



The City of Gilroy



*invites your interest
for the position of*

**Community
Development
Director**

The City of Gilroy

The City of Gilroy is ideally situated in south Santa Clara County, 28 miles south of San Jose and 15 miles east of the Pacific Coastline. Gilroy has emerged as a thriving city of almost 60,000 residents, with a healthy economic base consisting of food processing, wine production and retail shopping outlets. Gilroy's economy is diversified into non-agricultural commercial and industrial activities such as light manufacturing, wholesale operations, automobile sales, and large retail centers. The world-famous Silicon Valley, one of the world's most enterprising and technologically advanced metropolitan areas, is located within a 1/2-hour drive north of the city.

Gilroy is best known as the "Garlic Capital of the World." But the City is also known for its peaceful residential environment, its award-winning parks, golf course and recreation programs, and for its "urban forest." The Gilroy community has a remarkable spirit of volunteerism, which has contributed to the city being world renowned for its most famous product, garlic.

A variety of outstanding community facilities and resources have placed Gilroy high in recent surveys, which have attempted to measure the quality of life in Bay Area cities. The St. Louise Regional Hospital provides excellent care. The Gilroy library provides 50,000 square feet of state-of-the-art library services. Gavilan Community College is known for the beauty of its campus, set in the foothills that surround the city. Downtown, new vitality and a healthy respect for history make for a lively and interesting town center. Mature neighborhoods blend with newer homes to create an ambient atmosphere for residential areas, served by nearby schools, parks and churches, and just the right combination of rural and suburban amenities. Nestled between the Diablo and Santa Cruz mountains in the Santa Clara Valley, Gilroy residents enjoy mild temperatures, while missing most of the coastal fog. A state climatology report says up to 70 percent of Gilroy's days are sunny. Gilroy's central location, healthy economy, bucolic charm, and a positive quality of life make it an excellent place to live, play and work.



City Government and the Community Development Department

The City of Gilroy is a full-service charter city operating under a Council/Administrator form of government. The Gilroy City Council is made up of seven members with four-year terms, including a separately elected mayor, who can serve any number of terms. The Mayor and Council appoint the City Administrator and the City Clerk.

The City operates on a biennial budget with a projected FY 2022 General Fund of almost \$56 million and an all-funds budget of over \$174 million. An approved FTE staff of 258 employees supports city operations. Gilroy takes great pride in meeting or exceeding its General Fund reserve target of 25% of the annual General Fund.

The Community Development Department (CDD) works with the public, development community, and community partners to protect and enhance the quality of life in the community by facilitating development activity across the city. The department is comprised of four divisions: planning, building, customer service, and fire prevention/hazardous materials/CUPA with an approved staffing level of 22 FTEs. The CDD has an operating budget of over \$4.5 million.

The Position and Ideal Candidate

The Director of Community Development is a highly visible role requiring an exceptional leader and manager of staff, an excellent administrator and a collaborative partner that works effectively within the city and with all constituencies. In reporting to the City Administrator, the new director will oversee the city's entitlement and permitting process, ensuring safe, orderly, and quality development.



With the completion and implementation of the city's General Plan update in 2020, the current operational priorities include a need to update the Housing Element, the Zoning Code, and the city's Climate Action Plan. There is an additional expectation that the city will have a more active presence and participation related to regional affordable housing efforts. Open space availability along with redevelopment and infill of aged properties will continue to ensure an active development environment. This requires an ongoing focus to maintain and further improve communications and processing for development review and permitting processes. The department is implementing additional EnerGov Land Management System (LMS) modules to integrate with the city's GIS for a more streamlined permitting process while providing additional self-service features to the public.

The essential attribute for the new Director relates to organizational leadership. This position requires a continual emphasis on a sense of mission, service delivery, and addressing difficult operational and personnel considerations. Issues related to complex development projects and land use concerns in addition to staff accountability require high levels of diplomacy, strong interpersonal skills, and a willingness to address conflict situations. In Gilroy, all department heads operate as "working directors" and the new director is expected to thrive in an active, challenging, and high demand work environment.

The ideal candidate will be a creative, serviced oriented problem solver with strong self-organizational skills, and the



ability to adapt and address multiple and sometimes changing priorities. The new director will operate with a high level of ethics and integrity and reflect a value system of coaching and mentorship, collaboration, commitment to public service. This position requires a background that includes a Bachelor's degree in Urban Planning, Civil Engineering, or a related field along with ten or more years of increasingly responsible professional experience in a city planning, community development, redevelopment, or closely related field with at least five years at a management level that includes management/supervision, operational, and administrative responsibilities.

Compensation and Benefits

The City of Gilroy offers a competitive and comprehensive salary and benefits package. The annual salary range for this position is \$153,516 - \$206,160 annually, DOQ. The excellent benefits package includes:

- ◆ Retirement:
 - Classic members: CalPERS 2.5% @ 55 formula with employees paying 8% on a pre-tax basis.
 - New hires: CalPERS 2.0% @ 62 with employees paying 50% of the total normal cost as set by CalPERS (currently 6.25%).
- ◆ Health Insurance and Flexible Benefits Plan: City participates in the PERS Health Program with a choice of providers and coverage options. The Flexible Benefits Plan includes medical and dental coverage as core benefits and provides a range of optional benefits including vision care and medical and dependent care accounts.
- ◆ Vacation: The annual vacation accrual ranges from two to four weeks per year based on City of Gilroy years of service.
- ◆ Holidays: The City observes 10 paid holidays per year.
- ◆ Administrative/Personal Leave: 56 hours of administrative leave and 44 hours of personal leave is granted in July of each fiscal year. Leave must be used during the fiscal year.
- ◆ Sick leave: Accrued at the rate of 8 hours each month.
- ◆ Additional Benefits: Term life insurance policy equal to annual salary, long-term disability plans and employee assistance plans are provided at city expense.
- ◆ Exploration of the 9/80 work schedule is currently underway. City office hours to the public are currently Monday – Thursday, 8:30 a.m. – 4:30 p.m. to allow for focused work time.

The Process

To be considered for 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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The final filing date for this position is March 4, 2022.

If you have any questions regarding this position, please contact Paul Kimura at 408.399.4424 or paulk@averyassoc.net or Bill Lopez at 408.888.4099 or williaml@averyassoc.net.