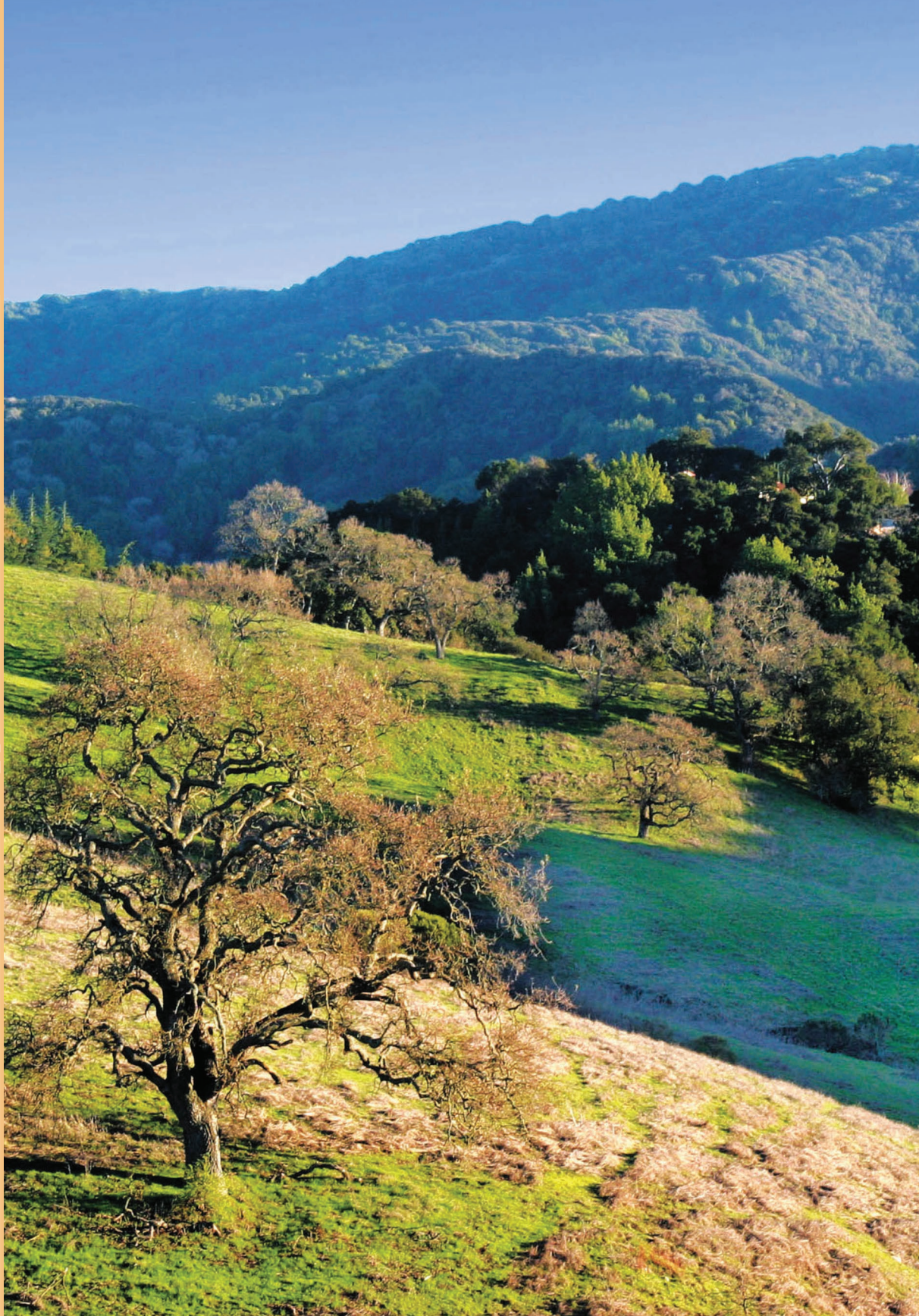


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EXECUTIVE SEARCH

Planning Director

TOWN OF LOS ALTOS HILLS, CALIFORNIA

THE COMMUNITY

The Town of Los Altos Hills is nestled in the scenic hills of northern Santa Clara County adjacent to the cities of Palo Alto and Los Altos. Incorporated in 1956, the Town is 35 miles south of San Francisco, 5 miles south of Stanford University and 17 miles north of downtown San Jose. The Town of Los Altos Hills encompasses nine square miles, making it one of the smallest incorporated towns in Santa Clara County. The Town is primarily residential, with a population of approximately 8,300.

Many are drawn to this Town because of the beauty of the area - rolling hills, numerous creeks, densely wooded areas, and an extensive Pathway System comprised of 85 miles of beautiful trails and off-road paths that meander around and connect to most of the community. Combined with the natural beauty, physical assets and the determination of the residents to maintain their rural lifestyles, the Town remains one of the most beautiful and desirable residential communities in Northern California.

Town residents are known for their spirit of community volunteerism and are encouraged to become active in Town activities and programs, serve on Town committees, and participate in local events. This inclusive, open style of local government is embraced by the residents and is part of what makes Los Altos Hills a unique and desirable community.

<https://www.losaltoshills.ca.gov/>

THE ORGANIZATION

The Town of Los Altos Hills operates with a council-manager form of government and has 26 employees that support a range of services, including planning, building inspection, code enforcement, engineering, public infrastructure maintenance, parks maintenance, a sewer system, recreation programs and other governmental functions.

The FY 2020-21 budget is \$18.88 million with \$3.9 million in the Sewer Fund. The Capital Projects in the FY 2020-21 budget total \$6.2 million and are identified by Infrastructure, Pathways, Road Rehabilitation, Sewer, and Westwind Barn. The Town Hall

addition has the largest budget in the amount of \$2.6 million. This project was initiated by City Council in 2018 to address a shortage of employee office space and limitation of on-site meeting and classroom facilities. Phase 1 of the project includes converting the open patio behind the Council Chambers and Phase 2 may include an 880 square-foot Parks and Recreation building.

THE PLANNING AND BUILDING DEPARTMENT:

The Planning Department is comprised of 7 staff and a budget of \$3.5 Million. The Planning and Building Department administers Site Development, Zoning and other planning related permits, reviews proposed development for compliance with the General Plan, Zoning Ordinance and other polices and regulations, and prepares long range planning and policy documents. Planning is also responsible for the administration and updates to the General Plan and Zoning Ordinance, conducting environmental review pursuant to CEQA and providing general customer service to the public. Planning provides support to the Planning Commission and City Council on development and land use matters, and coordinates with the Environmental Design and Protection, Open Space, and Pathway committees in the review and processing of Site Development applications.

THE IDEAL CANDIDATE:

The City Manager seeks a highly effective administrator to oversee the Planning Department, with a commitment to high touch customer service to serve and respond to residents who have a strong spirit



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of engagement and interest in their community. Reporting directly to the City Manager, the Planning Director will manage and coordinate planning, building and code enforcement activities and will have the ability to communicate technical planning issues and process to residents, Council and other stakeholders.



Some of the responsibilities of this position include processing and review of administrative and discretionary land use applications, oversight of all building activities of the Town, providing recommendations on discretionary land use requests to Planning Commission and City Council and providing thorough analysis and recommendations to Town staff, Planning Commission and City Council regarding planning related topics, including General Plan amendments and proposed or adopted legislation and other legal considerations. The Planning Director attends the City Council, Planning Commission and other appropriate committee meetings and acts as the Town's Hearing Officer for Site Development and Fast Track hearings. The Director

oversees General Plan updates, implementation, and enforcement and provides general oversight and management of departmental work including budgeting and oversight of consultants.

The ideal candidate will be a "hands-on" leader with the ability to lead the housing element update and policy amendments related to state housing legislation. This candidate will be skillful at interacting with the public, responsive and diplomatic, patient, and understand how to balance planning principles with the Town's commitment to work with the desires of the Los Altos Hills community. The Planning Director will be a collaborative leader who works closely with the Executive Team, particularly with the Public Works Director, as coordination between these departments is essential for effective project delivery and excellent internal and external customer service delivery.

Some of the City Council identified goals for the Planning Department include making progress on the Town's affordable housing targets, completing the Town Hall addition construction drawings and solicit bids for phases 1 and 2, updating the Master Path Plan policies, and continuing the development and expansion of GIS map layers. The next Planning Director will also assist with the integration of SB 9, which provides for the creation of accessory dwelling units by local ordinance, into the Town's general plan and ordinances.

Minimum requirements for this position include a bachelor's degree in urban planning, architecture, civil engineering or a closely related field with a minimum of five years of progressively responsible supervisory and management experience involving interpretation and application of planning and zoning codes and regulations. This candidate will have strong administrative and leadership skills in addition to exceptional communication and interpersonal skills. The selected candidate will be expected to hit the ground running and utilize their skill-sets to engage and respond to the community and execute priority projects.



THE COMPENSATION

The annual salary range for the Planning Director is \$136,882 - \$206,234 and is currently under review. Appointment will be depending on the qualifications and experience of the selected candidate. In addition, the Town offers an attractive benefits package, including:

RETIREMENT: Participation in the CalPERS Retirement System

CALPERS MEDICAL INSURANCE: Town contribution covering many of the CalPERS health plan options available for employee and eligible dependents

DENTAL AND VISION PLANS: Town paid dental and vision plans for employee and eligible dependents

LIFE INSURANCE: Town paid life and accident death and dismemberment insurance equal to annual salary

LONG TERM DISABILITY INSURANCE: Town paid Long Term Disability insurance

SHORT-TERM DISABILITY PLAN: employee pays Participation in short-term State Disability

SEARCH SCHEDULE

Filing deadline:August 13, 2021

Preliminary Interviews:August 25, 2021

Recommendation of Candidates: September 2, 2021

Panel Interviews: September 17, 2021

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

HOLIDAYS: Employee will have 12 Paid holidays per year

VACATION: Vacation accrual 12 to 20 days a year

SICK LEAVE: Sick days accrual of 12 days a year

ADMINISTRATIVE LEAVE: Administrative Management accrual of 12 days a year

AUTO ALLOWANCE: Town provides an automobile allowance of \$250 a month

DEFERRED COMPENSATION PLAN: Town offers voluntary Deferred Compensation Plan



THE RECRUITMENT PROCESS

Please submit your cover letter and resume (including month/year of employment) via our website:

Peckham & McKenney
www.peckhamandmckenney.com

Please do not hesitate to contact Maria Hurtado at (831) 247-7885, if you have any questions regarding this position or recruitment process.

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