



Deputy Community Development Director or Planning Manager



The Opportunity

We're hiring the person, not just the title.

Depending on your experience and qualifications, the City will appoint as Deputy Community Development Director or Planning Manager. This is an exciting time to join the City of Belmont Community Development Department. With major projects underway and fresh department leadership at the helm, there's real **opportunity to make your mark and help shape the community's future.**

The Deputy Director/Planning Manager will lead major work areas in close collaboration with the Director. You can expect to be the **primary liaison to the Planning Commission**, overseeing meetings and guiding staff through the process. On the current planning side of the shop, we have a **robust pipeline of development projects** as well as opportunities to improve our process for reviewing housing projects. Our advance planning work program is varied and rewarding. We are undertaking a wide range of **initiatives to support City Council strategic priorities** while at the same time, **making improvements that help our front-line customer service staff.** The new Deputy Director/Planning Manager will orchestrate some of these initiatives themselves and will coach staff on others.

This position is ideal for a planner that wants to apply their skills and experience to manage teams, develop policy, mentor staff, and improve process in **a collegial environment where humor is appreciated.** You have been in the room where decisions get made - in Belmont, you'll have a chance to lead from it.

The Department

The Community Development Department includes Planning, Building, Housing and Economic Development. We are a dynamic staff of twelve supplemented with key planning and building consultant services. We have successfully implemented a succession plan with the retirement of the long-term Director and promotion of the Deputy Director. Now we are looking to the future. Our team includes several members that have many years of service and bring deep institutional knowledge and experience. Other team members are newer to Belmont and bring fresh perspective and ideas. Together, we are working on a wide range of projects and programs to provide great customer service, encourage housing development, diversify the City's employment base, and plan for a resilient future for Belmont. We approach our work with a commitment to public service and belief that what we do helps shape the community and peoples' lives. Our leadership team believes that through teamwork and thoughtful strategy, we can do great work for the City while maintaining balanced workloads and reasonable work schedules.

In the last decade, Belmont has established an impressive track record of modernizing policies and programs under the leadership of a strong City Council. In 2017, Belmont adopted a comprehensive [General Plan](#) update as well as the [Belmont Village Specific Plan](#) for the area around the Caltrain station. These policy changes led to the first wave of significant housing development in decades. Since the adoption of these plans, the City has completed construction of over 1,100 new housing units and has another 1,000 currently in our development pipeline. Belmont is currently undertaking a Specific Plan to prepare for the future annexation of the unincorporated [Harbor Industrial Area \(HIA\)](#) from San Mateo County into the City. The Harbor Industrial Area is planned to be an employment center for Belmont, with a focus on research and development, office, and advanced manufacturing with the flexibility to encourage emerging employment uses.



BELMONT

Our Ideal Candidate

We are looking for a team oriented professional with a commitment to public service.

Deputy Director
Level

- Brings **5+ years of management experience** with strong foundations in community outreach, development review, CEQA, and California land-use law; bachelor's required, master's preferred.
- Offers **seasoned leadership and strategic vision**, shaped by navigating complex, high-stakes projects and decision-making environments.
- **Thinks in systems**, understanding how housing, transportation, economic development, and community wellbeing interconnect; detailed oriented but also able to see the big picture
- **Excels in public-facing leadership**, able to command a room, read an audience, build consensus, and guide City Council, Planning Commission, and community discussions effectively.
- **Demonstrates calm, politically savvy management**, handling multi-department complexity, directives, and competing priorities with composure; humor is a plus.

Planning
Manager
Level

- Brings **supervisory strength and hands-on experience in current and long-range planning**, California entitlements, public engagement, and a holds a solid planning foundation supplemented with a bachelor's degree.
- Energizes teams, **not just managing workloads but creating enthusiasm** and forward motion.
- **Delivers results**, keeping complex projects on track, juggling priorities, and moving work over the finish line.
- Develops talent, mentoring junior planners, offering clear and constructive feedback, and **building a culture where people thrive**.
- **Fluent in the California planning playbook**, confidently guiding others through entitlements, CEQA, zoning, and public hearings while growing into broader leadership.

For a complete picture of each opportunity, including responsibilities and qualifications, please refer to the individual job descriptions: [Deputy Community Development Director](#), [Planning Manager](#).

Compensation & Benefits

Annual Salary Ranges

Deputy Community Development Director - \$182,763-\$233,258

Planning Manager -\$162,189 -\$207,000

The City of Belmont offers a comprehensive range of benefits that are designed to support your professional growth, personal well-being, and overall job satisfaction.

Here is a summary of the benefits you can expect to receive:

Health Insurance - You will have access to comprehensive health insurance plans, which include:

- Medical insurance via the CalPERS Medical Program. With a City contribution of up to \$3,039.04 a month towards plan premium.
- Employer paid dental insurance via Delta Dental PPO (nominal monthly cost for dependents).
- Vision Insurance via VSP for you and your eligible dependents.

Retirement- The City of Belmont participates in the CalPERS Retirement Plan . Employees are enrolled at the PEPRA Member or Classic Member subject to CalPERS regulations.

Retirement Health Savings Account - The City makes a monthly contribution to employee's account based on years of service from \$150.00 - \$300.00 per month. Vested after ten (10) years of continuous service.

Deferred Compensation - The City makes a monthly contribution of \$335.00 per month into employee's 457 Deferred Compensation Account. In addition, employees can make pre-tax contributions via payroll deduction.

Paid Time Off: We understand the importance of work-life harmony. You will receive accrual of paid time off, including vacation days, sick days, and holidays.

- Vacation - Accrual starts at 6.33 hours per month of service, equal to ten (10) days per year. Prior years of public service may be considered when granting accrual rate.
- Administrative Leave - 80 hours per year.
- Sick Leave - Earned at one day (8 hours) per month of service.
- Eleven (11) Holidays with two (2) Floating Holidays after a year of service

This summary provides an overview of the benefits available to the classifications. For more detailed information, including eligibility criteria and specific plan provisions, please refer to the Compensation and Benefit Plan for Unrepresented Confidential Group (Deputy Community Development Director) and Mid-Management and Confidential Employee MOU (Planning Manager)

Application & Recruitment Timeline

 [Apply via CalOpps](#)

We're excited to meet great candidates and will begin reviewing applications right away.

Don't wait to apply

Tentative Timeline

First Formal Review of Applications
June 29, 2026

First Round Interviews
Week of July 13, 2026

Department Interviews
July 23 and 24, 2026

For more information about this exciting opportunity please contact the hiring team at:

 humanresources@belmont.gov

 (650) 595-7452

