

COMMUNITY DEVELOPMENT DIRECTOR

COMMUNITY DEVELOPMENT DEPARTMENT CITY OF SONOMA \$162,076-\$197,004 DOE/DOQ

THE CITY OF SONOMA, CALIFORNIA, IS SEEKING A COMMUNITY DEVELOPMENT DIRECTOR (DIRECTOR)

to lead the City's brand-new Community Development Department (Department). This newly formed Department is the result of a merger between the Planning & Community Services and the Development Services & Building Departments. The goal is to improve communication with employees and establish a unified voice, resulting in more streamlined services for the public and development community. The Director will oversee a team of eight full-time staff and an approximate budget of \$1.8 million. This engaged and motivational leader will oversee all planning, building, housing, sustainability, and code enforcement operations, requiring candidates to have the unique ability to lead a cross-functional and diverse team, with a particularly strong background in planning. The ideal candidate will be collaborative, communicative, and politically savvy, with a focus on permit process streamlining and building professional relationships with staff, developers, commissions, community members, and other key stakeholders. They will have exemplary project management skills, ensuring their team is meeting important objectives and deadlines. The Director will have an open-door style of leadership and provide a hands-on presence to their team.

If you are eager to build your own team while providing next-level community development services to the Sonoma community, apply today!



THE COMMUNITY

SONOMA, CALIFORNIA, IS A BEAUTIFUL, environmentally friendly, and safe community, widely recognized as one of the most desirable cities in northern California. The city has a rich cultural heritage, a prominent place in California history, and a setting of unparalleled natural beauty. Sonoma is proud of its friendly, small-town atmosphere with residents who are actively engaged in city strategies, volunteerism via multiple non-profits, and numerous community events and activities. Sonoma is home to approximately 11,000 residents and more than 1,300 business establishments. Sonoma serves as the economic hub for the surrounding Sonoma Valley and Springs area, with a total population of 40,000. The city's early 20th century City Hall and historic plaza serve as the community's focal point, boasting many community festivals and drawing the community and visitors together throughout the year.

While much of the city's economy thrives on tourism, other notable industries include construction & real estate, manufacturing, agriculture, and health care. It is nestled in the Sonoma Valley, surrounded by the Mayacamas and Sonoma Mountains, and is only an hour from the coast and San Francisco. The City Plaza is known for farm-to-table restaurants, wine tasting, art galleries, and retail shops. Surrounding the Plaza is the final California Mission, Vallejo Barracks, and other landmarks of California History. Visitors and residents can also enjoy a wide variety of events in the area, such as the Sonoma International Film Festival, July 4th parade, and frequent live music. Check out the Sonoma Valley Authors Festival, the Vintage Festival, the Sonoma Winter Art Market, and the farmers' markets. When you are in Sonoma, there is always something to do!



THE CITY

THE CITY OF SONOMA is a general law city with a Council-Manager form of government, combining the strong political leadership of five elected officials with the professional executive-level experience of an appointed City Manager. The City Manager implements the goals and objectives identified by the City Council to enhance the quality of life for residents, businesses, community organizations, and visitors. Learn more about the **City's goals and work plan [here](#).**





THE DEPARTMENT

IN ORDER TO CREATE MORE STREAMLINED communications and a higher level of service to the community, the Planning & Community Services and Development Services & Building Departments merged to create the City's brand-new Community Development Department (Department). This new Department provides important oversight over the City's affordable housing, zoning, sustainability, and code enforcement initiatives and works closely with the Sonoma community, along with other City departments, local developers, and City leadership. The Department also works closely with the Chamber of Commerce, the City's economic development partner, to identify and implement economic development opportunities that champion a more active and vital downtown and prosperous community. The new Director has the exciting opportunity to determine the final organizational structure of the Department's five Divisions:

[Planning](#)

[Building](#)

[Housing](#)

[Sustainability](#)

[Code Enforcement](#)



THE JOB + IDEAL CANDIDATE

THE DIRECTOR WILL OVERSEE the Department's eight staff, and be highly collaborative with the City Manager, and other department directors. They will provide their team with strong direction regarding goals, objectives, policies, and priorities of the Department. The Director will be fiscally savvy, as they are responsible for overseeing an approximate \$1.8 million annual budget. Serving as a consultant on community development issues is an integral part of this role, as is working directly with community stakeholders. The Director will evaluate land-use proposals, ensure compliance with building codes, and oversee other technical aspects of this Department. They will have strong public speaking skills, giving many presentations to the City Council, Planning Commission, and a variety of other boards and commissions. They will directly oversee the Planning, Design Review & Historic Preservation, and Climate Action Commissions.

The ideal candidate should bring several years of experience in city planning, along with public and business administration. This candidate will have an ability to understand current planning and building processes and the nuances of meeting community and developers' needs. The candidate will interpret local, state, and federal building and zoning codes, regulations, and laws and make effective decisions. They will be a professional, dedicated, and enthusiastic leader, seeing challenges as opportunities for improvement and have an organizational development mindset. The Director will put in place cutting-edge planning strategies, work with experts in the field, and create an inclusive and collaborative Department culture. The Director will also ensure their team builds trust with the community, inspires creative thinking, and makes planning decisions that are fair, educated, and well-informed.

The ideal candidate will also...

- ▶ Review, analyze, and oversee complex technical and inspection reports, contracts, certifications, public records requests, statistical data, etc.
- ▶ Be eager to create and lead a brand-new department.
- ▶ Represent the Department and serve as the liaison to the public.
- ▶ Work well under pressure and effectively meet critical deadlines.
- ▶ Establish, foster, and maintain strong working relationships.
- ▶ Be a strong leader with experience growing and developing staff internally.
- ▶ Use effective negotiation skills to influence positive conflict resolutions.
- ▶ Manage simultaneous projects while delegating priorities.

MINIMUM QUALIFICATIONS

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

- ▶ Bachelor's degree with major course work in planning, public administration, business administration, or a field related to the essential functions of this position
- ▶ Seven years of progressively responsible, professional public sector experience in city planning, including three years in a supervisory capacity
- ▶ Possession of a valid California Class C driver's license

Desired

- ▶ Master's degree with major course work in a related field
- ▶ AICP (American Institute of Certified Planners) Certification



UPCOMING PROJECTS, CHALLENGES, OPPORTUNITIES

- ▶ Provide leadership and vision for the newly formed Department to build a collaborative, efficient, and cohesive team. Ensure Department organization and resources empower staff members to provide exceptional customer service. The current organization structure prior to department merger can be found [here](#).
- ▶ Lead the City's upcoming update to the [General Plan](#), making it accessible and implementable.
- ▶ Maintain and improve the City's new electronic permitting system and facilitate ongoing staff training as needed to support continued success.
- ▶ Implement the [City's Housing Element](#) that was newly adopted on January 31, 2023.
- ▶ Develop, set, and implement new customer-service level standards to ensure improved permit turnaround times.
- ▶ Build strong and collaborative relationships with the Chamber of Commerce and economic development partners to retain, expand, and attract businesses that strengthen and diversify the City's tourism and agriculture-based economy and steward the historic character of the Plaza, Downtown, and Gateway corridors.

SALARY + BENEFITS

Annual Salary: **\$162,076 – \$197,004 (DOE/DOQ)**
and an attractive benefits package that includes:

RETIREMENT. CalPERS Retirement System, - 2% at 55 formula based on highest year compensation and sick leave conversion. Candidates hired after or on January 1, 2013, are subject to restrictions imposed by PEPRA. The City does not participate in Social Security.

HEALTH CARE. Generous health care package for employee and family members.

DENTAL AND VISION INSURANCE. City pays 100% of premium.

AD&D AND LONG-TERM DISABILITY INSURANCE. City pays 100% of the premium.

LIFE INSURANCE. \$100,000. City pays 100% of the premium.

VACATION. Accrues at the rate of 80 hours per year for the first three years and increases with years of service.

SICK LEAVE. Accrues at the rate of eight hours per month.

ADMINISTRATIVE LEAVE. 80 hours awarded on July 1 of each fiscal year.

PAID HOLIDAYS. 14 holidays per year.

SECURE THE DATES

Round one interviews will be taking place virtually via Zoom on **MAY 11**. Round two interviews will be conducted in-person on **MAY 19**. (Candidates invited to interview will need to be available for both days.)

Please contact your recruiter, Sam Sackman, with any questions:

sam@wbcpsc.com
541.630.0657 direct

HOW TO APPLY

For first consideration, apply by **APRIL 25** at:

>>> **WBCP JOB BOARD** <<<