

## COMPENSATION AND BENEFITS

The City of Saratoga provides an excellent compensation and benefits package. The salary for this position will be based on qualifications and experience of the selected candidate. **The annual salary range is \$163,550.40 to \$198,785.60.**

The attractive benefits package includes the following:

- **CalPERS Retirement Plan:** 2% at age 60 formula for “Classic Members” or 2% at age 62 formula for “New Members.”
- **CalPERS Health Insurance:** Comprehensive HMO and PPO plan options available. The City contributes monthly towards the full cost of the monthly health plan premium as follows: \$807 for employee-only coverage, \$1,614 for employee plus one dependent coverage, and \$2,098 for employee plus two or more (family) coverage. The employee pays the amount of the monthly health plan premium above the City contribution as a pre-tax payroll deduction.
- **Dental Insurance:** Comprehensive in and out of network plan options available. The City contributes 100% of the dental premium.
- **Life Insurance:** City paid coverage life term policy at two times the employee’s annual salary, up to a maximum of \$150,000.
- **Long Term Disability:** City paid coverage plan design of 66 2/3 of salary to a maximum of \$2,000 per month with an employee buy up option to a maximum of \$8,200 per month.
- **Deferred Compensation:** The City will match contributions to a deferred compensation account up to a maximum of \$250 per month.
- **Car Allowance:** \$275 per month.
- **Paid Time Off (PTO):** PTO is accrued at a rate of 22 days per year in addition to 65 hours of administrative leave granted each fiscal year.
- **9/80 City Work Schedule:** Nine-hour days Monday through Thursday, eight hour day one Friday, then off the next Friday.

## THE PROCESS

To be considered for this exciting career opportunity, please apply online. Visit [www.calopps.org](http://www.calopps.org), click on member agencies, followed by the City of Saratoga. Via attachment or on [www.calopps.org](http://www.calopps.org), please provide the City with a letter of interest, your resume that clearly demonstrates your qualifications, background, and education as they relate to this position’s requirements, and three work-related references (who will not be contacted until mutual interest is established).



# The City of Saratoga



*Invites your interest for the position of*

***Community Development Director***

***\$163,550.40 - \$198,785.60***

*This recruitment will remain open until the position is filled.*



### SARATOGA TODAY

The City of Saratoga is an attractive residential community of approximately 30,000 known for its excellent schools and prestigious neighborhoods. The community's historic downtown district, known as "The Village," has distinctive dining, unique shops, and numerous buildings dating back to the late 1800's and early 1900's. Saratoga residents place an emphasis on retaining the quality of the city's semi-rural ambiance. The City also is home to Villa Montalvo and the Hakone Estate & Gardens, the oldest Japanese-style residential garden in the Western Hemisphere.

### CITY GOVERNMENT

The City of Saratoga was incorporated in 1956 and operates under a Council/Manager form of government. The City government receives most of its revenue from property tax, although the City's share of property tax receipts is only about 5.45% of the 1% assessment Saratoga property owners pay. This "low tax" status limits

the City to providing minimal services to its residents. Staffing is low for a city of this size (56.50 FTE) with many services provided on contract.

In addition, with the relatively late incorporation of the City after the community had developed, many school and utility districts were already in place, meaning more than one pre-existing district may serve within City of Saratoga boundaries. Fire and protection services are provided through special districts and law enforcement services are provided by Santa Clara County Sheriff's office by City contract. Animal control services are provided by the City of San Jose through contract. The City is proud to be served by these agencies, as well as the Santa Clara Water District, West Valley Sanitation District, and others.

### THE COMMUNITY DEVELOPMENT DEPARTMENT

The Community Development Department is comprised of the Planning, Building, and Code Compliance Divisions and is staffed with 13 FTE's, including the Community Development Director. The FY 2017/18 budget is \$2,453,791.

### THE POSITION

This is a management-level, at-will position that reports directly to the City Manager, serves as the City's principal City Planner, and a member of the City's management team. The Community Development Director plans, directs, manages, and oversees all activities and operations of the Community Development Department, including long-range and current planning, permitting, business licensing, and building and code compliance services. The position is responsible for direct contact with citizens, elected officials, officials from other agencies and organizations, and community leaders regarding issues that are often highly sensitive and complex. The Director is responsible for management of zoning compliance, administration of applicable City, County, State, and Federal land use regulations and legislative program compliance. The position is responsible for serving as a valued liaison with the City's Planning Commission and Heritage Preservation Commission.

### EXPERIENCE AND EDUCATION

At least seven to ten years of extensive planning-related experience with at least five years in a senior management role, including demonstrated knowledge in public presentation, policy development, and financial analysis and budget management is required. Candidates who embrace civic engagement are strongly encouraged to apply for this career opportunity. A Bachelor's degree is required. A Master's degree is preferred. AICP is also preferred.

**The Ideal Candidate** will be a strategic, proactive, and creative community development expert who has exceptional operational strengths and offers organization leadership to the department. Strong management and administration skills are essential. Organizational "fit" and adaptability to the work environment will be critical aspects for success in this role. The successful candidate must utilize high levels of collaboration, patience, and persistence in providing service to and work with the various internal and external customers. The Community Development Director will be expected to operate with high levels of integrity, professionalism, respect, collaboration, and ethical behavior. The ideal candidate will have a background that reflects high levels of expertise and successful Community Development program delivery.

In preparation of recruiting and selecting its Community Development Director, the City has identified the following characteristics as desired in applicants for the position:

**The Community** seeks a Community Development Director who is connected with residents and businesses and who shares their desire to maintain the economic base of the City without loss of its character. One who brings good ideas to the table, but will listen to residents.

**The Mayor and City Council** seek a Community Development Director who is innovative and sensitive to the community's needs and citizen interests. One who shares the community's values, will assist in reaching its goals, and is politically astute. One who is skilled in analyzing, interpreting, and presenting qualitative and quantitative information in a meaningful way for City Council, boards, commissions, and stakeholders. One who is persuasive in representing the City's interests with the development community, stakeholder groups, other local agencies, and professional organizations.

**The Staff of the Community Development Department** seek a high functioning Director who is genuinely collaborative, provides strategic leadership and will lead by example. One who teaches, mentors, cross-trains, and coaches – at all levels – and considers co-workers as valued contributors and appreciates their efforts.

**The City's Management Team** seeks a member who is talented, articulate, cooperative, hardworking, and not above rolling up their sleeves when the lifting gets heavy. Team members want a Director who values their involvement and suggestions in community development matters, who strongly defends her or his position, but will listen to the opinion of others and who shares their passion for high quality service. They want a team player who has a sense of humor.