



CUPERTINO



CUPERTINO
CITY CENTER



ASSISTANT DIRECTOR OF COMMUNITY DEVELOPMENT CITY OF CUPERTINO

Recruitment Services Provided by Ralph Andersen & Associates



The City of Cupertino, California is conducting a regional search for a top caliber individual to join the City's exceptional Community Development Department team as the next Assistant Director of Community Development. This is an exciting opportunity to provide leadership alongside the Assistant City Manager / Director of Community Development for current and advance planning as well as affordable housing programs and services in the City of Cupertino. Ideal candidates will thrive in a fast-paced, progressive organization that serves a community with highly engaged citizens.

Cupertino, The Heart Of The Valley

The City of Cupertino is a community rich in economy, culture, and sunshine. With one of the most diverse, progressive, and technologically savvy populations in Northern California, Cupertino has quickly become a city that people like to talk about.

A booming community in its own right, Cupertino (population 60,550) lies at the center of Silicon Valley's compass. A short drive can take you south to San Jose and the campuses of the world's leading technology firms, north to San Francisco and the Bay, or west to the redwoods of the peninsula and the shores of the Pacific.

Within the City's borders is a thriving business community that is home to some of the greatest innovators in technology – companies like Apple Inc., and Seagate. For outdoor recreation, Cupertino offers more than 150 acres of parkland, including Blackberry Farm with its 9-hole golf course. For indoor recreation, the Cupertino Sports Center and Cupertino Senior Center offer a range of activities, while the City's library presents events and activities for both kids and adults. Restaurants in Cupertino reflect the City's rich and ethnically diverse population, bringing cuisine from around the world.

Quality schools and closeness to high-tech jobs make Cupertino a desirable Silicon Valley address for a highly educated and culturally diverse population. More than 60 percent of residents aged 25 years or older hold a Bachelor's degree or higher. More than 40 percent of residents were born outside of the United States.

Education, innovation, and collaboration are the hallmarks nourished by the City government, the community, and local industry.

City of Cupertino

The City of Cupertino is a General Law city with a council-manager form of government. The City Council has five members who are elected at-large to overlapping, four-year terms. The Council members themselves

elect the Mayor and Vice Mayor for a term of one year. The Mayor and Council appoint the City Manager who is charged with implementing policy decisions made by the elected Council, which the City Manager accomplishes through delegation to appropriate departments. The City Manager is also responsible for the annual City operating budget of \$65 million.

Community Development Department

The Community Development Department consists of four divisions with 29 full-time staff members: Planning, Building, Housing, and Economic Development:

- The **Planning Division** provides efficient and responsive professional planning services to the community and implements City development policies, programs, and regulations. The primary responsibilities of the Planning Division are to assist the community to plan and foresee future land uses and policies and to review current development proposals for conformance with the City's adopted policies and ordinances. The Planning Division administers land use regulations while striving to enhance the livability of Cupertino by fostering a healthy, prosperous, and sustainable community environment.
- The **Building Division** safeguards the health, safety, and welfare of residents, workers, and visitors to Cupertino by effective administration and enforcement of building codes and ordinances adopted by the City. The Building Division provides field inspections, plan checking, and public information services related to new construction.
- The **Housing Division** is responsible for the administration of the City's federally funded Community Development Block Grant (CDBG) Program; administration of the Below Market Rate (BMR) Program; oversight of the tenant/landlord conciliation/mediation contract; and promoting the construction of affordable housing units serving extremely-low, very-low, median, and moderate income households.
- The **Economic Development Division** offers a variety of helpful information, links, and resources to start and grow businesses in Cupertino.

The Position

Reporting to the Assistant City Manager / Director of Community Development, the Assistant Director of Community Development is responsible for planning, organizing, directing, and supervising assigned divisions and sections of the Community Development Department including Planning, Housing, and Code Enforcement. In addition, this position assists the Assistant City Manager / Director of Community Development in the overall leadership of the Department.

Specific responsibilities include:

- Oversee Advance Planning including the preparation and updates of the General Plan, Specific Plans, Conceptual Plans, and the Zoning Ordinance; develop and monitor long range planning policies for the City;
- Oversee Current Planning including development approval applications and staff reports for Administrative Hearings, Design Review Committee, Environmental Review Committee, Fine Arts Commission, Housing Commission, Planning Commission, and City Council;
- Serve as Cupertino's Administrative Hearing Officer, adjudicating municipal regulatory complaints;
- Ensure that private development conforms to the City's General and Specific Plans, zoning ordinances, environmental regulations, design and development standards, and other State and local regulations;
- Manage and supervise Code Enforcement staff;
- Manage and supervise the Housing staff in the preparation and implementation of Housing documents and programs;
- Promote the goals of the City through cooperative relationships with other departments and the community as well as neighboring, regional, state, and federal agencies;
- Supervise and manage meetings for various commissions and committees including the Planning Commission, Administrative Hearings, Design Review, Environmental Review Committee, Fine Arts Commission, and Housing Commission;

- Make presentations before City Council, Planning Commission, and other City Commissions, public groups, and professional associations; and
- Assist in the preparation of the annual Departmental budget process and administration of expenditures.

In addition, this position acts as the Director of Community Development in the Director's absence.

The Ideal Candidate

The ideal candidate for the Assistant Director of Community Development will be a strategic and innovative planning professional with the ability to develop creative and practical solutions to complex and difficult current and advance planning, housing, and code enforcement problems. This top professional will be considered a visionary and proactive leader, comfortable operating in a robust and dynamic environment. The Assistant Director of Community Development will also be results-oriented, politically savvy, and a strong manager of both people and programs.

Additionally, the Assistant Director of Community Development will bring immediate credibility to the position and be recognized as having:

- Strategic and visionary leadership in order to bring new ideas to the City of Cupertino;
- Proven ability to create and nurture teams through mentorship, guidance, and building consensus;
- Significant stamina and stress hardiness to see projects through rigorous community and political processes and debate;
- Strong value for innovation with the ability to adapt, identify, and implement changes and improvements in the Department processes and methods;
- Highly articulate oral communicative style and the ability to clearly explain complex issues to a wide variety of constituents; excellent writing and great listening skills;

Challenges and Opportunities

Working with a small and dedicated staff (13 professional, technical, and clerical staff members and 2 part-time interns), the new Assistant Director of Community Development will have a number of opportunities in which to excel:

- » Cupertino is a city known for having a very engaged populous and a very active political process. Decisions are often arrived at only after exhaustive and meticulous staff work, strategic presentations, lively debate and criticism, and considerable retooling. The staff at Cupertino are well adapted to this environment, with attention to detail, making investments in presentation, and having respect for process.
- » The young workforce is energetic and thrives with mentoring, empowerment, and collaboration. Abundant opportunities exist to invest in the professional development of a talented staff to enhance the capacity of the organization to respond to future challenges.
- » In an environment dominated by innovation and technology, projects are driven with aggressive timelines, requiring full devotion and dedication by every member of the organization.

The Assistant Director of Community Development will also undertake other ongoing programs and projects within the City of Cupertino.





Compensation and Benefits

The annual salary range for the Assistant Director of Community Development is \$121,222 - \$147,346. Placement within the approved salary range will be dependent upon career experience and qualifications.

The City also offers a comprehensive benefit package including:

- The ability to consistently communicate the City's community development vision and direction to the City's elected officials, colleagues, Department employees, and members of the community;
- The ability to represent the Department as a showcase for contemporary planning and housing efforts;
- Genuine interest in the community and the broad range of issues facing the City with a commitment to actively utilize innovative outreach and engagement techniques to solicit input from a variety of stakeholders and engage the community at a high level;
- Strong project management skills including fiscal oversight;
- A strong background in managing core administrative support functions including knowledge of creating and administering budgets and contracts, utilizing the principles of personnel management, and applying other general administration or organization techniques; and
- Coordinate and manage interdepartmental problem-solving teams to resolve issues.

The successful candidate will possess the leadership skills necessary to facilitate change, inspire teamwork, and at the same time be extremely adaptable and flexible.

Qualifications

This position requires sufficient education, training, and/or work experience that will enable the incumbent to perform the essential functions of the position. A typical way to qualify would be:

Education: A Bachelor's degree in urban planning or a closely related field. A Master's degree is highly desirable and may be substituted for one year of planning experience.

Experience: Six (6) years of professional urban planning experience with broad knowledge of local government principles and processes including at least three (3) years of municipal management and supervisory experience.

Licenses or Certificates: Certification by the American Institute of Certified Planners is highly desirable.

- CalPERS Retirement:
 - » New employees to Cupertino hired after 12/29/12 with prior CalPERS (or reciprocal agency) service: 2.0% @ 60; City pays .75% of employee contribution and employee pays remaining 6.25%.
 - » New employees with no prior CalPERS service or a break in CalPERS service of 6 months or more: 2.0% @ 62; employee required by law to pay 50% of the Normal Cost that currently equates to 6.25%.
- Choice of health insurance; portion of family premium paid by the City and fully or partially paid premium for employee, depending on plan.
- Monthly contribution of \$163 per month into a Health Reimbursement Arrangement account.
- Fully paid life and long-term disability insurance.
- Partially paid vision and dental insurance.
- Fully paid Employee Assistance Program.
- Educational reimbursement up to \$1,200 for approved coursework.
- 12 holidays plus 20 hours of floating holidays annually.
- 8 hours of sick leave per month.
- 10 to 22 days of vacation annually.
- 24 hours of administrative leave annually.
- 9/80 work schedule available.
- \$400 credit that can be used to pay for recreation activities and programs.
- Cupertino Sports Center membership.

Recruitment Process

To be considered, candidates must submit a compelling cover letter, comprehensive resume, and salary history via email to apply@ralphandersen.com. **Candidates should apply by November 13, 2015.**

Prior to final interviews, candidates will be required to sign a release form to authorize verifications to be conducted including employment history, degrees obtained, and other certifications.

Confidential inquiries are welcomed to Mr. Greg Nelson at 916.630.4900 or email to greg@ralphandersen.com.