



The City of Concord

*invites your interest
for the position of*

**Community
Development
Director**



The Community

Nestled in the foothills of Mt. Diablo, Concord is a major East Bay community located 29 miles east of San Francisco and 58 miles north of San Jose. With a population of almost 130,000 residents occupying an area of 31 square miles, Concord is the largest city in Contra Costa County. The City's central location offers easy access to the entire Bay Area including Oakland, San Francisco and the Silicon Valley. The scenic redwoods of Northern California, the wineries of Napa Valley, the rugged coastline of Monterey, and the majestic beauty of the Sierra Nevada mountain range are all within close driving proximity. Bay Area Rapid Transit (BART) high-speed trains, local and regional bus services, and the San Francisco and Oakland international airports, along with the local Concord Airport-based JetSuite Airlines, provide numerous transportation options for residents, commuters and visitors.



The community of Concord has much to offer. The local lifestyle reflects a careful blending of the City's early California heritage with modern planned development. It is a harmonious community of quiet neighborhoods, an excellent park system, convenient shopping centers, large preserves of open space, a state-of-the-art hospital, and a wide variety of restaurants. Residents enjoy a Mediterranean climate with warm dry summers and mild winters. The perfect weather and natural beauty make the area ideal for visitors and locals seeking active outdoor activities. In Concord, where "Families Come First," one is never far from a park or an open green space for active play or just relaxing. The City has been designated a Tree City USA for over 35 consecutive years. The extensive park system includes 27 parks, playgrounds, ball fields, swimming pools, picnic areas, tennis courts and miles of scenic hiking, biking and equestrian trails, a golf course, two community centers, the Concord Senior Citizens Center, and a water park. Concord also has an exciting downtown business core that radiates from historic Todos Santos Plaza, the heart of downtown Concord. The Plaza features a year-round Farmer's Market, the seasonal Music & Market series, holiday and community celebrations, as well as serving as a wonderful outdoor space to enjoy.

Diverse public and private educational opportunities for students of all ages are available in Concord. The Mt. Diablo Unified School District, along with highly regarded private and parochial schools, provide quality education for all ages from K-12 and adults. Secondary education options include many public and private institutions in the immediate region. Concord is also home to a satellite campus for Cal State East Bay University.

City Government and the Community Development Department

Concord is a General Law city incorporated in 1905, operating with a City Council/City Manager form of government. The five members of the City Council are elected by district to overlapping four-year terms in even numbered

years. The five Council Members annually select one of its members as Mayor. As the legislative body for Concord, the City Council sets policy, goals, and priorities for the City. They appoint the City Manager to implement policy and goals and the City Attorney to provide legal advice. The City Treasurer is directly elected.



The City Manager is responsible for day-to-day operations of city government. This is done in partnership with City Administration and the City Attorney's Office, along with nine departments including Police, Community Development, Economic Development/Base Reuse, Public Works, Parks & Recreation, Finance, Information Technology, City Manager's Office, and

Human Resources. The City is on year one of a Biennial Budget with a FY 2021-22 General Fund of almost \$108 million, and a total budget of \$230.4 million, and an FTE of 384 staff.

The Community Development Department includes the four divisions of Building, Engineering, Planning & Housing/CDBG, and Transportation. It operates with an FTE staff of 49 disbursed within the four divisions, with an annual operating budget of \$42 million.

The City works from a well-defined Mission Statement: ". . . to join with our community to make Concord a city of the highest quality. . . by providing responsive, cost-effective, and innovative local government services." The organization's values can be explored by visiting the City's [website](#).

The Position and Ideal Candidate Profile

The Community Development Director (CDD) reports to the City Manager and oversees the four divisions which work together to maintain and improve the quality of life of residents, businesses, and visitors. As a key member of the City's executive team, the CDD is expected to provide cohesive and collaborative leadership to a strong team of excellent division managers and dedicated staff. The diverse, compelling nature of major projects and the active development environment make this an exciting, challenging, and rewarding career opportunity.

Key priorities abound in each of the various department divisions.

Planning/Housing: The City is in the early stages of updating its Housing Element. Tenant rights and the needs of and impacts from the unsheltered have become even greater concerns since the pandemic and require ongoing attention. The City has authorized six cannabis retail licenses that are currently going through their entitlement process; moving these projects forward efficiently is a high priority of the Council.



Transportation Planning: Concord's Transportation Manager recently obtained approximately \$3.6 million in funding for Concord, so this Division is focused on implementing the various projects funded by these grants, including a citywide signal infrastructure upgrade and implementation of the City's broadband master plan. The Division also handles a myriad of day-to-day resident concerns, and advocates for the City with regional transportation agencies.

Engineering: Engineering recently received Council approval for a \$114 million infrastructure investment plan, and is in the first phase of plan implementation.

Building: Building is experiencing a significant increase in their development review workload and illegal construction complaints.

Additionally, the Department works closely with the Economic Development & Base Reuse Department on the development of a Specific Plan and Infrastructure Plan for the [Concord Naval Weapons Station Reuse Project](#), which is anticipated to restart in early 2022.

The future Director will be engaged in the Concord community, prioritize collaboration and problem solving amongst staff and with community partners, be creative, hold a high customer service standard, be ethical, and be an engaged member of Concord's Executive Team. The Director will also be a participative manager with excellent communication and administration skills. A background that includes ongoing community engagement with constituents and frequent interaction with elected officials and commission members is essential for this role. Superb project management skills with the ability to resolve complex problems, coupled with a strong focus on results are also expected in the new CDD. As a leader, the CDD will provide mentorship and guidance to staff while maintaining a positive commitment to accountability.

This position requires six or more years of increasingly responsible community development management experience including at least three years directing the work of or supervising others, and possession of a Bachelor's degree in Urban Planning, Business or Public Administration or a related field. Possession of a Master's degree and AICP certification are also highly desirable.

Compensation and Benefits

The City of Concord provides an attractive compensation and benefits package for employees. The salary range for this position is \$163,683 - \$225,052 annually, DOQ. The benefits package includes:

- ◆ Retirement: The City participates in the California Public Employees Retirement System (CalPERS), with a 2% at age 55 plan for Classic members or 2% at age 62 plan for new/reform members. Current members pay 7% of their salary towards the retirement plan, and new/reform members will pay 50% of the normal cost of the retirement benefit (currently set at 6.75% of their salary).
- ◆ Deferred Compensation: Employees may voluntarily participate in a 457(b) and/or 401(k) deferred compensation program (through ICMA-RC). For executive management, the City provides both a 3% employer contribution to the 401(k) (this is not a match; the employee does not need to contribute to receive this benefit), as well as an additional \$2,000 flat dollar employer contribution to the 401(k) (paid out over 26 pay periods).
- ◆ Health Benefits: The City provides PERS Health, which includes a variety of plans from which to choose. The City currently pays up to a portion of the Kaiser premium rate for employees and their eligible dependents. If the employee has coverage from another source, a cash benefit may be paid in lieu of coverage. Dental and Vision Benefits: Employees and eligible dependents are covered by a dental plan that includes orthodontics. The City pays premiums for employees and their eligible dependents. \$2,000 lifetime orthodontic limit. A voluntary vision plan is available to employees.
- ◆ Vacation & Sick Leave: Vacation leave accrues at a rate of 15 days during the first year of employment and increases to 27 days after 20 years of service. Executive new hires may combine previous years of experience from other public agencies to qualify for an increased accrual rate subject to the City Manager's authorization. Sick days are accrued at 12 days per year with no limit on accumulation. First year vacation and sick leave accruals will be frontloaded for executive new hires.
- ◆ Administrative Leave: Executive employees may be granted up to 10 days per fiscal year. Upon hire, administrative leave hours will be pro-rated for the current fiscal year.
- ◆ Social Security: City participates in the Federal Social Security and Medicare programs.
- ◆ Retiree Health Plan: Upon direct retirement from the City of Concord, participation in the CalPERS retirement medical program is offered with the City making an employer contribution towards premium equal to the PEMHCA minimum rate, as set annually by CalPERS.
- ◆ Employee Assistance Program: Provided to employees and eligible dependents.
- ◆ Life Insurance: City-paid benefit; coverage at twice the annual salary up to \$400,000.
- ◆ Long-term/Short-term Disability Insurance Programs: The City provides short and long-term disability protection.



The Process

To pursue this exceptional career opportunity, please visit the Avery Associates Career Portal on our website at 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).

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Key Process Dates:

Final filing date for this position is September 24, 2021

Initial interviews with Avery Associates will take place between September 27-October 8

Preliminary interviews with the City of Concord will take place Monday, October 25

Final interviews with the City Executive Team and City Manager will be Wednesday, November 3

Closed Session meeting with City Council is TBD

Please contact Paul Kimura at paulk@averyassoc.net or 408.472.7936 or Bill Lopez at wiliaml@averyassoc.net or 408.888.4099 if you have any questions related to this position.