



## City of Clayton - Community Development Director

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).

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.



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- 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.

In addition, 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.

To be considered for this excellent opportunity, please visit **[www.ci.clayton.ca.us](http://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



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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