



urban or regional planning, environmental planning, public administration, business administration, or related field and six (6) years of broad and extensive experience in urban planning, community development, economic development, or related experience, including three (3) years of management and administrative responsibility. A Master's degree and certification as a professional planner from the American Institute of Certified Planners are highly desirable.

HOW TO APPLY

To apply, complete the required Employment Application through NeoGov, the applicant tracking system. A comprehensive resume and cover letter are required and can be submitted through NeoGov. The deadline to complete the application is before **5:00pm on Thursday, January 6th, 2022**.

If you have any questions regarding the recruitment process or the position, email hr@ci.oakley.ca.us or call 925-625-7011.



COMPENSATION

The current annual salary range is \$155,448 to \$223,236. Placement within the salary range will be based on experience, education, skills and background. The City provides a competitive benefits package, which includes:

- **Retirement**—CalPERS formula is 2%@60 for Classic members with the City paying the employer and employee share of contributions. PEPR members are subject to 2%@62 plan & are responsible for the employee contribution.
- **Medical**—City provides up to \$1,735/month to be used toward medical premium. (If employee has existing group coverage, up to \$400 as cash-in-lieu would be provided).
- **Dental/Vision**—City pays for employee and dependent premiums.
- **Retiree Health Insurance (RHS)**—City sponsors a mandatory RHS Plan; City contributes \$10 & employees \$25/pay period.
- **Accruals**—13 holidays; 95 hrs sick leave per year; 96 hrs of management leave per year; 80 hrs vacation per year initially, with incremental increases up to 200hrs per year.
- **Deferred Compensation Plans**—City matches up to 1% of base salary.
- **Life Insurance**—\$100,000 term policy paid by City.
- **Cell phone stipend**—\$76 per month.
- **Modified Work Schedule**—City has a modified 9/80 schedule, resulting in the 1st and 3rd Friday of the month being a regular day off.
- City also provides **Flexible Spending plans** (Medical, Dependent Care, & Commuter); **employee assistance program, long term disability, and other voluntary benefits.**



The City of Oakley invites your interest in the position of

COMMUNITY DEVELOPMENT DIRECTOR



Closes - January 6, 2022

OAKLEY
CALIFORNIA

OUR COMMUNITY

The City of Oakley, incorporated in July 1999, is one of California's youngest cities. Residents enjoy a charming area with an abundant housing supply, quality schools, and a friendly atmosphere that truly makes Oakley "A Place for Families in the Heart of the Delta." Oakley is located Eastern Contra Costa County, along Highway 4, in a corridor that also includes the cities of Pittsburg, Antioch, and Brentwood.

Today, a landscape of gently rolling fields, orchards, and vineyards gives us a glimpse of Oakley's agricultural past. From a quiet Delta farming town, Oakley has flourished as a growing community with landscaped parks, ample recreation activities, shopping centers, and planned business and commercial development. Oakley's nearly 43,000 residents enjoy a safe, progressive community that is rich in history, supports strong family values, and offers a high quality of life. Oakley was ranked as one of the safest cities in California in 2020 and 2021.

Our residents take pride in being part of a City that is building a prosperous future for generations to come. The new Contra Costa Logistics Center that is currently under construction in Oakley will include nearly 2-million-square-foot of light industrial building space and is expected to bring 2,100 jobs to the community. This regional hub of e-commerce industry will certainly help this rapidly growing community continue to prosper. The City's leadership is working to maintain Oakley's small-town character while strongly encouraging the development of new industries to employ the growing local workforce.



THE OPPORTUNITY

The Community Development Director is part of the City's senior management team and provides advice and counsel to the City Manager regarding strategic policy and problem solving issues within their respective department. Community Development encompasses the activities and operations in the following areas:

- Building Inspection & Compliance
- Code Enforcement
- Housing Element Compliance
- Planning

Essential responsibilities of the Community Development Director include:

- Full management responsibility for all Community Development Department services and activities including planning, building inspection and compliance, and code enforcement and related operations and services.
- Planning, directing, and coordinating, through Department staff, the Community Development Department's work plan; assigning projects and programmatic areas of responsibility; reviewing and evaluating work products, methods, processes and procedures; meeting with key staff to identify and resolve problems; ensuring compliance with appropriate laws, ordinances, and regulations.
- Selecting, training, motivating, and evaluating assigned personnel; identifying appropriate staffing levels; providing or coordinating staff training; working with employees to correct deficiencies; implementing discipline and termination procedures.
- Overseeing the implementation of the Downtown Specific Plan. Directing the registration and inspection processes of the City's Rental Dwelling Unit Inspection Program.

- Assuming responsibility for, and participating in, the development and administration of the department budget; approving the forecast of funds needed for staffing, equipment, materials, and supplies; approving expenditures and implementing budgetary adjustments as appropriate and necessary.
- With and through the code enforcement staff, reviewing and submitting violation complaints and/or inspection warrants with the court system; maintaining appropriate records and testifying, as necessary.
- Monitoring any existing contracts providing services to the City within the Department.
- Maintaining compliance with the City's Housing Element, including coordination with any affordable housing programs and services.
- Overseeing the City's planning functions and activities; developing, managing, and implementing complex planning and policy programs consistent with the City's General Plan.
- Supervising and coordinating the environmental review and development review process for all private and public development activities in the City; reviewing plans and resolving sensitive, controversial and complex issues; solving problems with developers, property owners, the public, architects, engineers, and planners, as well as City Council and Planning Commission.
- Preparing and reviewing complex documents including development agreements and contracts; testifying in court as an expert witness for the City on development, land use, and transportation matters.
- Representing the Community Development Department to other departments, elected officials, and outside agencies; oversees and provides community outreach activities including individual businesses, and general community groups; coordinating assigned activities with those of other departments and outside agencies and organizations; preparing and presenting staff reports and other necessary correspondence.
- Explaining, justifying, and defending department programs, policies, and activities; negotiating and resolving sensitive and controversial citizen inquiries and complaints.
- Participating on a variety of boards, commissions, and committees, including City Council and the Planning Commission, if and when formed.



THE IDEAL CANDIDATE

The City of Oakley is looking for an imaginative self-starter who is willing to roll up their sleeves and effectively lead staff to accomplish its department goals. We are looking for a responsible, service-minded individual that can easily develop great working relationships with the various stakeholders in the development community. Additionally, the new Community Development Director will be proactive and have innovative ideas to address any urban planning and development challenges that may come their way as the community continues to grow. This candidate will be an energetic problem solver who works well collaboratively and has an ability conceptualize the strategic growth of the community. Building relationships and trust with the public, colleagues, and relevant boards and commissions is required to succeed in this position.

Minimum qualifications include a Bachelor's degree from an accredited college or university with major course work in

