



# *The County of Monterey*

*invites your interest  
for the position of*

**Chief  
of  
Planning**



## The County of Monterey

Monterey County encompasses some of California's most stunning scenery and offers an ideal year-round Mediterranean climate. Miles of beautiful beaches, spectacular mountain ranges, groves of redwoods, low-rolling foothills, and scenic valleys are characteristics that contribute to the quality of life enjoyed by over 446,000 residents and the numerous tourists who visit the area year-round. Monterey County boasts world-renowned attractions such as the spectacular Big Sur Coast, Monterey Bay Aquarium, Cannery Row and the Steinbeck Center. It's also home to Laguna Seca Raceway and many world-famous golf courses including Pebble Beach, Spanish Bay, and Poppy Hills.



The County hosts annual events including the Monterey Jazz Festival, IndyCar Grand Prix of Monterey, Sea Otter Classic, Concourse D'Elegance, and the California Rodeo.

Encompassing a total land area of 3,324 square miles, Monterey is the 16th largest of California's 58 counties and has an economy largely based on agriculture and tourism. The Salinas Valley, known as the "salad bowl of the nation", is abundant with lush produce fields and thriving vineyards. There are several major educational institutions including California State University, Monterey Bay, Middlebury Institute of International Studies at Monterey, the Defense Language Institute (DLI) and Presidio of Monterey, Naval Postgraduate School (NPS), Monterey Peninsula College, and Hartnell College in Salinas.

## County Government and the Housing and Community Development Department

Monterey County has over 5,402 employees with an all funds operating budget of approximately \$1.6 billion. Monterey is a general law county and the governing body is the Board of Supervisors, which is comprised of an elected representative from each of the five voting districts within the County. The Board is elected to alternating four-year terms with elections conducted in even numbered years. The Board appoints the County Administrative Officer, who oversees county operations. County operations include 25 departments or agencies and have five elected department heads including: Assessor-County Clerk-Recorder, Auditor-Controller, District Attorney, Sheriff-Coroner and Treasurer-Tax Collector.



The newly created Department of Housing and Community Development is responsible for Land Use, including Building Services, Planning, Engineering and Housing to ensure reasonable and safe development, plan for future needs of the County, and protect natural resources. The Director Housing and Community Development is a department head appointed by the County Administrative Officer. Housing and Community Development includes three functional areas with each headed by a Chief or Manager. The role of Chief of Planning will report to the Director of Housing and Community Development and will have oversight over Current and Long-Range Planning.

## The Position and Ideal Candidate

The Chief of Planning is responsible for managing a unit consisting of 20 FTEs, including 2 Managers that oversee Current and Long-Range Planning. Planning functions include regulating development activity in the unincorporated areas of the County, preparing and implementing land use policy and regulations, providing information to the public, and reviewing development projects to ensure compliance with the County's land use regulations governing planning, building construction and design, subdivisions, grading and erosion control, as well as assisting in the preparation of a countywide Park Master Plan. In addition, Planning has the responsibility of preparing and reviewing environmental documents for development within the County, processing discretionary land use permits, conducting code enforcement of land use regulations, managing records, and maintaining long-range planning documents including the General Plan, Local Coastal Program, and implementing ordinances. Planning provides staff support to the Planning Commission, Zoning Administrator, Cannabis Committee, Inter-Agency Review, Airport Land Use Commission, Land Use Advisory Committees, Historic Committees and coordinates responses from County land use departments/agencies on land use programs and proposals by other jurisdictions.

The Chief will join the newly created Housing and Community Development Department during a time of exciting and challenging transition. Within this environment, there is a great opportunity to facilitate, coordinate and enhance communications and systems throughout the department. The key priority is to improve the efficiency and turnaround time for the development review and approval process and in doing so, to empower staff to further develop and expand their capabilities in their respective roles. The successful candidate will not only have a high level of technical ability with excellent project management skills but will also be responsible for streamlining processes for permitting and other departmental processes. A mentoring style that facilitates a greater level of



service delivery and accountability will be critical to this role. The expectation is to create an environment where knowledge, confidence levels, and communication skills are further developed among the staff. Challenges and immediate priorities facing the Chief of Planning include: Implementing the General Plan and preparing for future updates; improving services to all planning stakeholders, and developing project management reports and programs.

A proactive and progressive leadership style in helping establish an environment of collaboration, innovation and efficiency is essential to this role. The ability to build strong relationships and foster a culture based of proactive and timely customer service will allow the organization to establish higher levels of credibility in its work product. The Planning Chief is expected to have excellent interpersonal and presentation skills in complementing his/her technical knowledge. This combination of expertise and skills will further enhance credibility towards setting the tone for code interpretation and in defending critical planning/land use decisions with the applicants, Planning Commission and other policy makers.

Land use and planning expertise with extensive knowledge of the state regulatory environment, including CEQA and the Subdivision Map Act are a critical need. Additionally, knowledge and experience with regulations that govern coastal communities and prior experience working with the Coastal Commission will be highly desirable.

The ideal candidate will typically possess a Bachelor's degree in in urban and regional planning, national resource management, landscape architecture, geography, environmental, engineering or a closely related field and five (5) years of administrative, supervisory, or managerial experience in the general management of land use planning. A Master's degree in a land use discipline or business management is highly desirable. Valid American Institute of Certified Planners (AICP) certification is also highly desirable.

## Compensation and Benefits

The County of Monterey offers a competitive salary and benefits package. The annual salary range for this position is \$121,884 - \$166,375 depending on qualifications. The benefits package includes:

- ◆ Retirement: CalPERS, 2% @ 55 for classic members (employee pays 7% of member share) or 2% @ 62 for new members (employee pays 6.25% of member share). The County also participates in Social Security.
- ◆ Annual Leave: 23 days of annual leave are allowed in the first year; up to 37 days annually after 25 years.
- ◆ Holidays: 11 paid holidays per year plus 1 floating holiday.
- ◆ Health Insurance: Cafeteria-style benefits plan offers a variety of pre and post-tax options including medical, dental and vision insurance for employees and dependents.
- ◆ Health Flexible Spending Accounts: May contribute up to \$2,750 annually to a flexible spending account and up to \$5,000 annually to a dependent care assistance program.
- ◆ Life Insurance: \$50,000 Term Life Insurance Policy is provided.
- ◆ Management Allowance: \$45.84 per month.
- ◆ Educational Stipend: 2% of hourly base rate.
- ◆ Professional Leave: 10 days per year, non-accrual.
- ◆ Deferred Comp: Voluntary program available.
- ◆ Employee Physical Exam: Eligible to receive annual physical exam at Natividad Medical Center (NMC).
- ◆ Professional Development Stipend: \$400 per calendar year.



## Equal Opportunity

Monterey County is an equal opportunity employer and a drug-free workplace. The County seeks candidates who can make contributions in an environment of cultural and ethnic diversity. Monterey County provides reasonable accommodations for the disabled. If candidates require special arrangements to participate in the selection process, please contact Kim Moore, Assistant Director of Human Resources at 831 755-5353.

## The Process

To apply for this unique and exceptional career opportunity, please visit the Avery Associates Career Portal on our website at [www.averyassoc.net/current-searches/](http://www.averyassoc.net/current-searches/) to upload your letter of interest, resume, and contact information, including email addresses for five work-related references (who will not be contacted until after an interview takes place).

Paul Kimura or Bill Lopez  
Avery Associates  
3½ N. Santa Cruz Ave., Suite A  
Los Gatos, CA 95030  
E-mail: [jobs@averyassoc.net](mailto:jobs@averyassoc.net)



The final filing date for this recruitment is November 6, 2020.

If you have any questions regarding this position, please contact Paul Kimura at 408.399.4424 or by email at [paulk@averyassoc.net](mailto:paulk@averyassoc.net) or Bill Lopez at 408.888.4099 or by email at [williaml@averyassoc.net](mailto:williaml@averyassoc.net).