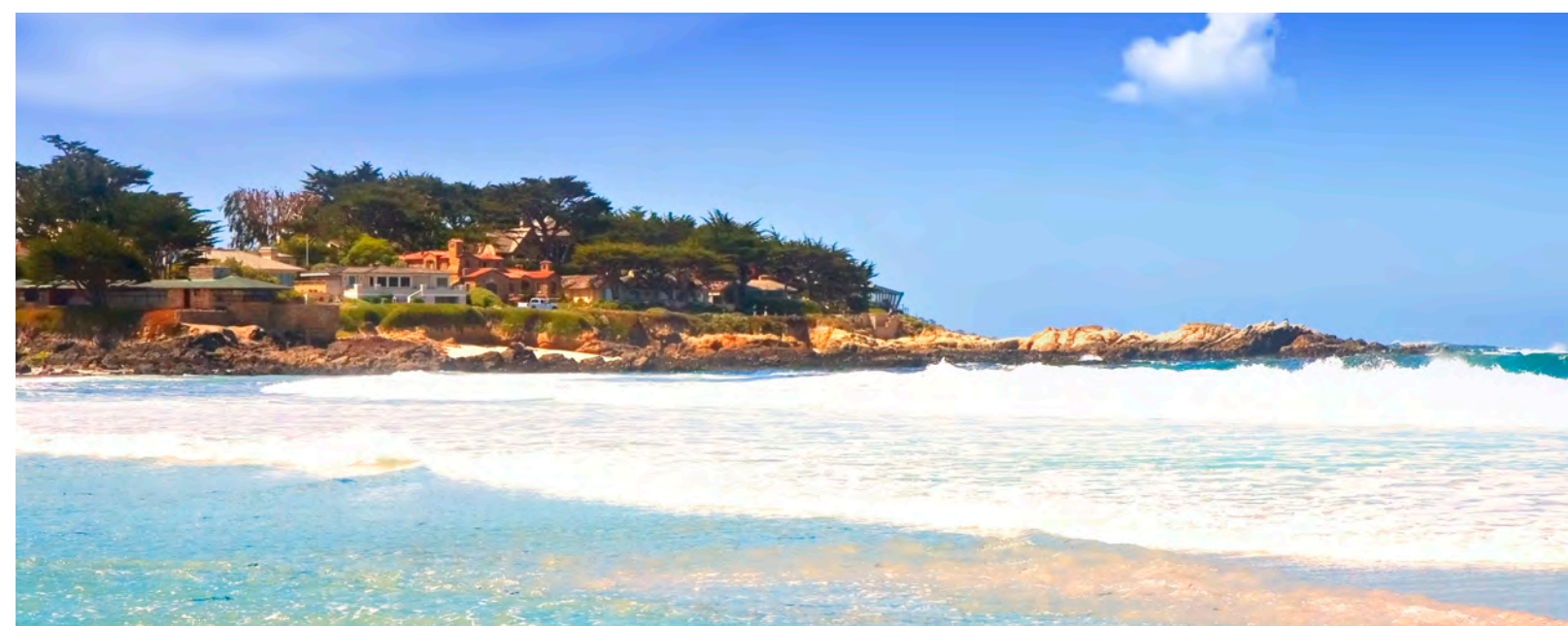




# COMMUNITY PLANNING and BUILDING DIRECTOR

City of Carmel-By-The-Sea







## An Extraordinary Opportunity

The City of Carmel-by-the-Sea is recruiting nationally for a highly experienced Community Planning and Building Director to manage the day-to-day activities of 9 full-time highly capable staff with a Departmental budget of approximately \$2.2 million. The successful candidate will have a broad background in community planning, building inspection, and code enforcement principles, and a strong track record of success in managing a multi-faceted organization. This executive will be results-driven, with well-grounded, ethical decision-making skills, superior interpersonal and communication skills, outstanding public speaking abilities, and must display strong leadership characteristics. This is an extraordinary career opportunity to join one of the most world renowned, charming, character defining, and beautiful small coastal cities in the United States. Carmel's one square mile is home to a progressive, diverse, environmentally, and civic-minded population of about 4,000 people. Opportunities to join a world-class California coastal city internationally known for scenic coves and environmental preservation don't come along very often. This is an exceptional opportunity for a dynamic individual to help guide the future growth of one of the most well-known and visited zip codes in the world.

## Carmel-by-the-Sea – A Village in the forest by the Sea

First incorporated in 1916, Carmel-by-the-Sea is a community founded by artists and writers. Carmel-by-the-Sea is supported in its mission by the diligent efforts of dedicated, hardworking citizens and their elected and appointed officials. Residents take an active role in preserving the quality of life unique to this community.

Located in northwest Monterey County, California, along the Pacific Ocean, Carmel is a city rich in coastal resources, cultural heritage, and historical interest that attracts nationwide and international visitors. The City is renowned for its rich beauty and prides itself on its white sand beach, luxuriant landscaped bluffs, verdant urban forest, natural parklands, roadside greenbelts, and its dedication to the arts. The absence of formal sidewalks in the residential district contributes to the forest-like atmosphere, with its abundance of over 80 acres of parks located throughout the City.

Since the turn of the century, Carmel has been a mecca for artists, writers, actors, and playwrights. Each year, visitors are drawn to the diversity of festivals and events created to promote and enhance the creative traditions of Carmel. Carmel's residents are passionate and proud of their community and its celebrated cultural contributions. The Carmel Bach Festival, Monterey County Symphony, and the Sunset Presents are just a sampling of events presented at Sunset Cultural Center by professional artists from Carmel and around the world.



## Surrounding Amenities

The Del Monte Forest, with the famous Pebble Beach Golf Course, 17-Mile Drive, wild deer, and lavish mansions, physically separates Carmel from the City of Monterey, home of the Monterey Bay Aquarium.

The Big Sur Coast and Ventana Wilderness stretch 26 miles south of Carmel along the spectacular Highway 1. Point Lobos State Reserve, just 3 miles south of the City, called "the greatest meeting of land and water in the world," inspired Robert Louis Stevenson while writing *Treasure Island* and has been inspiring visitors ever since.

The country setting of Carmel Valley, drenched in the warm sun, is 12 miles east of Carmel and presents many of the area's finest hiking, picnicking, horseback riding, golfing, and opportunities for exploration. Quaint shops and restaurants adorn the streets of the business district. One can also find excellent lodging, outstanding recreation, fine restaurants, and specialty shops.

Residents have long embraced the tradition of daily walks to the U.S. Post Office in lieu of home mail delivery. This tradition of meeting one's neighbors and exchanging local information contributes significantly to the spirit of the community. As with many communities, Carmel-by-the-Sea has citizens that want to preserve many unique traditions and heritage, while others would prefer property revitalization that retains the design character of the community. Residences are known by their home's physical location, not a street address, which creates one of the unique challenges for the provision of public services.

Carmel-by-the-Sea has over 800 businesses that provide a wide array of high-end products to residents and tourists alike; however, in 1929 a City Ordinance clearly established that business activity would be forever subordinate to the residential character of Carmel. The residents of Carmel appreciate the value of businesses and tourism but are also protective of potential negative impacts that could affect the community. Nurtured by its urbanized forest, the streets in the residential zone are free of sidewalks and streetlights. Equally important, the white sand and natural setting of the beach, as well as the City's forested nature, is paramount to preserving the character of Carmel-by-the-Sea.

# The City Organization

A five-member City Council governs Carmel-by-the-Sea based upon a common priority of ensuring that the splendid quality of life and unique character of the area is protected and maintained. Chip Rerig, the City Administrator, oversees the day-to-day management of approximately 93 highly capable full-time City staff and works with the City Council to carry out their policies. Carmel-by-the-Sea provides an extremely high level of service to its residents and visitors, with an annual budget of approximately \$30 million.

## The Department of Community Planning and Building

The Department of Community Planning and Building (Planning, Building and Code Compliance) is responsible for land-use management, construction activities, enforcement, and environmental quality in Carmel-by-the-Sea.

The Planning function maintains the General Plan and ensures that capital improvements, zoning, and other activities of the City are consistent with the goals and policies of the Plan. The Planning Division also provides staff support to the Historic Resources Board and the Planning Commission on decisions related to historic eligibility, design, zoning, and other development plans. The major role of the Department is to provide the technical information and analysis needed for the Planning Commission to make the most informed decisions. In addition to the Planning Commission's involvement on updating the City's General Plan, the Commission also conducts public hearings, and reviews use permits, variance, rezoning, and land use amendments.

The Building function is responsible for the review of construction plans as well as inspections of projects and, when necessary, enforcement to ensure compliance with building codes.

Enforcement of zoning, design, building, and fire codes is also the responsibility of the Department, which also serves as the City's central permit agency.

## The Position

Reporting to the Assistant City Administrator, this at-will position is responsible for all planning, zoning, building inspection, and code compliance programs. The Director oversees the operation of the Department by determining work priorities, developing guidelines and deadlines, and planning and monitoring project activities and progress to assure implementation of the City's General Plan. The Director serves as the administrative advisor and liaison to the City Administrator, City Council, Planning Commission, and Historic Resources Board. The Director is also responsible for preparing and interpreting the City municipal code, as it relates to zoning, sign, and subdivision ordinances, and updating the General Plan and Historic Context Statement.

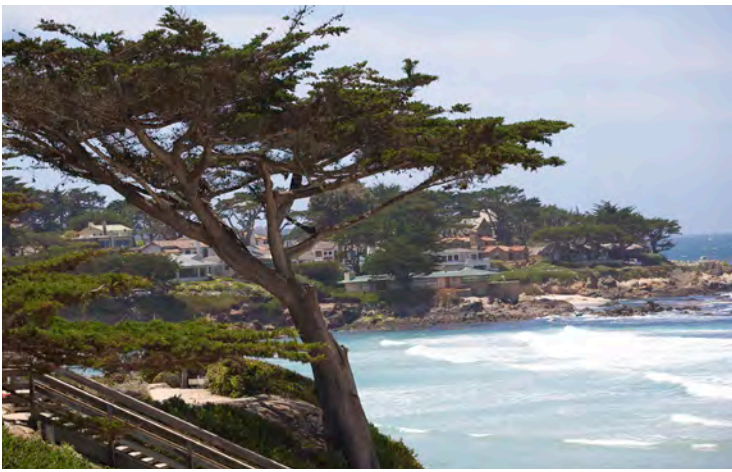
Primary responsibilities of the Community Planning and Building Director include:

- Assume full management responsibility for all Community Planning and Building Department programs, services, and activities including planning, building, and code compliance;
- Manage the development and implementation of Community Planning and Building Department goals, objectives, policies, and priorities for each assigned service area; establish, within City policy, appropriate service and staffing levels; allocate resources accordingly;
- Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes;

- Represent the Community Planning and Building Department to other City departments, elected officials, and outside agencies; explain and interpret department programs, policies, and activities; negotiate and resolve sensitive, significant, and controversial issues;
- Select, train, motivate, and evaluate Community Planning and Building Department personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures; develop staff development programs;
- Plan, direct, and coordinate the Community Planning and Building Department's work plan; meet with staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures;
- Manage and participate in the development and administration of the Community Planning and Building Department budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct the preparation of and implement budgetary adjustments as necessary;
- Coordinate Community Planning and Building Department activities with those of other departments and outside agencies and organizations;
- Provide staff assistance to the City Administrator, City Council, Planning Commission, Historic Resources Board, and other commissions, boards, and committees; prepare and present staff reports and other necessary correspondence;
- Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to Community Planning and Building Department programs, policies, and procedures as appropriate;
- Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the fields of planning and building inspection;
- Confer with property owners, contractors, engineers, developers, architects, a variety of agencies, and the general public in acquiring information and coordinating planning, zoning, subdivision, building, environmental, and related matters;
- Plan, direct, and coordinate the enforcement of laws and codes governing the construction of new buildings or the alteration of existing structures; supervise the review of building plans to ensure conformance with code provisions and consistency with local planning documents and design and land use decisions;
- Establish priorities and organize studies for planning documents including Zoning Code, General Plan, Coastal Plan, and other planning documents;
- Administer processes related to the California Environmental Quality Act;
- Respond to and resolve difficult and sensitive inquiries and complaints; and
- Perform related duties and responsibilities as assigned.







## Education and Experience

**Education** – This position requires a Bachelor’s degree from an accredited college or university with major course work in urban planning, environmental planning, public administration, or a related field. A Master’s degree is highly desirable. Extensive, relevant work experience may be considered as an exception to this educational background at the discretion of the City Administrator.

**Experience** – The applicant must possess a minimum of seven years of progressively responsible administrative experience with a minimum of five years of supervisory experience that would demonstrate the application of the above knowledge and abilities; or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

**Residency Requirement** – Appointment to this position does not require residency within the City of Carmel; however, residency within Monterey County is recommended for an easier commute.

Carmel-by-the-Sea has retained Ralph Andersen & Associates to conduct a search in order to attract outstanding candidates for consideration for this position. The City Administrator is particularly interested in candidates who will bring a creative and innovative management style that is proactive in addressing issues that impact the community. California experience is an advantage and specific experience in a coastal community would be an added advantage.

## Compensation and Benefits

The salary range for this position is \$182,523 to \$221,858. Salary is negotiable depending on qualifications and experience. Carmel-by-the-Sea offers a comprehensive employment package with a full range of benefits including:

**Retirement** – The City contracts with the California Public Employees Retirement System (CalPERS), for the provisions of its retirement benefits. As defined by the Public Employees’ Pension Reform Act of 2013 (PEPRA), classic members will receive retirement benefits under the 2% @ age 60 plan and new members (new enrollment after 1/1/2013) will receive retirement benefits under the 2% at age 62.

**CalPERS Employee Member Contribution** – Employee pays the full required employee CalPERS contribution and a portion of the employer share contribution, which is currently a total of 10% for Classic Members and 10.75% for New Members.

The City does not participate in Social Security.

**Deferred Compensation Plan (IRS 457)** – City contributes a minimum of \$100 monthly.

**Health Insurance** – Medical coverage is available through CalPERS (PEHMCA). City contributes 85% to monthly premium. City-paid Dental, Vision, and Life and Accidental Death and Dismemberment insurance coverage.

**Management Leave** – 80 hours/year.

**Vacation & Sick Leave** – Accrue at a rate of 80 hours annually for the first 1-4 years of service and increases thereafter up to a maximum accrual rate of 176 hours annually for vacation and accrue 96 hours annually for sick leave.

**Holidays** – Twelve paid holidays per year.

## To Be Considered

This is a confidential process and will be handled accordingly throughout the various stages of the process. References will not be contacted until mutual interest has been established. Interested candidates should apply by **Monday, May 13, 2024**. Resumes will be reviewed and evaluated throughout the recruitment process.

To be considered, candidates must submit a compelling cover letter, comprehensive resume, and six professional references via email to [apply@ralphandersen.com](mailto:apply@ralphandersen.com).

Ralph Andersen & Associates will review resumes upon receipt. In consultation with Ralph Andersen & Associates, the City Administrator will decide on those candidates that warrant further consideration. Selected candidates will be invited to participate in the on-site finalist interviews.

Candidates may discuss the Community Planning and Building Director position directly with Mr. Fred Wilson at (916) 630-4900. For more information about the City of Carmel-by-the-Sea, visit their website at [www.ci.carmel.ca.us](http://www.ci.carmel.ca.us).



*Carmel-by-the-Sea is an equal employment opportunity employer and encourages all qualified individuals to submit an application for this exceptional career opportunity.*