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EXECUTIVE SEARCH

Community Development Director
CITY OF GILROY, CALIFORNIA

THE COMMUNITY

The City of Gilroy is located in southern Silicon Valley approximately 25 miles south of San Jose and 75 miles south of San Francisco. This vibrant, family-friendly community in southern Santa Clara County is best known as the “Garlic Capital of the World.” Its garlic crop and annual Garlic Festival put Gilroy on the map decades ago and continues to draw more than 100,000 visitors from around the globe each summer. But these days Gilroy is known for much more than garlic. Today the city’s peaceful residential setting, its award-winning parks and recreational opportunities, excellent schools and easy access to the entire Bay Area, Central Coast and Central Valley has made Gilroy one of the most affordable and fastest growing communities in the region.

The sustained economic growth of Silicon Valley has fueled Gilroy’s growth, both in population and jobs. Today the city is home to 55,615 persons and encompasses 16 square miles. While agriculture remains an important part, Gilroy’s economy has diversified into commercial and industrial activities such as light manufacturing, wholesale

operations, automobile sales and large retail centers. Despite its growth, Gilroy continues to retain a rural and historic character. There is a sense of abundant space due mainly to the large areas of undeveloped land surrounding the newer sections of town and the city’s pristine mountain backdrop.

Situated between the Diablo and Santa Cruz mountains in the Santa Clara Valley, the city experiences mild temperatures, while missing most of the coastal fog. This makes it perfect for a variety of recreational pursuits. The area abounds with outdoor activities, including golf courses, hiking trails, camping, nearby water sports, fishing and horseback riding. As a “Tree City U.S.A.” since 1979, Gilroy has twelve parks and has won more park design awards from the California Park and Recreation Society than any other city in California. Nearby state parks include Mt. Madonna Park, Henry Coe Park and Adams-Chitactac Park and Gilroy’s organized youth and adult recreational baseball, football, softball, basketball, swimming and soccer programs are among the best in California.

Gilroy’s historic Downtown serves as the heart of the city with its walkable character, historic charm, and eclectic mix of restaurants, shops, services, and entertainment. Other popular amenities in Gilroy include numerous wineries, the Gilroy premium outlets, the Gilroy Gardens Family Theme Park and a broad selection of cultural activities in music, the visual arts, and theater.

For more information about the City of Gilroy, please visit <http://www.cityofgilroy.org>.

THE ORGANIZATION

The City was first incorporated in 1870 and became a charter city on January 8, 1960. It operates under the Council-



Administrator form of government. The seven City Council members, including the Mayor, are elected-at-large to four-year terms in alternate slates of three every two years, with the Mayor being elected every four years. The City Council appoints the City Administrator who heads the executive branch of the government, implements City Council directives and policies, and manages the administrative and operational functions through the department directors. The City Administrator appoints the department directors except for the City Clerk and the City Attorney who are appointed by the City Council.

With approximately 273 full-time employees the City provides municipal services including police and fire protection, community and economic development, recreation activities, parks and street maintenance, water and sewer utilities and general City administration. Natural gas and electricity are provided by Pacific Gas and Electric Company. Water service is provided by the City. Wastewater is collected and treated by the South County Regional Wastewater Authority, with the City of Gilroy and the City of Morgan Hill being the two agencies in the Authority. Recycling and solid waste disposal services are provided in the City by Recology South Valley.

The City’s Fiscal-Year 2019 Budget is \$52.4 million.



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THE DEPARTMENT

The Community Development Department is committed to working with the public, development community, and non-profits to enhance the quality of life in the community; promote safe, attractive, and sustainable development; and facilitate development projects that meet the city's objectives. The Community Development Department is broad in scope and includes Planning, Housing, Community Development, Code Enforcement, Building, Life and Environmental Safety, and Environmental Service functions. The Building, Life and Environmental Safety Division includes the Building Section. Currently, the Fire Prevention/Hazardous Materials Bureau is under an organizational structure review and could be assigned under the Fire Department.

THE POSITION

This is an at-will, department head position that serves at the pleasure of the City Administrator. Under direct supervision of the City Administrator, the Community Development Director is responsible for organizing and administering the operations of all divisions within the Community Development Department.

The City of Gilroy is seeking a savvy, seasoned and innovative community development professional, one who is capable of leading the development services team, and one who can authentically engage the community in both short-term and long-term planning projects.

Deep knowledge and experience in current and long range planning and a strong background with development services functions is required as is a demonstrated track record of getting

projects completed. Also required is a strong leader with superior management skills who is politically astute, pragmatic, and holds a big picture perspective. The City desires that the new Director have a consultative type of management style and a leadership style that includes participative, situational, and transformational leadership.

The results of an internal survey recently completed by the Departmental team ask that the new Director have the desired attributes of being approachable, having untouchable integrity, being team-oriented and a good communicator. Although the Department is currently in transition the results also show that staff believes there is an atmosphere of mutual respect and teamwork with a renewed sense of energy and optimism.

Other qualities desired in the new Director are experience in mentoring and assisting in staff development with the ability to review current processes and procedures always looking at ways to improve efficiency and effectiveness. The ideal candidate will have excellent interpersonal and communication skills, be an articulate and effective public speaker and presenter, and be able to competently facilitate public meetings in a non-defensive manner. A high degree of personal poise and presence is essential, as is the ability to gain credibility quickly with the organization and community.

Positions at this level serve as a member of the City Administrator's Senior Management team and provide advice and counsel to the City Administrator

regarding strategic policy and problem solving relating to the assigned department and City

overall. The Director also provides staff assistance to the City Council and Planning Commission.

The City Administrator seeks a visionary leader with proven experience to lead the department and who will instill a customer-service, can-do attitude culture in which development is facilitated and streamlined. The new Director must be able to resolve highly complex issues, identify alternative solutions, project consequences of proposed actions, implement recommendations and respond to sensitive operational and/or policy issues, concerns and needs.

Immediate opportunities facing the new Director will be the planning and facilitation of moving all Divisions



of the Department into one facility thus creating a one-stop shop for all development services; implementation of a land management system; mentoring and coaching a young and eager staff; and finishing and adopting the General Plan Update in 2020.

The City of Gilroy is at an exciting point in its history. Some say turn-around, others say renaissance. Fact is, there are a number of indicators that show the City is heading in the right direction. This is an incredibly exciting opportunity for the right person.

A Bachelor's degree from an accredited college or university with a major in Urban Planning, Civil Engineering, or related field of study is required; with a Master's degree in Public Administration or a related field of study being highly desirable. Also required is ten (10) years of increasingly responsible professional-level, full time, paid experience in a city planning, community development, redevelopment, or closely related field including at least five (5) years at a management level (i.e. Director, Assistant Director, Deputy Director, or Manager) that has included significant management/supervisory, operational and administrative responsibilities. American Institute of Certified Planners (AICP) certification or other similar community development related certification is highly desirable as is being bilingual English/Spanish.

THE COMPENSATION

The annual salary range for this position is \$149,040 to \$200,160 and appointment will be made depending upon the qualifications of the selected candidate. In addition, the following generous benefits are provided:

HEALTH INSURANCE AND FLEXIBLE BENEFITS PLAN: Depending upon the number of dependents the health

allowance ranges from \$811.46 to \$2,142.90 per month for 2019 core health benefits. Subject to specific rules, a cash back program is also available with proof of other medical coverage. City employees participate in the PERS Health Program and may choose their medical coverage from a variety of providers. The City's flexible benefits plan includes medical and dental coverage as core benefits. A range of optional benefits including vision and medical and dependent care accounts are also available. A term life insurance policy equal to annual salary, long-term disability plan, and an employee assistance plan are provided at City expense.

RETIREMENT:

Classic members: CalPERS 2.5% @ 55 formula with employees paying 8% on a pre-tax basis. New hires: CalPERS 2.0% @ 62 with employees paying 50% of the total normal cost as set by CalPERS (currently 6.25%).

VACATION, SICK LEAVE & HOLIDAYS:

The annual vacation accrual ranges from two to four weeks per year based on Gilroy years of service. Sick leave is accrued at the rate of 8 hours each month. The City observes 10 paid holidays per year.

ADMINISTRATIVE/PERSONAL LEAVE:

Employees receive 44 hours of personal leave and 56 hours of administrative

SEARCH SCHEDULE:

Resume Filing Deadline..... July 15, 2019
 Preliminary interviews July 17 through August 2, 2019
 Recommend candidates August 6, 2019
 Interview Process August 21, 2019

These dates have been confirmed, and it is recommended that you plan your calendar accordingly.



leave in July of each fiscal year. Leave must be used during the fiscal year.

RECRUITMENT PROCESS

To apply for this exciting career opportunity, please send your cover letter and resume electronically to:

Peckham & McKenney
apply@peckhamandmckenney.com

Please do not hesitate to contact Phil McKenney toll-free at (866) 912-1919, if you have any questions regarding this position or the recruitment process.



www.peckhamandmckenney.com