



# CITY OF WALNUT CREEK

INVITES YOUR  
INTEREST IN  
THE POSITION OF

## COMMUNITY DEVELOPMENT DIRECTOR



**BOB MURRAY  
& ASSOCIATES**  
EXPERTS IN EXECUTIVE SEARCH

## THE CITY

The City of Walnut Creek, nestled just 25 miles east of San Francisco in Northern California, is a scenic urban setting next to Mt. Diablo. Its sprawling landscapes, warm weather, upscale dining, posh shopping district, and local winery make Walnut Creek a suburban oasis with an urban flair. With a rare blend of 2,800 acres of open space, a vibrant downtown, and a performing arts center, Walnut Creek offers something for everyone.

Walnut Creek is the economic and entertainment hub of Contra Costa County. The City is conveniently located and covers approximately 19.5 square miles. Home to more than 70,000 people, its rich history and thriving downtown are only part of what make Walnut Creek one of the most interesting Bay Area communities. With bustling San Francisco to the west, the Napa Valley wine country to the north, and the natural beauty of Mount Diablo State Park to the east, Walnut Creek offers urban style, suburban grace, and peaceful wilderness.

In a 2019 survey by the National Community Survey, Walnut Creek citizens reported over a 90% positive rating to their overall quality of life, with positive views of the City's Open Space and natural environment, public safety response and feeling of safety, and economic vitality.

## THE ORGANIZATION

Incorporated 1914, the City of Walnut Creek operates as a General Law city with a City Council/City Manager form of government. The 5-member City Council are elected at large for four-year, staggered terms. Walnut Creek is widely recognized for its innovative programs that benefit its citizens as well as provide a dynamic, stimulating work climate for City employees. The City employs approximately 350 regular employees with benefits. The City's Fiscal Year 2021 General Fund Budget is \$80 million, which supports the day-to-day services provided by operating departments while also accomplishing Council adopted priorities.

### Mission

The City of Walnut Creek, working in partnership with the community, is committed to enhancing the community's quality of life by promoting:

- A positive environment where people can live, work and play
- A vibrant local economy to enhance and sustain long-term fiscal stability; and

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- A progressive workplace where dedicated employees can make a difference

### Vision

A balanced community meeting tomorrow's needs while protecting the quality and character the community values today. The City strives to accomplish this by:

- Enhancing the quality of community living
- Promoting a vibrant local economy
- Being an employer of choice

### Values

The City aspires to achieve its mission and vision by incorporating those values that help our community and each employee to realize their highest potential, emphasizing:

- Respect
- Integrity
- Excellence
- Teamwork
- Creativity

## THE DEPARTMENT

The Community Development Department exists to enhance the community's safety, welfare, economic opportunities, and quality of life. The Department consists of the following divisions: Planning, Housing, Transportation Planning, Building, and Code Enforcement and employs 42 FTE. The team is a dedicated and passionate group of professionals committed to creating a positive work environment through support of creativity, innovation, and teamwork. These professionals work collaboratively to review and facilitate development of safe, healthy, and sustainable residential and commercial development that comply with applicable codes and regulations, while striving to promote aesthetics, encourage economic vitality, and enhance the design of Walnut Creek's built environment.



## THE POSITION

The Community Development Director develops plans, goals, and objectives for the Department and collaborates with the City Manager on matters pertaining to departmental functions.

As a member of the Executive Team, the Community Development Director participates in the review and addressing of general City policies, programs, and concerns and may serve as acting City Manager, as required. The Community Development Director is accountable for providing leadership to the departmental and City teams, the quality of services directed, and the effective administration of priority programs and services as defined by the City Council and City Manager.

Additional responsibilities include:

- Directing special studies related to activities of the Department and submitting recommendations on projects and programs to the City Manager;
- Developing of the department budget;
- Appointing, evaluating, and appropriately counselling department staff;
- Representing the City within the community, and at regional, state, and national organizations;
- Speaking before public and professional groups; and
- Resolving citizen complaints or problems concerning activities of the Department as needed.

Upcoming Community Development Projects and Initiatives:

- General Plan update
- Continuous and process improvement effort to enhance digital services and customer service
- Sustainability Action Plan Phase 2
- Housing element update to incorporate the new Regional Housing Needs Allocation (RHNA) numbers. Walnut Creek is one of the few cities that has already planned for the large increase in housing allocations from the state.

## THE IDEAL CANDIDATE

The Community Development Director will be a conscientious leader that represents the department with integrity and professionalism. The selected candidate has the opportunity to make an impact on the community's future for quality development, and therefore should have a creative vision for the big picture of Walnut



Creek. The City values respect, integrity, teamwork, creativity, and excellence, and is looking for a teammate who will demonstrate these values while advancing the City's mission.

The ideal candidate will have the ability to establish and maintain excellent working relationships based on leadership rather than authority. The Director will be open and willing to meet, listen, collaborate, and find solutions to planning and development challenges. With responsibility for the overall management of community development services, it is crucial that the selected candidate be a subject matter expert who can communicate complex ideas to a broad audience of varying levels of understanding.

Candidates should be experienced in navigating complex and political issues, working effectively with advisory boards and commissions as well as public officials. The Director will serve as an ambassador of the organization to the community as well as businesses, developers, and other key stakeholders. Successful candidates will be able to communicate clearly and present professionally to a variety of groups. The Director must also demonstrate respect and sensitivity toward the cultural and ethnic diversity of the greater community.

Candidates will be expected to have thorough knowledge of the theories, principles, and practices of public administration, especially as relates to community and development activities; thorough working knowledge of

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planning, building, housing, and transportation planning; and working knowledge of other City departments, particularly as their operations may relate to the Department. The Director will be both a collaborative and productive member of the City's Executive Team, with the ability to be strategic and pragmatic in approaching issues.

Candidates must possess a Bachelor's degree from an accredited four-year college or university, preferably with a major in Engineering, Urban Planning, Public Administration, Business Administration, or a related field; possession of a Master's degree is highly desirable. A minimum of ten (10) years of extensive, progressively responsible administrative and supervisory experience in community development or any equivalent combination of education and experience that provides the knowledge, skills, and abilities is required.

## THE COMPENSATION

The annual salary range for the Community Development Director position is \$178,108 - \$246,275; placement within this range is dependent upon the qualifications and experience of the selected candidate. For candidates relocating for the position, relocation assistance of up to \$200,000 may also be available. The City also offers a generous benefits package including:

**Retirement** – The City participates in the California Public Employees Retirement System (CalPERS) with a 2% at 60 formula for Classic Employees, with an employee contribution of 7%. For employees covered under PEPR, the retirement formula is 2% at 62. The City does not participate in Social Security.

**Deferred Compensation** – A 401(a) Plan is available with an employer contribution of \$2,600 a year and a mandatory \$361.92 bi-weekly employee contribution. A voluntary 457 Plan is also available.

**Health/Dental/Vision** – Eligible first day of first month after date of hire. The City provides contribution to medical, dental, and vision.

**Paid Time Off (PTO)** – 20 working days (0-4 service years); 23 working days (5-9 years); 26 working days (10 - 14 years); 29 working days (15-19 years); 31 working days (20-24 years); and 32 working days (25 years or more service years). The City Manager may grant employees the accrual rate for PTO commensurate with the employee's total combined years of service with any public agency.

### Professional/Management

**Leave** – 96 hours annually; may roll over up to 40 hours of unused leave at the end of the calendar year.



**Holidays** – 12 paid holidays annually  
Other benefits include Life Insurance, Disability Insurance, Career Development Funds, Flexible Spending Account options, Employee Assistance Program, Tuition Reimbursement, and Vehicle Allowance.

## TO APPLY

If you are interested in this outstanding opportunity, please visit our website at [www.bobmurrayassoc.com](http://www.bobmurrayassoc.com) to apply online.

### Filing Deadline: Open Until Filled

Following the closing date, resumes will be screened according to the qualifications outlined above. The most qualified candidates will be invited to personal interviews with Bob Murray and Associates. Candidates will be advised of the status of the recruitment following finalist selection. Finalist interviews will be held with the City of Walnut Creek. A select group of candidates will be asked to provide references once it is anticipated that they may be recommended as finalists. References will be contacted only following candidate approval.

If you have any questions, please do not hesitate to call Valerie Phillips at:

(916) 784-9080.

