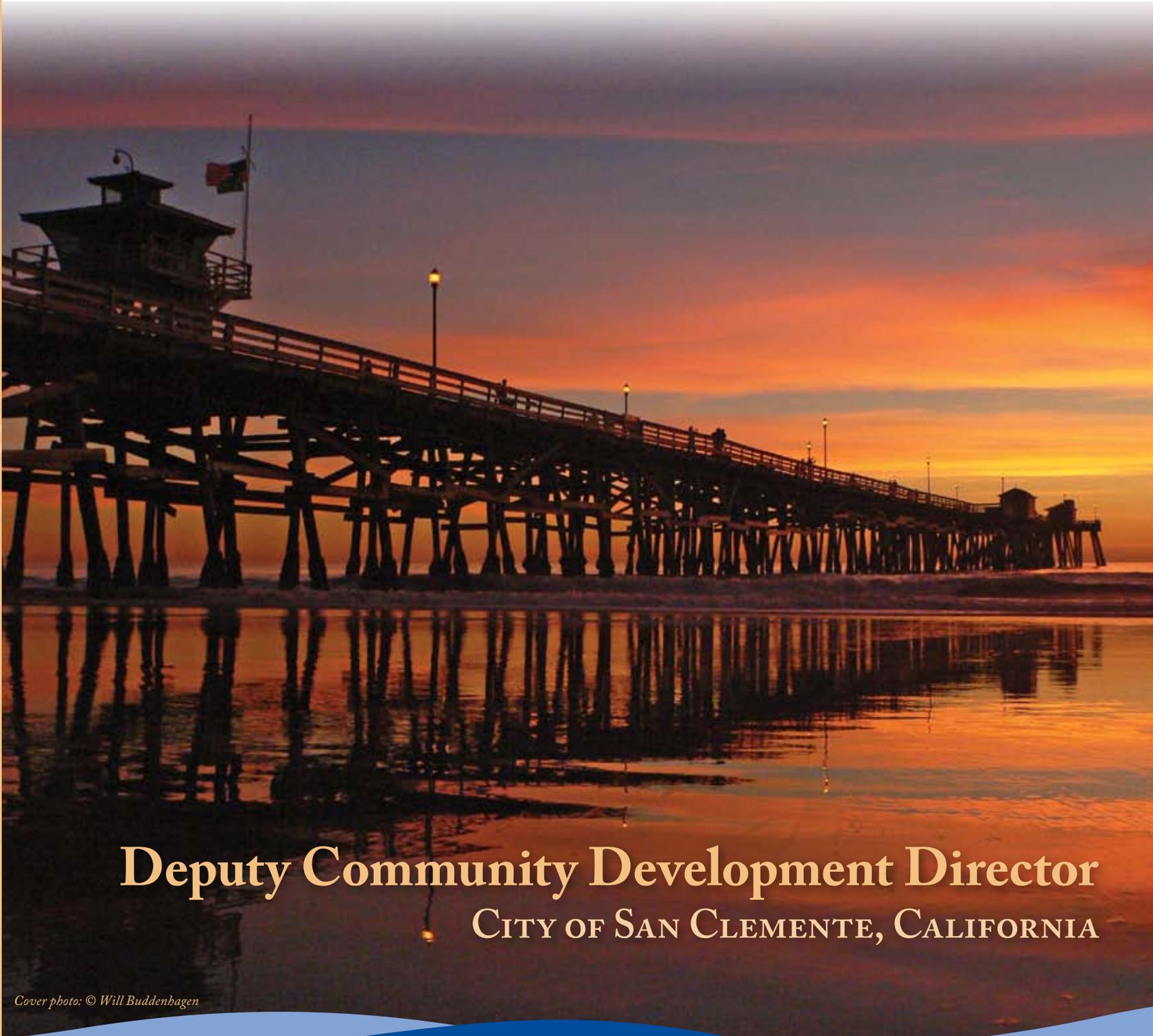


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EXECUTIVE SEARCH

# Deputy Community Development Director

## CITY OF SAN CLEMENTE, CALIFORNIA

*Cover photo: © Will Buddenhagen*

## THE COMMUNITY

The beautiful southern California community of San Clemente has 4.7 miles of stunning beaches and great surf that draw visitors on a year-round basis. The city is a family-oriented community of 65,400 residents and encompasses 18.5 square miles. The most southern city in Orange County, San Clemente is located midway between Los Angeles and San Diego, just north of the undeveloped lands of Camp Pendleton.

As San Clemente has grown in population, it has held steadfast to its heritage as the Spanish Village by the Sea. What was once a small residential village tied to its historical setting as an outpost along El Camino Real, San Clemente has matured into a diverse, full-service suburban community.

With its natural beauty and outstanding amenities, San Clemente maintains an exceptional quality of life for its vibrant and engaged citizenry. The city offers a unique blend of residential choices, community events, performing arts, recreational activities, award-winning schools, and excellent business opportunities. Listed in the Top 100 Safest Cities, San Clemente enjoys quality public safety as well as parks and recreation services. San Clemente provides its residents and visitors with a variety of retail shopping experiences and services; including the historic, pedestrian-friendly downtown, Avenida Del Mar, along with the Pier Bowl area that is part of a picturesque city-maintained beach trail.

San Clemente provides both passive and recreational areas and includes over 176.60 acres at 21 parks and beach accesses, 20 acres of sand beaches, 13.3 miles (21.99 acres) of hiking trails, and a championship municipal golf course. With its world-renowned surf breaks, San Clemente is also a premier surfing destination. This coastal jewel has family-friendly beaches, a network of pedestrian and bicycle trails, rugged hills and canyons, clean air, and a mild Mediterranean climate that enhances the community's distinctive seaside lifestyle.

While San Clemente reflects a relaxed beach environment and atmosphere, there is also a culture of strong civic awareness. San Clemente residents are bright and actively involved, which leads to an enhanced sense of community and a higher standard for development, historic preservation, and urban design.

The city's population is projected to reach 66,615 by the year 2030 (based on 2.6 persons per household and maximum development of each Specific Plan area). New development, currently in the planning stages or under construction, will include a mix of residential dwelling units, commercial units and retail establishments. This mix will provide for a stable, economically balanced community that is physically and socially integrated into its surroundings.

## THE ORGANIZATION

The City of San Clemente was incorporated in 1928 as a General Law city and operates under a Council/Manager form of government. The five-member City Council is elected at large to

serve four-year, over-lapping terms, and each year the Council elects one of its own members to serve as Mayor for a one-year period. An elected City Clerk and City Treasurer serve four-year terms as well.

San Clemente enjoys a stable organization with strong, award-winning financial planning, and a supportive, stable, and fiscally conservative City Council. The proposed total city FY 2018/19 budget amounts to approximately \$138 million, with a total General Fund spending plan of \$70.9 million. San Clemente has maintained a AAA bond rating for the past 9 years.

The city has approximately 185 full-time employees and 248 part-time employees within the City Manager's office, Finance & Administrative Services, and other operating departments including Community Development; Public Works; and Beaches, Parks & Recreation. The City of San Clemente contracts for police, fire, animal services, and library services.

Because of its location at the county's southern end, San Clemente serves not only local residents and workers, but also those from adjacent coastal and inland communities and San Diego County. Although the city is bordered geographically by Camp Pendleton as well as neighboring communities, it is well positioned to capitalize on its existing assets and set a course for strategic investments in the coming decades. The city's Centennial General Plan will guide land use and many other important community decisions through 2028 – the centennial year of the city's founding.



The Community Development Department enjoys a professional and dedicated staff of 32.75 FTE's and operates with a proposed FY 2018/19 budget of \$5,350,990. The department consists of Community Development Administration, Building, Planning, and Code Compliance divisions. The department is responsible for implementation of San Clemente's vision and policy as it relates to land development, housing, affordable housing development, construction, and code compliance. An Deputy Community Development Director and City Planner report directly to the Community Development Director, Cecilia Gallardo-Daly, who has served as Director since 2015.

Key initiatives of the department for FY 2018/19 include:

- Phase One of Electronic Plan Review and Submission
- Obtain certification of the updated Coastal Land Use Plan (LUP)
- Completion of Sea Level Rise Study and Vulnerability Assessment
- Adoption of Quality of Life Ordinances – Thrift Store Siting, Leaf Blower, Massage Parlors
- Adoption of Accessory Dwelling Unit regulations in compliance with State law
- Compilation of Census and Regional Housing Needs Assessment information
- Development of CCBG Long-Term Spending Plan

- Housing Program Monitoring, including affordable housing and homelessness.

While preserving the city's unique character, the San Clemente organizational culture is positive, progressive, and visionary, focusing on up-to-date trends in technology and the use of best practices. To learn more about the City of San Clemente, please visit the city's web site at [www.san-clemente.org](http://www.san-clemente.org).



## THE POSITION

Appointed by and reporting to the Community Development Director, the Deputy Community Development Director will oversee the divisions of Building and Code Compliance with a total staff of 18.75 FTE's and combined proposed budget of over \$3 million. This position serves as the city's Building Official. The Deputy Director will coordinate assigned activities with other city departments, divisions, and outside agencies and provide highly responsible and complex administrative support to the Director. In addition, the Deputy Community Development Director will serve as the Acting Community Development Director in the Director's absence.

With a staff of 12.75 FTE's, the Building Division works to ensure the quality of life of those who live, work, and visit San Clemente by protecting life and property through the regulation of construction, use, and occupancy of buildings, and by providing customer-oriented permit, plan review, and inspection services in a responsive, knowledgeable, professional, fair manner with integrity and consistency.

With a staff of 6 FTE's, the Code Compliance Division works to maintain a safe, healthy environment for residents and visitors to live, work, and play through assuring with the city's land use, environmental, and construction codes. In achieving this mission, the division contributes to the long-term stability of the city by protecting its economic vitality and diversity resulting in a vibrant, balanced community capable of addressing today's needs and planning for tomorrow's challenges. The division assures compliance by encouraging voluntary compliance and sanctioning code violators who do not comply willingly.

The individual selected as Deputy Community Development Director will possess proven leadership and management skills and have an energy and enthusiasm for ensuring a safe and healthy high quality of life in a built-out, coastal community. Key to the success of the Deputy Director will be an ability to understand the nature of the community and integrate his/her skills with the values of the community through awareness and empathy.

The successful candidate for this position will possess seven or more years of increasingly responsible experience in building inspection or construction and code compliance, including three years of administrative and supervisory responsibility. The equivalent to a Bachelor's degree from an accredited college or university with major course work in public or business administration or a related field is required.





## THE COMPENSATION

The annual salary range for the position of Deputy Community Development Director is \$129,209 to \$157,060. Appointment will be dependent upon the qualifications of the selected candidate. In addition, the City provides the following benefits.

**RETIREMENT** – 2% @ 55 (Classic member), CalPERS retirement with 4.8% employee contribution. PEPR New Member is 2% @ 62 with 6.25% employee contribution. The city is also a member of the Social Security system (employee pays 6.2%; city pays 6.2%). The city pays 1.45% toward Medicare, and employee contributes 1.45%.

**VACATION** – Accumulated at the rate of 120 hours per year increasing to a maximum of 180 hours based on years of service. Maximum accrual permitted is two times the annual accrual amount. Cash out of up to 60 hours per year with maintenance of minimum accrual of 100 hours.

**ADMINISTRATIVE LEAVE** – 64 hours annually. Annual cash-out option available up to 32 hours. No carry over.

**SICK LEAVE** – Accrual of 8 hours per month with no max accrual. No cash out.

**HOLIDAYS** – The city presently recognizes 12 regular holidays, plus two floating holidays.

**INSURANCE (CAFETERIA PLAN)** – The City provides a comprehensive benefit package including employee medical, dental, vision, short-term, and long-term disability insurance. Medical coverage is provided through CalPERS.

**LIFE INSURANCE** – Value equal to two times annual earnings up to a maximum of \$200,000.

**LONG-TERM DISABILITY** – Provided by city.

**FLEXIBLE WORK SCHEDULE** – The city is currently on a 9/80 work schedule with every other Friday off.

ICMA 457 Deferred Compensation plan, Education reimbursement, Flexible Spending Account, and EAP are also available.



## SEARCH SCHEDULE

Resume filing deadline.....July 23, 2018

Preliminary Interviews.....July 30 – 31, 2018

Recommendation of Candidates.....August 3, 2018

Finalist Interview Process .....August 13, 2018

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

## THE RECRUITMENT PROCESS

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