



The City of Mill Valley is pleased to accept applications for the position of **Director of Planning & Building**.

Surrounded by the picturesque backdrop of Mt. Tamalpais and towering redwood trees, the City is one of the most scenic places to work in Northern California. This position offers the opportunity to lead and develop a staff of hard-working, fun-loving, talented professionals who are committed to public service. As a part of the City's senior management team, the Director will play a major role in setting a vision for the future and ensuring the continued excellence of City services to the community.

ABOUT THE POSITION

The **Director of Planning & Building** manages and directs all activities of the Planning & Building Department, including current planning, advanced planning, building inspection, and code enforcement. Additionally, the Director serves as the Zoning Administrator, primary staff liaison to the Mill Valley Planning Commission, and regularly represents the department to the City Council and neighborhood and business groups.

THE DEPARTMENT AT A GLANCE

- Team of 12+ planners, building inspectors, plan checkers, and administrative staff.
- 5-member Planning Commission.
- 1,200+ building permits issued per year.
- 3,500+ inspections conducted each year.
- 250+ Residential Resale Building Inspection Reports.

ABOUT MILL VALLEY

The City of Mill Valley is just 10 miles north of San Francisco and 40 miles from California's famous wine country. Mill Valley is a town with a rich and eclectic cultural history and a lively and engaged citizenry. Mill Valley is a primarily suburban community with distinctive residential neighborhoods representing the many eras of the town's growth from a small mill town to the modern full-service City it is today.

The City's population is approximately 14,000 residents who live in a 4.8 square mile area. Education and income levels are high with around 40% of the population having a graduate or professional degree. The median resident age is 48 years; median household income is \$130,000; and median home price is over \$1.4 million. Incorporated in 1900, the City of Mill Valley is a full-service city with a City Council/City Manager form of government.

The City's nearly 150 full-time staff provide a full range of municipal services to residents and businesses in accordance with the MV2040 General Plan and City Council policy and



direction. City staff are committed to delivering those services in an efficient, responsive, and courteous manner with a high standard of operational excellence.

The ideal **Director of Planning & Building** will have demonstrated experience in current and advanced planning and be very familiar with environmental and design review practices. He or she must have a strong understanding of the functions of a Building Division, as well as Code Enforcement. Significant experience with Planning Commissions and Design Review Boards is necessary. The position requires superior communication skills including writing, attentive listening, and public speaking. The successful candidate must also naturally be proactive, flexible, cooperative, and a problem solver. Critical and strategic thinking and the ability to assess operations and identify areas for improvement are necessary attributes for the successful candidate.

The **Director of Planning & Building** is a leader and must enjoy working on teams, mentoring staff, and assisting community groups and committees to achieve their goals. Creativity, confidence and initiative are essential qualities for this new team member.

MINIMUM QUALIFICATIONS

- Equivalent to graduation from an accredited four-year college or university with a degree in land use planning, urban planning, landscape architecture, or a closely related field.
- A Master's Degree or other advanced degrees is highly desirable.
- Ten years of municipal planning experience.
- Five years of management experience in a municipal planning position.
- Driver's license.
- Current certification by the American Institute of Certified Planners (AICP) is highly desirable.

Resumes will not be accepted in lieu of the City's official application form via CalOpps, but should accompany the application. All applications and resumes will be reviewed to select those applicants whose qualifications appear to most closely match the requirements of the position. A limited number of qualified applicants may be invited to participate in the subsequent phase(s) of the recruitment process, which may include one or more of the following: written examination, performance examination, assessment exercises, oral interviews, and complete background checks. Meeting the minimum qualifications does not guarantee advancement in the selection process.

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