** Equivalent to a bachelor's degree from an accredited college or university with major coursework in planning, architecture, engineering, economics, business, public administration, or a related field. A Master's degree and AICP certification is strongly desired.

**Certification:** Possession of, or the ability to obtain, an appropriate, valid California driver's license upon appointment.

## COMPENSATION & BENEFITS

### **The City of Saratoga provides an excellent compensation and benefits package.**

The salary for this position will be set at a step between steps 1 and 5 based on qualifications and experience of the selected candidate.

### **The annual salary range for Steps 1-5 is \$199,326.40 - \$242,278.40.**

The City has a seven-step range, including multi-year steps 6 and 7. Advancement to steps 6 and 7 is after four (4) years of satisfactory service at Steps 5 and 6, respectively.

**CalPERS Retirement Plan:** 2% at 60 retirement formula for "Classic Members" or 2% at 62 retirement formula for "New Members" (PEPRA)

**CalPERS Health Insurance:** The City provides a generous employer contribution toward the purchase of medical coverage and offers Comprehensive HMO and PPO plan options available through CalPERS

**Dental Programs:** Employer paid comprehensive in and out of network plan options available

**Life Insurance:** Employer paid coverage life term policy (\$150,000)

**Long Term Disability:** Employer paid coverage of 66-2/3% of salary to a maximum of 2,000/month, with an employee option to purchase additional coverage, up to a maximum of 8,200/month

**Deferred Compensation:** The City will match at-will employee contributions to a deferred compensation account up to a maximum of \$250.00 per month

**Paid Time Off:** PTO is accrued at a rate of 22 days per year

**Car Allowance:** \$275.00 per month

**Holidays:** The City observes 13 holidays

**Paid Administrative Leave:** 65 hours of paid administrative leave is granted every fiscal year

**9/80 City Work Schedule:** Nine hour days Monday through Thursday, eight hours one Friday, off the next Friday

# How to Apply



As part of your online application, provide the City with a cover letter, resume, and list of five professional references. References will not be contacted until mutual interest has been established.

