



Peckham & McKenney
“All about fit”

PECKHAM
&
MCKENNEY
EXECUTIVE SEARCH

Director of Planning
CITY OF ORINDA, CALIFORNIA

THE COMMUNITY

The City of Orinda is located in southwest Contra Costa County, within 20 minutes of downtown San Francisco. Orinda is a relatively new city that was incorporated in 1985, after more than 100 years of gradual development. Orinda's popularity as a year-round community grew after the 1937 completion of the Caldecott Tunnel, which provided easier access to urban job centers to the west. The city's population is estimated at 19,225 for 2023 with a land area of 12.7 square miles. The city has a reputation as a well-managed and stable municipal government. The city is also served by the Orinda BART Station. The city is predominantly characterized by a small and charming downtown, single family residences, and rolling tree-covered hills.

The city is renowned for its parks, recreation facilities, and trails, and residents and city staff enjoy easy access to connected regional trail systems and open space facilities around Orinda that are operated by the East Bay Municipal Utility District and the East Bay Regional Park District. Orinda is



known for its first-rate public schools, including four elementary schools, one middle school, and one high school within its boundaries. These public amenities along with the city's excellent regional transit access make it a great community in which to live, work, and play. To learn more about this pleasant semi-rural community, visit the City of Orinda's website at <https://www.cityoforinda.org> and <https://www.planorinda.com/>

THE ORGANIZATION

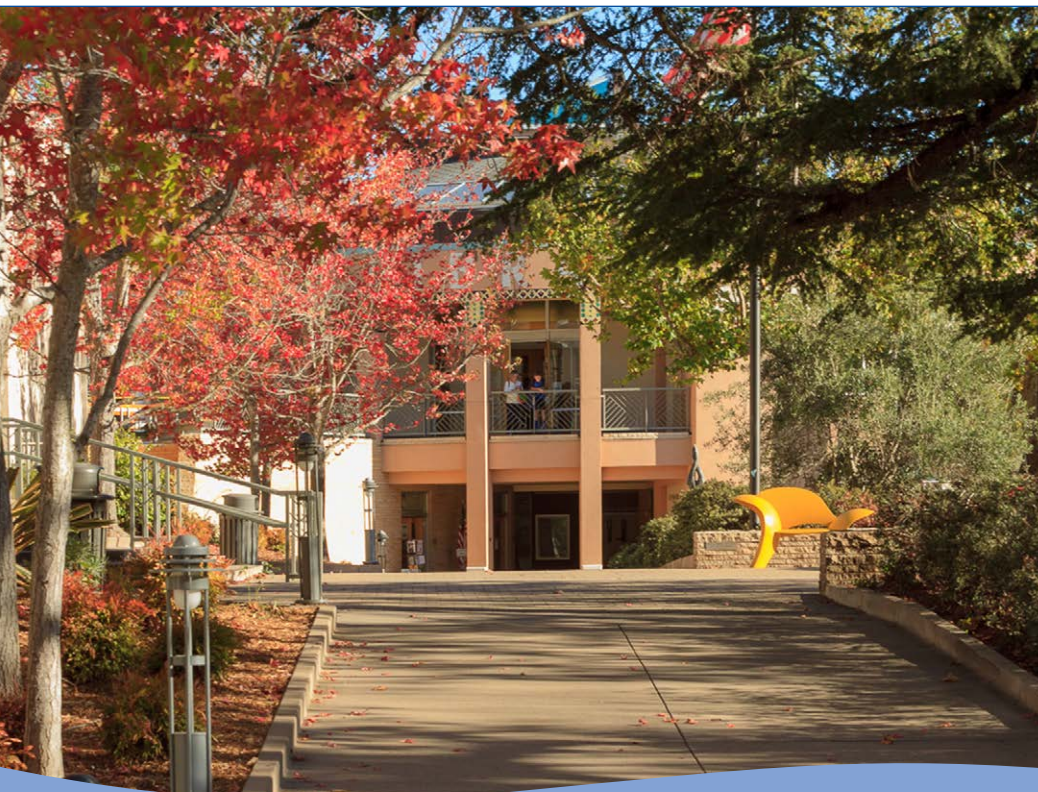
The City of Orinda operates under a Council-Manager form of government. The City of Orinda is a general law city and

functions as a Council-Manager form of government. Under the council-manager form, authority is concentrated in the elected council, which hires a professional administrator (City Manager) to implement its policies. Orinda has five (5) elected Councilmembers who serve staggered 4-year terms. The city functions with a staff of 38.5 Full-Time Equivalent (FTE) positions and supplemented by part-time employees. Orinda operates under a biennial budget, and a copy of the Orinda Biennial Budget can be found [here](#).

THE DEPARTMENT

The Planning Department has a budget of \$1.29 million and 5 full-time employees in addition to consulting and contract services. The staff is composed of two associate planners, one assistant planner, a planning technician, and a senior administrative assistant.

The Planning Department provides professional and personalized development-related services. This includes administering rules and regulations relative to the overall physical development of Orinda, consistent with the Orinda General Plan, the Zoning Ordinance, Hillside and Ridgeline Design Guidelines, and all other applicable property development standards. Department staff are responsible for code enforcement, the historic landmark program, and administration of the City's stock of Below Market Rate (BMR) housing units. Additionally, the Department oversees the contract with the Contra Costa County Department of Conservation & Development for building plan check, permit issuance, and building inspections. The Department also utilizes contract professional services to assist with special projects, plans, and studies.



THE POSITION

The Director of Planning has full management responsibility for all Planning Department services and activities, including housing development, code enforcement, advance and current planning, building permits, and development review coordination with the Public Works



& Engineering Department and the Contra Costa County Conservation & Development Department. The Director of Planning serves as the Zoning Administrator and as the Secretary, or staff liaison, to the Planning Commission and sets the Commission's meeting agenda. A full job description can be found [here](#).

Planning Department key projects on the horizon for the new Director include:

- Timely implementation of the policies, goals, and programs of the 2023-2031 Housing Element Update which has been adopted by the Orinda City Council and certified by the California Department of Housing & Community Development on March 30, 2023.

- Develop and lead an economic revitalization plan for the downtown that is compatible with the vision and guiding principles of **Plan Orinda** and the Downtown Precise Plan and undertake the implementation of the Downtown Precise Plan
- Propose draft inclusionary zoning regulations and policy that are appropriate for Orinda.
- Engage with Regional Partners on Transit-Oriented Development planning for the Orinda BART station and surrounding area.
- Be a key participant in efforts to make Orinda a more wildfire-safe community and in disaster preparedness and evacuation planning.
- Prepare amendments to the City's policy documents to maximize allowable local control and public safety while addressing changes in State law related to the production of housing.

THE IDEAL CANDIDATE

The city seeks a veteran planning professional with a broad depth of experience and high ethical standards who brings a level of professional confidence and sound judgement that will enable them to be successful and decisive in the realm of land use planning and development in a largely built-out city, but which still has some outstanding development and redevelopment opportunities. Experience with affordable housing programs and development is also desirable.

A creative problem solver by nature, the new Director of Planning will have a natural talent for eliciting insights and information from residents, project applicants, various other stakeholders, and external agencies representing different interests and perspectives. Recognizing the importance of partnerships, the ideal candidate will encourage and guide collaboration to reach consensus, even when projects generate vigorous debate.

The next Director of Planning is comfortable speaking before different groups – from Orinda residents at neighborhood gatherings to Planning Commission and City Council meetings to workshops involving regional and state agency officials.

Drawing from relevant experience, the Director of Planning will be highly proficient in managing the Department's planning responsibilities such as directing and supervising the work of the staff, monitoring the departmental budget, and overseeing day-to-day operations.

Candidates should have a minimum of eight years of responsible planning and zoning experience, including five years of management and supervisory experience. A bachelor's degree from an accredited college or university with major course work in urban planning, public administration, business administration, or a related field is required. A master's degree is desirable.



THE COMPENSATION

The City of Orinda offers an excellent salary and benefits package. The 5-step salary range for this position is from \$156,322 to \$190,743, annually. A 3% COLA is scheduled for 7/13/2024.

RETIREMENT BENEFITS: The city's retirement benefit service provider is Mission Square Retirement (formerly known as ICMA-RC). The city provides a 401(a) defined contribution plan where employer contributes 13% of base monthly salary, plus employer will match up to 3% of employee contribution. Employees may contribute up to 10%. The city does not participate in CalPERS retirement or Social Security.

HEALTH INSURANCE: The city contracts with CalPERS Health and provides a choice of seven plans. For 2024, the city pays a maximum of \$2,547.56 per month for the employee plus 2 or more eligible dependents. The dental plan is through Delta Dental, with the city paying full premium for employee plus all



SEARCH SCHEDULE

Filing Deadline.....	March 8th, 2024
Preliminary Screening of Candidates.....	March 11th - 22nd, 2024
Recommendation of Candidates	March 26th, 2024
Finalists Interviews:	
Panel Interview	Week of April 1st, 2024
Final Interview w/ City Manager.....	Week of April 8th, 2024

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

eligible dependents. The vision plan is with VSP, with the city paying full premium for employee plus all eligible dependents. The city offers a \$474.93 monthly medical in-lieu payment for employees with alternate health coverage.

LEAVE PROGRAMS: City provides a General Leave plan in lieu of a traditional vacation and sick leave program. Annual leave accrual is 19 days during the first year of service with a 1-day annual incremental increase up to 25-days per year after year 7.

HOLIDAYS: 14 paid holidays annually which includes two Floating Holidays

ADMINISTRATIVE LEAVE: 80 hours per fiscal year with no carryover.

CAR ALLOWANCE: Standard IRS mileage rate.

INSURANCE: City provided life insurance and AD&D at 1x annual salary with a maximum benefit of \$150,000; Long term disability (LTD) also provided.

WORK SCHEDULE: City operates with a 9/80 work schedule, and a bi-weekly one-day telework option is available at the discretion of the City Manager.

The City of Orinda is an Equal Opportunity Employer



THE RECRUITMENT PROCESS

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

Peckham & McKenney
www.peckhamandmckenney.com/apply

Please do not hesitate to contact Carl Cahill toll-free at (866) 912-1919, by cell at (650) 504-3515 or via email at carl@peckhamandmckenney.com, if you have any questions regarding this position or recruitment process.



www.peckhamandmckenney.com