

Compensation and Benefits

The City of Clayton offers an attractive benefit package which includes:

- ◆ Salary: The current annual salary range for this full - time position is \$104,748 – \$127,308 DOQ.
- ◆ Retirement: CalPERS (pension plan and contribution rate dependent on member status in CalPERS).
The City does not participate in Social Security.
- ◆ Deferred Compensation: The City offers deferred compensation plans with voluntary employee contributions only.
- ◆ Health Plans: “Cafeteria plan” with a monthly health contribution cap paid by City. The employee may apply City portion toward premiums for medical and/or dental under specified conditions and dependent categories.
 - Medical: Choice of Kaiser, Blue Shield, Anthem, HealthNet and/or PERS Choice (thru CalPERS).
 - Dental: Available through Delta Dental.
- ◆ Vacation Leave: Accrual starts at 2 weeks up to 5 weeks annually based on longevity and increasing with years of service.
- ◆ Sick Leave: 8 hours accrued per month.
- ◆ Management Leave: Up to 120 hours annually each fiscal year at the discretion of the City Manager.
- ◆ Car Allowance: \$345.00 monthly auto allowance.
- ◆ Holidays: The City observes 10 paid holidays, plus 3 personal holidays at employee choice.
- ◆ Life Insurance, Short-Term and Long-Term Disability: The City pays for a life insurance policy of \$50,000 and pays for Long Term Disability Insurance.
- ◆ Optional participation in a Flexible Spending Account (FSA).

The Process

To be considered for this excellent opportunity, please visit www.ci.clayton.ca.us for an application. A completed City application must be received in Human Resources by **5 p.m. on Friday, May 3, 2019; a resume may be attached but not in-lieu of a City application.** Following the closing date, applications and resumes will be screened and the most qualified candidates will be invited to panel interviews and a preliminary chat with the City Manager. Interviews are tentatively scheduled in the latter part of May 2019. References will be requested once finalists are selected. Conditional employment will be offered subject to successful completion of a full background check, Livescan fingerprinting, and a pre-employment physical examination. It is the desire of the City to have the successful candidate on-board by July 2019.

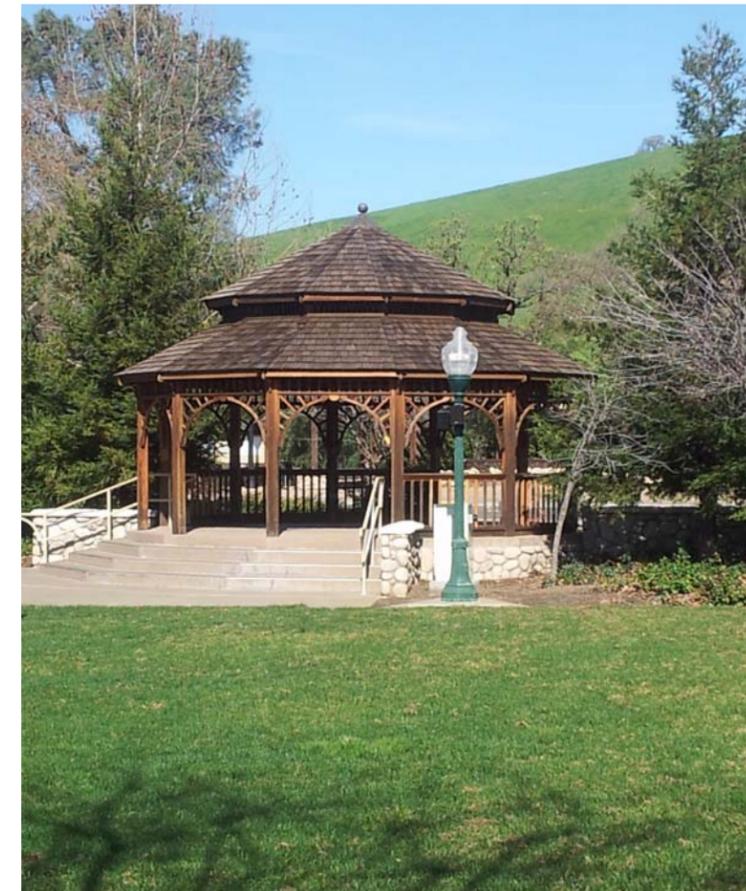
Submit application materials by mail to:

City of Clayton
Human Resources
6000 Heritage Trail
Clayton, CA 94517

The City of Clayton is an Equal Opportunity Employer. Qualified applicants are considered without regard to race, color, religion, creed, sex, sexual orientation, gender, gender identity, gender expression, national origin, ancestry, age (over 40), disability, medical condition, genetic information, marital status, military or veteran status, or any other legally protected status. Candidates selected will be invited to participate in panel and individual interviews. The successful finalist must pass a Livescan/DOJ fingerprint check, a pre-employment physical examination, and a comprehensive background investigation. Upon appointment, each new employee must serve a probationary period during which the employee must demonstrate sufficient capacity and ability to perform the work assigned to this position

The City of Clayton, CA

*invites your interest in our
position of*



Community Development Director

The City of Clayton/ City Government

The City of Clayton is now accepting applications from qualified individuals for the position of Community Development Director. Clayton is a General Law city operating under the Council-Manager form of government and has a five member locally-elected at large City Council. Its mayor is selected by its elected officials for a 1-year rotated term of office

Clayton is nestled in a picturesque valley near the slope of a prominent northern California landmark, Mt. Diablo. The community has always felt a kinship with the mountain, its scenery, plant life, animal life, foothills, trails, meadows, and flowing creeks.

Clayton has as primary goals the historic preservation and revitalization of its Town Center. Recent activity reflects the historical theme envisioned for its small downtown. The Town Center Specific Plan adopted for this area provides guidance for retaining a feeling of community and maintaining the hometown ambiance. *Money Magazine* ranked this lovely community in its Top 100 Places to Live in the Nation in 2007, 2009, and 2011.

In addition to the stunning location and beauty of the City there is a genuine “family orientation” throughout the community. While most residents commute to employment centers outside of the City yet within the Bay Area, housing in Clayton is 90% owner-occupied, which contributes directly to the pride the community displays in its appearance. The public school system is excellent, including a charter high school (public). There are many sport activities within the City, community festivals, and a hometown 4th of July parade led by kids. Clayton always places in the Top 20 safest cities in California according to FBI crime indices for cities of its size.

Clayton’s location in Contra Costa County enjoys the advantages of the cosmopolitan San Francisco Bay Area. There is a vast array of educational, social, and sports activities within easy reach of Clayton. It offers all the amenities of a modern town while continuing to be a place where you know your neighbor and feel safe at night.

The Clayton City Council meets twice per month as does the City Planning Commission. Citizens are well educated and actively interested and engaged in what occurs in town. This is a wonderful community in which to become involved, and to call home.



The Community Development Department and Position

The Community Development Director is the hands-on department head-level position that has the challenge of independently directing, supervising and participating in the day-to-day operations of the Department. Responsibilities include current and advanced planning, zoning and subdivision administration, environmental review, storm water, land use code enforcement, transportation planning, and administration of affordable housing programs. This position reports and serves at-will to an experienced City Manager, is an integral part of the overall City Management Team, and works closely with a City Council that has historically respected the professional advice and input of staff. The Director serves as staff liaison to the five-member City Planning Commission, and directs and supervises a part-time (24 hours per week) Assistant Planner and a part-time Code Enforcement Officer (civilian).

The current Community Development Director has been with the City for approximately 3.5 years. During that time, there has been a mix of both current and advanced planning projects. The uptick in the economy has elevated interests in current planning activity while recent state laws call for advanced planning projects. It is expected the new Director will add to the continued progress of the City in addressing both current and future planning issues and provide leadership of a revisit to the Town Center Specific Plan. The City has obtained HCD—certification of its City Housing Element (2015-2023).

Ongoing Community Development Department Projects

Ranked high on the list of professional opportunity issues are:

- Serve as the pivotal City professional to secure the services of a professional planning consultant to guide the community and the City in a revisit of its Town Center Specific Plan.
- Finalize the consultant study and implementation of Open Space and Affordable Housing Impact/In-Lieu Fees.
- Continue processing several current residential infill projects (3).
- Coordinate City progress on Municipal Code amendments to address Accessory Dwelling Units (ADUs), tiny homes and manufactured homes, SB 743 Circulation Element revisions, objective standards for processing wireless small cell tower installations, and permit streamlining standards for housing under SB 35.
- Continue to successfully represent the City in regional transportation planning and other inter-governmental issues.

Ideal Candidate

In addition to excellent management and supervisory skills, the successful candidate will possess a professional history that demonstrates the following necessary attributes and qualities:

- Knowledge of current and advanced planning, storm water, zoning and subdivision administration, environmental review, affordable housing, economic development, plan check and building inspection services, and code enforcement
- A history of being a “hands-on doer” who is not only creative in addressing issues but is successful in helping a small municipal organization move a community forward in a way that is reflective of the community’s image of itself.
- A history of demonstrated listening skills and the ability to give options and provide reasons that support decisions; ability to see merit in both sides of every issue.
- A history of developing sound strategies for implementing projects, working with the community to get support, and then clearly presenting the project to the City Manager, Planning Commission, and the City Council.
- Knowledge of budgets, administrative and funding sources that may impact programs and project developments, particularly in a resources-constrained organization.
- An understanding of social, political, and environmental issues influencing projects in a small active community.
- A history of being a confident, reasonable, and well-spoken individual with a great deal of patience and a sense of humor.
- Knowledge of contract and grant administration.
- Understands the importance of developing working partnerships with state and regional governments, community groups, and organizations; fostering good relationships with citizens, staff and developers.
- A history of being an open communicator with excellent public speaking, writing and presentation skills.
- A positive customer service orientation and the ability to foster that attitude in others.

Qualifications

In addition to the profile described above, candidates should possess the equivalent of five years senior-level experience in community planning, community development, land use regulation, building inspection and code enforcement, with a Bachelor’s Degree in planning, public administration or a related field. AICP accreditation is desirable.