



DIRECTOR OF COMMUNITY DEVELOPMENT

TOWN OF TIBURON, CA

SALARY: \$131,451-\$164,314



FIRST REVIEW OF APPLICATIONS:

MARCH 13, 2020

APPLICATIONS ACCEPTED UNTIL POSITION IS FILLED
CANDIDATES ARE ENCOURAGED TO APPLY EARLY
VISIT WWW.TOWNOFTIBURON.ORG/JOBS TO APPLY

THE TOWN OF TIBURON

Tiburon is located just a few miles north of the Golden Gate Bridge in southern Marin County. The exceptional views of Angel Island, Mount Tamalpais, the Golden Gate Bridge, San Francisco and its bay, high quality of schools, serene lifestyle, low crime levels, and high level of public services are among the predominate reasons why 9,100 residents call Tiburon home. Tiburon is one of the most desirable places to live within Marin County, which itself is one of the most desired locales in the nation.

The Golden Gate Ferry and Blue & Gold Fleet Ferry provide daily commute service to San Francisco and points beyond. The ferries also bring visitors to Tiburon to take advantage of its restaurants, recreational amenities, unique shopping, and annual events. Tiburon is the launching point for Angel Island, a California State Park, which is located within the town limits.

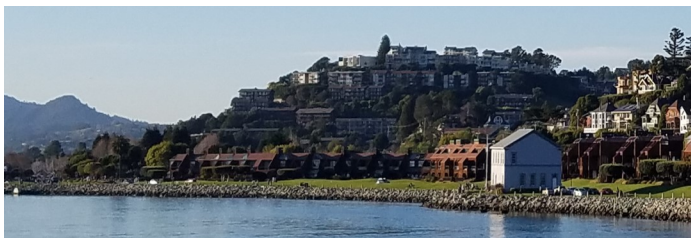
There are over 3,500 parcels in Tiburon with some growth opportunities in the unincorporated pockets found along the peninsula. There are approximately 33 total lane miles of roadway within the Town limits. Tiburon Boulevard (State Highway 131) is the main thoroughfare connecting downtown Tiburon to Highway 101. The scenic Paradise Drive route provides a beautiful alternative for commuting along the peninsula.

THE ORGANIZATION

Tiburon is a general law town and operates under the council-manager form of government. The Town Council appoints the Town Manager, who serves as chief executive. Town staff works with the Town Council through ad-hoc committees created as needed for various projects. The Town's management team is comprised of four Department Directors who report to the Town Manager.

The Town of Tiburon is in very good financial condition, with substantial General Fund reserves. In FY 2019-20, the Town has a total budget of \$17.02 million (\$12.6 million operating budget), and a staff of 41 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 COMMUNITY DEVELOPMENT DEPARTMENT

The Director of Community Development supervises the work of eight employees across three divisions: Planning, Advance Planning, and Building. He/she is responsible for the oversight of the Planning Commission and Design Review Board. The Director is expected to attend Town Council meetings, which are held on the first and third Wednesday evenings of the month.

The Planning Division of the Community Development Department is responsible for managing the physical development of the Town in an orderly manner in accordance with the General Plan, Zoning Ordinance, Municipal Code, and Town policies and regulations.

The Advance Planning Division is responsible for maintaining a comprehensive, up-to-date General Plan, as well as producing long-range plans and documents.

The Building Division ensures construction in the Town is compliant with adopted construction codes, in conformance with accepted building practices, and conforms to the Town's adopted polices and ordinances.

The combined operating budget for the functions that constitute the Community Development Department total just under \$1.47 million.

The Director works with a number of community organizations and developers with varied priorities. It is important to balance good customer service while maintaining the priorities set by the Town Council.

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:

Update to the General Plan Last updated in 2000, the Town's General Plan is due for a major update. The RFP process for choosing the right consultant team to assist the Town in this multi-year process is under way, and the new Director will take the lead on this important project which we anticipate will include a high level of community engagement.

In-progress Construction Projects In 2019, building permits were issued for several significant commercial projects in the Town, and the new Director will be responsible for ensuring completion of these projects is consistent with the approved plans. These projects include: 2 extensive renovations of landmark restaurants, construction of a new mixed use building in downtown, and a \$18M expansion of the Belvedere-Tiburon Library.

Staff Vacancies & Training Both the Planning and Building Divisions of the department have experienced staffing changes over the past several years. In addition to the Director position, a Senior Planner position is also currently vacant. The new Director will have the opportunity to fill this position as well as work with a mix of employees with diverse experience levels as they lead the department.

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 take the lead in these efforts, as well to implement any actual legislation that is passed.

DIRECTOR OF COMMUNITY DEVELOPMENT

IDEAL CANDIDATE

Tiburon's Town Manager embraces a team approach to managing the organization. He expects the new Director of Community Development to be a team player who will enthusiastically work in an open and collaborative manner, and who will strive to provide superior customer service to the Town's residents.

Desirable requirements for the Director of Community Development include a Bachelor's degree with major coursework in urban or regional planning, or a closely related field. A Master's degree is highly desirable. Knowledge of planning and zoning laws; building plan review and inspection; and code compliance are essential. The ability to analyze and propose solutions that are consistent with local, state and Federal statutes, rules, and regulations is required. Knowledge of long-range planning and affordable housing programs are desired. A minimum of five years of increasingly responsible advanced planning experience, including supervisory responsibility, is preferred.

COMPENSATION & BENEFITS

The salary range for this position is **\$131,451-\$164,314 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 of 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 2020 is \$1,692.
- **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 on **March 13, 2020**. To be considered, please submit a Town of Tiburon employment application, professional resume and cover letter online at:

WWW.TOWNOFTIBURON.ORG/JOBS

QUESTIONS

Contact Suzanne Creekmore
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(415) 435-7359

