

INVITING APPLICATIONS FOR

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# PLANNING DIRECTOR

Town of Los Altos Hills  
Planning and Building Department



LOS ALTOS HILLS



CALIFORNIA





## THE OPPORTUNITY

The Town of Los Altos Hills is actively seeking an experienced and responsive individual to lead the Planning and Building Department as its Planning Director.

## THE TOWN OF LOS ALTOS HILLS

Incorporated in 1956, the Town of Los Altos Hills is a residential community spanning over nine square miles and serving a little over 8,000 residents. It has a unique position within Northern California sitting 35 miles south of San Francisco, 17 miles from downtown San Jose and with Stanford University only five miles away. Downtown Los Altos is within walking distance from Town Hall.

The Town strongly values the preservation of natural resources and the semi-rural atmosphere of the adjacent foothills. Its residents are committed to a “residential-agricultural” lifestyle with open lands, rolling hills, rugged mountains, and views of the South and East Bay communities. In addition, the Town contains over 85 miles of public pathways which connect the community. Its residents continue to pursue small-scale crop and tree farming, the keeping of horses and other domestic animals, viticulture, and other agricultural pursuits.

The residents of Los Altos Hills are active volunteers on Town Committees and Commissions, including the Planning Commission. The high level of participation and community engagement has created an inclusive and open style of government which the community values.





## LOS ALTOS HILLS PLANNING AND BUILDING DEPARTMENT

The Planning and Building Department oversees Planning, Building and Code Enforcement responsibilities for the Town. The department staff totals 6.2 full-time equivalents (FTE's) and utilizes contracted plan check and planning permit review services. The department budget for FY 2018/19 was approximately \$3.0M which represents 20% of the Town's budget.

### THE POSITION

The Planning Director, as head of the Planning and Building Department, oversees the Town's development review processes and code enforcement activities to ensure compliance with local, state and federal land use and environmental regulations while simultaneously providing professional and responsive services to the public.

The Planning Director will have the ability to effectively manage and coordinate a comprehensive catalog of planning, building and code enforcement activities, including:

- Managing all planning activities, including the processing and review of administrative and discretionary land use applications.
- Overseeing all building activities of the Town; coordinating the planning development process.
- Sustaining and adapting current practices to enforce planning, zoning and building laws.
- Providing recommendations on discretionary land use requests to Planning Commission and City Council.
- Providing thorough analysis and making recommendations to Town staff, Planning Commission and City Council regarding planning related topics, including General Plan amendments and proposed or adopted legislation and other legal considerations.
- Providing general oversight and management of departmental work including budgeting and oversight of consultants.

The Planning Director attends meetings of the City Council, Planning Commission and other appropriate committees and acts as the Town's Hearing Officer for Site Development and Fast Track hearings. The position requires a high level of public contact for a range of planning and development review processes.

Long range planning and formulation of related policies and ordinances are also the responsibility of the Planning Director. The Director oversees General Plan updates, implementation, and enforcement.

The position serves under the general direction of the City Manager.





## THE IDEAL CANDIDATE WILL

- Possess knowledge of all relevant planning, building and code enforcement professional standards.
- Uphold the Town's dedication to the preservation of a "residential-agricultural" lifestyle while heading development, zoning and General Plan activities.
- Demonstrate exceptional customer service skills; provide professional and responsive service to residents and developers.
- Have working knowledge of TRaKiT (or comparable) Permitting System.
- Recruit, support, and retain effective and professional staff.
- Demonstrate impartial and objective communication and collaboration skills with the Planning Commission, City Council, assigned committees, residents and developers.
- Engage and utilize Town committees and volunteers.
- Have knowledge of, or willingness to learn about, local natural habitats.



## KEY ATTRIBUTES

- **Effective Communicator**  
Have excellent verbal and written communication skills; can integrate varying perspectives while maintaining community standards.
- **Skilled Collaborator**  
Able to act as a facilitator among residents, developers and City departments; develop and maintain courteous and effective working relationships.
- **Team Builder**  
Strengthen and improve staff skill sets and customer service; oversee work performed by outside contractors to ensure it meets Town expectations.





## **QUALIFICATIONS OR REQUIREMENTS**

Applicants must have any combination of education and experience that is equivalent to the following minimum qualifications:

### **EDUCATION**

Bachelor's degree from an accredited college or university, including major course work in urban planning, geography, architecture and/or related fields. A master's degree in city planning or related field or American Institute of Certified Planners certifications, is desired.

### **EXPERIENCE**

Five years of progressively responsible related management or supervisory experience in urban or environment planning, preferably within a public agency. Substantial experience collaborating with diverse public and private interests and engaging with community volunteers is desirable.

### **LICENSE OR CERTIFICATE/OTHER REQUIREMENTS**

Must possess a valid California Class "C" driver's license issued by the California Department of Motor Vehicles.

## **COMPENSATION**

The salary range for the Planning Director position is \$131,617 to \$198,302 annually, depending on qualifications and depth of experience.

The Town offers an attractive benefits package including health, dental, and vision plans, life insurance, paid holidays, vacation, sick, and management leave, automobile allowance, Town issued cell phone and public sector retirement (CalPERS), as well as a voluntary deferred compensation plan.

### **TO BE CONSIDERED**

Interested candidates should submit a cover letter and resume by July 12th, 2019 to:

Management Partners

Attn: Nancy Hetrick

[search@managementpartners.com](mailto:search@managementpartners.com)

Please contact Nancy Hetrick at 408-437-5400 with any questions.

