

# CITY OF PLEASANT HILL, CA

INVITES YOUR  
INTEREST IN  
THE POSITION OF

DIRECTOR OF  
COMMUNITY  
DEVELOPMENT/  
ASSISTANT CITY  
MANAGER



**BOB MURRAY  
& ASSOCIATES**  
EXPERTS IN EXECUTIVE SEARCH

# THE COMMUNITY

Pleasant Hill is a modern and dynamic city in the East Bay Area of San Francisco and home to approximately 35,000 residents.

Located at the center of the Interstate 680 corridor in Contra Costa County, Pleasant Hill is characterized by small-town charm and a strong sense of community. The City is home to many California distinguished schools and higher education institutions including Diablo Valley College and John F. Kennedy University. Despite its small-town feel, Pleasant Hill boasts a vibrant downtown area that attracts thousands of visitors on a regular basis.

To learn more about this charming City considered one of the best places to work, live, shop, dine, and play in the Bay Area, please visit: <https://www.ci.pleasant-hill.ca.us/>.

# THE ORGANIZATION

Incorporated in 1961, Pleasant Hill is a general law city operating under a Council-Manager form of government. The City Council is comprised of five (5) members, including the Mayor, who are elected at large to serve staggered, four-year terms. Elections are held each November of even-numbered years. The City Council serves as the governing and policy making body of the City, responsible for establishing laws and policies in the conduct of city business.

The City is organized into five (5) departments that include: City Manager's Office, City Attorney's Office, Police Department, Community Development, and Administrative Services. The City employs 109 full-time employees and has a FY 2019-20 budget of \$30.6 million.

Mission Statement: The City of Pleasant Hill is dedicated to maintaining a safe, pleasant environment within the community by providing effective governance and the efficient and professional delivery of public services. In the process of providing representative local government, the City identifies and anticipates concerns, problems, and opportunities and takes actions to address them. The City government is a catalyst for the involvement of residents, businesses, and organizations in the development and

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maintenance of a well-integrated community.

The Community Development Department is comprised of four divisions; the Building Division handles permitting and inspections for new construction; the Planning Division handles current and advanced planning projects; and the Engineering Division handles capital improvements, development engineering, and traffic engineering; the Maintenance Division keeps the City in good repair.

# THE POSITION

The Director of Community Development/Assistant City Manager receives administrative direction from the City Manager. He/she directly supervises professional, technical, and clerical staff; administers the activities of the Building, Engineering, Maintenance, and Planning Divisions; develops plans, goals and objectives for the Department; advises the City Manager on matters pertaining to departmental functions; contributes to overall City management as a member of the City's Executive Team; provides highly complex administrative support to the City Manager; may serve as acting City Manager; and performs related work as required.

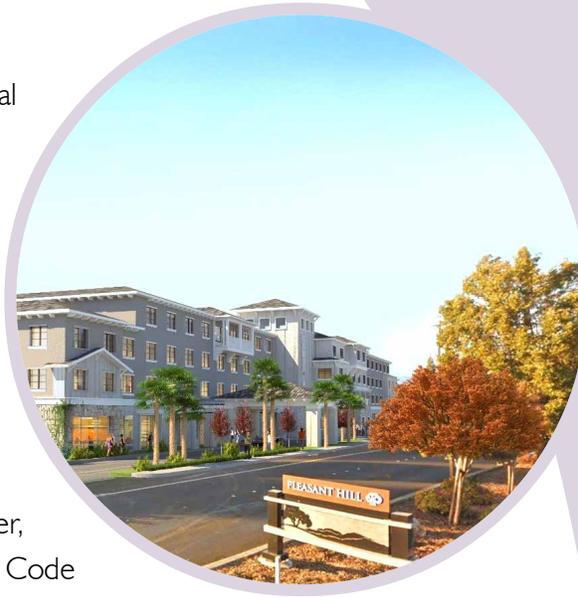
The responsibilities and essential functions of the Director of Community Development/Assistant City Manager may include, but are not limited to, the following:

- Keep the City Manager and City Council advised on departmen-



tal activities through oral and written reports.

- Provide leadership and direction for the execution of excellent customer service by staff throughout the entire the department.
- Act as or delegate responsibility for the City Planner, Zoning Administrator, Code Enforcement Officer; City Engineer, Traffic Engineer, and Flood Plain Manager.
- Perform related duties as required by Federal, State, and local laws.
- Plan, direct, and coordinate the work activities of the various Divisions with other City departments and outside agencies.
- Implement all Department goals, objectives, policies, and programs.
- Confer with and direct the staff regarding the design and construction of Planning, Building, and Public Works systems.
- Direct and review the design and construction of the City's street and drainage structures.
- Represent the City in development and land use matters.
- Select, supervise, coordinate, and evaluate consultant services.
- Encourage customer-centered problem solving.
- Prepare and present agenda items for the City Council, Planning Commission, and other committees, commissions and boards.
- Review plans, reports, budgets, and ordinances prepared by department staff and consultants.
- Serve as technical advisor to the City Manager and City Council on departmental matters.
- Resolve personnel issues.
- Train and evaluate staff.
- Perform related duties as assigned.



## THE IDEAL CANDIDATE

The City of Pleasant Hill is seeking a Director of Community Development/ Assistant City Manager who is a committed and strong leader who can represent the department with integrity and honesty. The ideal candidate will have the ability to establish and maintain excellent working relationships based on leadership rather than authority; develop, implement, and direct a variety of concurrent engineering, planning, building, and housing improvement programs. The incoming Director will be responsible for dealing effectively with advisory boards and commissions as well as other

elected public officials. Candidates should be able to establish and maintain cooperative working relationships with City officials, other governmental agencies, and the general public. Individuals who understand the political climate and work effectively within it are sought.

The incoming Director will be responsible for dealing effectively with advisory boards and commissions as well as other elected public officials.

The incoming Director/Assistant City Manager will be expected to have knowledge of the theories, principles and practices of public administration. Especially as it relates to community development activities; principles and practices of engineering; principles and practices of urban planning;

principles and practices of professional administration and management; principles of leadership including supervision of staff; and principles of effective public presentation.

Candidates will possess equivalent to a bachelor's degree from an accredited college or university with major course work in urban planning, architecture, public administration, civil engineering or a closely related field including public administration. Possession of a master's degree is highly desirable; and five (5) years of progressively responsible professional experience in community development, planning, municipal engineering and public works administration, including two (2) years in a supervisory capacity.

## THE COMPENSATION

The monthly salary range for the incoming Director of Community Development/Assistant City Manager is 13,560- 18,035; placement in this range is dependent upon qualifications. The City also offers a competitive compensation and benefits program that includes:

**Retirement** – The City participates in the California Public Employees' Retirement System (CalPERS) under a 2% @ 60 formula for Classic Members. The City contributes 3% to a 401(a) plan as well as \$200/month to an RHS plan.

**Medical Benefits** – The City offers two choices for coverage—Kaiser or Blue Shield. The City pays 75% of the Kaiser monthly premium at each coverage level.

**Dental Coverage** – City-paid dental coverage for employee and eligible dependents.

**Vision Coverage** – City-paid vision coverage for employee and eligible dependents.

**Life Insurance** – City-paid life insurance coverage equal to 1x annual salary.

**Vacation** – up to 25 days a year.



**Holidays** – City recognizes 13 paid holidays per year.

**Sick Leave** – Accrues at the rate of one day per month, with no maximum accrual.

**Administrative Leave** – Up to 16 hours of administrative leave each month on a non-cumulative basis.

## TO APPLY

If you are interested in this outstanding opportunity, please visit our website at [www.bobmurrayassoc.com](http://www.bobmurrayassoc.com) to apply online.

**Filing Deadline:**  
**March 9, 2020**

Following the closing date, resumes will be screened according to the qualifications outlined above. The most qualified candidates will be invited to personal interviews with Bob Murray and Associates. Candidates will be advised of the status of the recruitment following finalist selection. Finalist interviews will be held with the City of Pleasant Hill. A select group of candidates will be asked to provide references once it is anticipated that they may be recommended as finalists. References will be contacted only following candidate approval.

If you have any questions, please do not hesitate to call Ms. Carmen Valdez at:  
(916) 784-9080

