



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 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.

- 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.



Los Altos Hills - Planning Director

[Additional details available here](#)

*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.*

LOS ALTOS HILLS



CALIFORNIA