

Peckham & McKenney
"All About Fit"



Planning Manager

CITY OF WALNUT CREEK, CALIFORNIA



THE COMMUNITY

Nestled at the foot of Mt. Diablo in Contra Costa County, Walnut Creek is a thriving suburban community located just 25 miles east of San Francisco. Its 66,580 residents enjoy an exceptional quality of life that has become a hallmark of the City. Attractive neighborhoods, excellent schools, premier health care facilities, Bay Area Rapid Transit (BART), convenient shopping, cultural and arts venues, and fine dining have established Walnut Creek as one of the area's most desirable cities in which to live, work, and visit.

Walnut Creek is strongly committed to life-long learning and cultural engagement. The long-standing Civic Arts Education program is considered the finest of its kind in Northern California. Opened in 1990, the City-owned and operated Leshner Center for the Arts attracts 300,000 patrons annually to performances and events in three theaters as well as to the award-winning Bedford Gallery. A new, 42,000-square-foot library opened in 2010, adding to the vibrancy of downtown and strengthening the City as the pre-eminent destination in the East Bay.

Walnut Creek is also known for being a well-planned city. Walnut Creek's historic downtown has bloomed to include more than 80 restaurants and hundreds of retailers and support services. The local economy is further strengthened by the presence of the upscale Broadway Plaza outdoor mall that offers shopping at retailers such as Nordstrom, Burberry, Coach, and the soon to open Neiman Marcus (March 2012). Nearby dining at restaurants can be found at Ruth's Chris Steakhouse, Le Boulanger, the Cheesecake Factory and others. The City is home to the U.S. Joint Genome Institute, major

health care facilities (John Muir Medical and Kaiser Permanente), numerous auto dealerships, and a variety of businesses in the Shadelands Business Park as well as in the downtown area.

Walnut Creek is also proud of its longtime environmental commitment. More than 40 years ago the community took action to preserve the natural ridges that surround the City. The City now owns more than 2,600 acres of public open space that maintains a unique and favorable balance between the built and the natural environments. The City's leisure services program offers residents of all ages a remarkable range of recreational opportunities: two swim centers, two community gymnasiums, tennis courts, softball and soccer fields, an 18-hole municipal golf course, 22 parks, and an equestrian center. To learn more about the City of Walnut Creek please visit www.walnut-creek.org.

THE ORGANIZATION

Incorporated in 1914, the City of Walnut Creek is a general law city operating under the Council/Manager form of government with five City Council members serving staggered, four-year terms. Walnut Creek is widely recognized for being a well-managed, fiscally sound City and for its innovative programs that benefit its citizens and provide a cohesive, dynamic, and stimulating work climate for City employees. The City employs approximately 331 staff and has a projected operating budget of over \$64 million for fiscal year 2011-12.

The City of Walnut Creek has long been in high demand as a desirable location for a wide variety of businesses. In recent years, however, there has been a pronounced economic shift that signified the need for the City to more directly engage the business community in order to proactively shape future economic development. For the past year, Walnut Creek has focused on an economic development vision that will strengthen the City's business base and position Walnut Creek well to survive the demographic and economic transitions expected in the City's future. These economic efforts have included involvement with local businesses, the Chamber of Commerce, Downtown Business Association and regional government agencies.

THE DEPARTMENT

The Community Development Departments consists of five divisions; a 12-member Planning Division, a 13-member Building Division, a 3-member Administrative Services Division, a 2-member

Housing Division, and 1-person Transportation Planning Division.

THE DIVISION

The Planning Division consists of the Planning Manager, nine professional planners, one office specialist, and one code enforcement officer. The nine planner positions include one Principal Planner, three Senior Planners, three Associate Planners (two are Limited Duration), and two Assistant Planners.

Over the next two years, the Planning Division will be working on a variety of projects, including:

- two specific plans (Shadelands Gateway Specific Plan and the West Downtown Specific Plan);
- Broadway Plaza Long Range Master Plan;
- Walnut Creek BART TOD project;
- Zoning Code amendments and updates to bring it into compliance with General Plan 2025;
- amendments to the Downtown Alcohol policies and ordinances;
- Sustainable Communities Strategy;
- and various other special studies.

The Division anticipates a continuation of recent high levels of current planning applications, particularly for multi-family housing and mixed-use developments. Recruitment of a downtown boutique hotel, implementation of the recently adopted Locust Street/Mt. Diablo Specific Plan, economic development initiatives for the Shadelands Business Park and upper North Main Street, and furthering the recommendations of the Downtown Business Association's "branding" report have all been identified as Council priorities.

THE POSITION

The City of Walnut Creek is seeking a talented professional planner and creative leader to lead its Planning Division. The Planning Manager reports directly to the Community Development Director and is responsible for planning, organizing and coordinating all Planning Division activities and for supporting the City's Development Services program and economic development activities. The Planning Manager runs the current, long range, and code enforcement functions for the City, administers the Division's budget, and is a key member of the Department's management team. The Manager also acts as the Planning Commission Secretary and has responsibility for the Planning Commission's agenda and indirect responsibility for the Design Review Commission's agenda.



THE IDEAL CANDIDATE

The ideal candidate for the position of Planning Manager has been described as follows.

- Has a zeal for public service.
- Possesses demonstrated successful experience in local government planning management.
- A strong leader, motivator, and team builder with proven skills in supervising, reviewing and evaluating the work of others.
- Works effectively with Planning and Design Review Commissions and Councils.
- Creates strong ties with the public.
- Has a thorough knowledge of planning practices and principles.
- Has a high comfort level with improving systems, processes, and procedures.
- Possesses strong knowledge of and experience with current and advanced planning technologies.
- Is an outstanding communicator, verbally and in writing, and has strong presentation skills.

The ideal candidate will also be able to maintain and enhance a positive working environment

while ensuring high quality customer service and efficient project management.

A Bachelor's degree from an accredited four-year college or university with a major in Urban Studies, City and Regional Planning, Environmental Planning, Public Administration, or a related field is required. A Master's degree in a related field and American Institute of Certified Planners (AICP) certification are highly desirable. A minimum of five years of extensive, increasingly responsible administrative and supervisory experience in urban planning, or a related field: or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities is required.

The salary range for this position is **\$102,789 - \$143,522** annually, and appointment will be based on qualifications and experience. Information regarding the City's current benefits package can be found at www.peckhamandmckenney.com.

SEARCH SCHEDULE

Resume filing deadline February 13, 2012
Preliminary Interviews..... February 20-24, 2012
Recommendation of Candidates.... February 29, 2012
Final Interview Process March 5-16, 2012

These dates have been confirmed, and it is recommended that you plan your calendar accordingly.

THE RECRUITMENT PROCESS

To apply for this outstanding career opportunity, please send your resume and cover letter electronically to:

Peckham & McKenney

apply@peckhamandmckenney.com

Please do not hesitate to call Bobbi Peckham toll-free at (866) 912-1919 if you have any questions regarding this position or recruitment process.



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