



# **DIRECTOR OF COMMUNITY DEVELOPMENT**

## **TOWN OF TIBURON**

**SALARY: \$167,460—\$209,316**



**FIRST REVIEW OF APPLICATIONS:**

**Week of September 2, 2025**

APPLICATIONS ACCEPTED UNTIL POSITION IS FILLED

CANDIDATES ARE ENCOURAGED TO APPLY EARLY

VISIT [WWW.TOWNOFTIBURON.ORG/JOBS](http://WWW.TOWNOFTIBURON.ORG/JOBS) TO APPLY

## THE TOWN OF TIBURON

Nestled just north of the iconic Golden Gate Bridge, the Town of Tiburon is a picturesque gem in southern Marin County. With sweeping views of San Francisco Bay, Angel Island, Mount Tamalpais, and the Golden Gate itself, Tiburon offers a breathtaking backdrop for daily life. This vibrant yet tranquil community of approximately 9,100 residents is known for its outstanding public service, excellent schools, low crime rate, and a relaxed coastal lifestyle that makes it one of the most desirable places to live in the Bay Area.

Tiburon’s charming waterfront and historic downtown welcome commuters and visitors alike. Golden Gate Ferry service offers convenient access to San Francisco and beyond, while also attracting visitors who come to enjoy the town’s award-winning restaurants, boutique shopping, scenic trails, and year-round community events. Tiburon also serves as the gateway to Angel Island State Park—accessible directly from downtown—adding to its appeal as both a local treasure and a regional destination.

Comprising more than 3,500 parcels and roughly 33 miles of roadway, Tiburon is a primarily built-out community with thoughtful opportunities for growth in a few unincorporated areas along the peninsula. The main artery, Tiburon Boulevard (State Route 131), connects downtown to Highway 101, while the alternative route along Paradise Drive offers a slower, scenic passage with stunning views around every bend.



## THE ORGANIZATION

Tiburon is a general law town governed by a Town Council operating under the council-manager form of government. The Town Manager, appointed by the Council, serves as the chief executive and leads a dedicated, professional staff. The Community Development Director is a key member of the executive team and reports directly to the Town Manager.



**4.5**  
SQUARE MILES



**9,146**  
(2020 US CENSUS)



**4,051** UNITS  
(CA Dept of Finance, 2022)



Age 65 and older  
**25%**  
OF THE POPULATION



Children under 18  
**23%**  
OF THE POPULATION



Age  
**49.1**  
YEARS



## THE COMMUNITY DEVELOPMENT DEPARTMENT

The Community Development Department plays a vital role in shaping the built environment and upholding the high quality of life Tiburon is known for. The department is composed of two core divisions—Planning and Building—and is supported by a dedicated team of eight employees. Additionally, the department shares a part-time Climate Action / Sustainability Coordinator with the neighboring City of Mill Valley, reflecting the Town’s commitment to environmental stewardship.

The Director is responsible for coordination, oversight and providing staff support for the Planning Commission and Design Review Board, which includes attendance at the meetings of these Council appointed bodies. The Director is expected to attend Town Council meetings as needed, which are held on the first and third Wednesday evenings of the month.

The **Planning Division** oversees the orderly development of the Town, ensuring all projects align with the General Plan, Zoning Ordinance, and local policies. This includes long-range planning, code updates and the production of strategic planning documents. The division includes two Associate Planners and one Planning Technician, these staff members also provide support to the Planning Commission and Design Review Board advisory bodies.

The **Building Division** ensures that all construction in Tiburon complies with state and local building codes and reflects best practices in safety and design. The division includes a Building Official, a Building Inspector, a Building Technician and a Building Clerk who work collaboratively to support homeowners, builders, and businesses throughout the permitting and inspection process.

Together, these functions operate with an annual budget of just under \$2 million and are central to the Town’s ability to thoughtfully manage change while preserving its unique character.

## CURRENT ISSUES AND PRIORITIES

Tiburon’s next Community Development Director will have a number of exciting opportunities and challenges in leading the operations of the department, including:

**Ongoing Implementation of the General Plan and Housing Element.** The Town adopted its General Plan on May 23, 2023, and it was amended on September 20, 2023. The Housing Element was found to be in substantial compliance with the State Department of Housing and Community Development.

**Oversight of Planning and Building Division Activities.** Ongoing work with the Planning and Building Division staff to assist in processing and management of development applications and required inspections.



**Housing Legislation.** Like all communities in California, Tiburon is closely monitoring any proposed legislation regarding housing, particularly as it relates to additional limits on local control. The Director will be expected to lead efforts to keep the Town Municipal Code updated with respect to new legislation related to development, and the implementation of Housing Element Programs.

**Management of New Multifamily Housing Developments.** The Town has a number of housing opportunity sites. Currently, there are two development companies interested in pursuing sites in Downtown Tiburon. The Director will be responsible for managing these development opportunities and others as applications are submitted.

## TOWN OF TIBURON BUDGET

The Town of Tiburon is in very good financial condition, with substantial General Fund reserves. In FY 2025-26, the Town has a total budget of \$17.02 million (\$12.6 million operating budget), and a staff of 43 employees. Employees are spread over four service departments: Administrative Services, Community Development, Public Works, and Police. Fire services are provided by two independent fire districts. Sanitary sewer services are also provided by two independent sanitary districts, and water is provided by the Marin Municipal Water District.



## THE POSITION: DIRECTOR OF COMMUNITY DEVELOPMENT

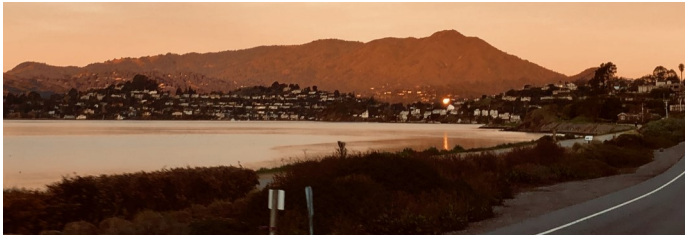
The Town is seeking an experienced, visionary, and service-orientated leader to serve as its next Director of Community Development. This is a rare opportunity to guide development in one of the Bay Area's most scenic communities.

The ideal candidate will bring deep experience in both planning and building, with a proven track record of success in a public sector setting. They will be a forward-thinking strategist and effective team leader, capable of inspiring staff, engaging with residents and navigating complex project with professionalism and grace.

This role requires a dynamic communicator—someone who can clearly articulate planning concepts and development priorities to a wide range of audiences including the Town Council, Planning Commission, Design Review Board, business community and the general public. Strong presentation skills, political acumen, and the ability to build consensus are essential.

The next Director will thrive in a high-touch environment where responsiveness, collaboration, and customer service are paramount. Tiburon values efficiency and approachability in public service, and the Director will be expected to lead by example—balancing the interests of developers, residents, and policymakers with integrity and fairness.





In a small but engaged community like Tiburon, the Director will have a visible and meaningful impact, shaping how the Town grows and evolves while protecting the qualities that make it special. A thoughtful approach to community development, rooted in equity, sustainability, and design excellence, is key to success in this role.

## IDEAL CANDIDATE

The Town of Tiburon is seeking a **collaborative, dynamic leader** to serve as its next Director of Community Development, someone who will bring both technical expertise and experience with direct public service to this vital role.

Tiburon's Town Manager values **team-orientated, hand-on management style** and is looking for a Director who thrives in a **collegial environment**, works transparently and collaboratively, and brings a **service-oriented mindset** to all interactions with residents, businesses, and project stakeholders.

## WHAT YOU BRING

- A **Bachelor's Degree** in urban or regional planning, public administration, or a related field is required. A **Master's degree** is highly desirable and reflects the Town's commitment to high standards in civic leadership.
- You bring **deep exercise in land use planning**, zoning, and code compliance, and are fluent in navigation **state, local and federal regulations** related to development.
- You're equally comfortable analyzing complex issues and offering **strategic well-reasoned solutions** that align with community values and regulatory frameworks.

- Your background includes at least five (5) years of experience in **advanced planning, with supervisory or managerial duties**. You've lead teams, guided policy, and implemented plans with both vision and pragmatism.
- You have a solid grasp of building inspection practices, plan review, and municipal permitting processes, and are **confident in your ability to oversee both day-to-day operations and long-range planning initiatives**.
- Familiarity with **affordable housing programs**, CEQA compliance, and **climate resilience planning** is a plus, as Tiburon continues to prioritize environmental sustainability and housing equity in its growth strategy.

## WHO YOU ARE

- You are a natural collaborator, a listener, and a consensus builder. You value transparency and lead with integrity, diplomacy, and good judgment.
- You communicate clearly and confidently with all audiences—from Town Council to developers to residents
- You have the presence and credibility to represent the Town in pubic forums, and the vision to help guide its future.
- Above all, you care deeply about community service, and you're energized by the opportunity to help shape the character and livability of one of the Bay Area's most unique and beautiful towns.



# DIRECTOR OF COMMUNITY DEVELOPMENT

## COMPENSATION & BENEFITS

The salary range for this position is \$167,460—\$209,316 annually, DOE.

- **Retirement:** Either 2% at 55 using the single highest year calculation for classic members or 2% at 62 using the average three highest years for new members to CalPERS. Town employees pay the employee's portion of retirement costs.
- **Cafeteria Benefits Plan:** The Town will provide a monthly allowance towards medical, dental, life insurance, and long-term disability insurance. If the full amount is not used, any remaining portion up to \$400 per month will be deposited into the Town's Deferred Compensation Plan. If the cost of benefits exceeds the allowance, the difference is paid by employee through payroll deductions. The cafeteria benefit for calendar year 2025 is \$2,375.88.
- **Vacation & Sick Leave:** Fifteen days vacation leave, increasing after 5 years. Twelve days sick leave.
- **Administrative Leave:** Up to 10 administrative leave days per year.
- **Holidays:** The Town observes 12 holidays per year and typically closes Town Hall between Christmas Eve and New Years Day.
- **Schedule:** The Director works a 9/80 schedule. Town Hall is closed every other Friday.

## APPLICATION & SELECTION PROCESS

First review of applications will be held the week of **September 2, 2025**. To be considered, please submit a Town of Tiburon employment application, professional resume and cover letter online at:

**[WWW.TOWNOFTIBURON.ORG/JOBS](http://WWW.TOWNOFTIBURON.ORG/JOBS)**

### QUESTIONS

Contact: Pauleen Temperani  
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