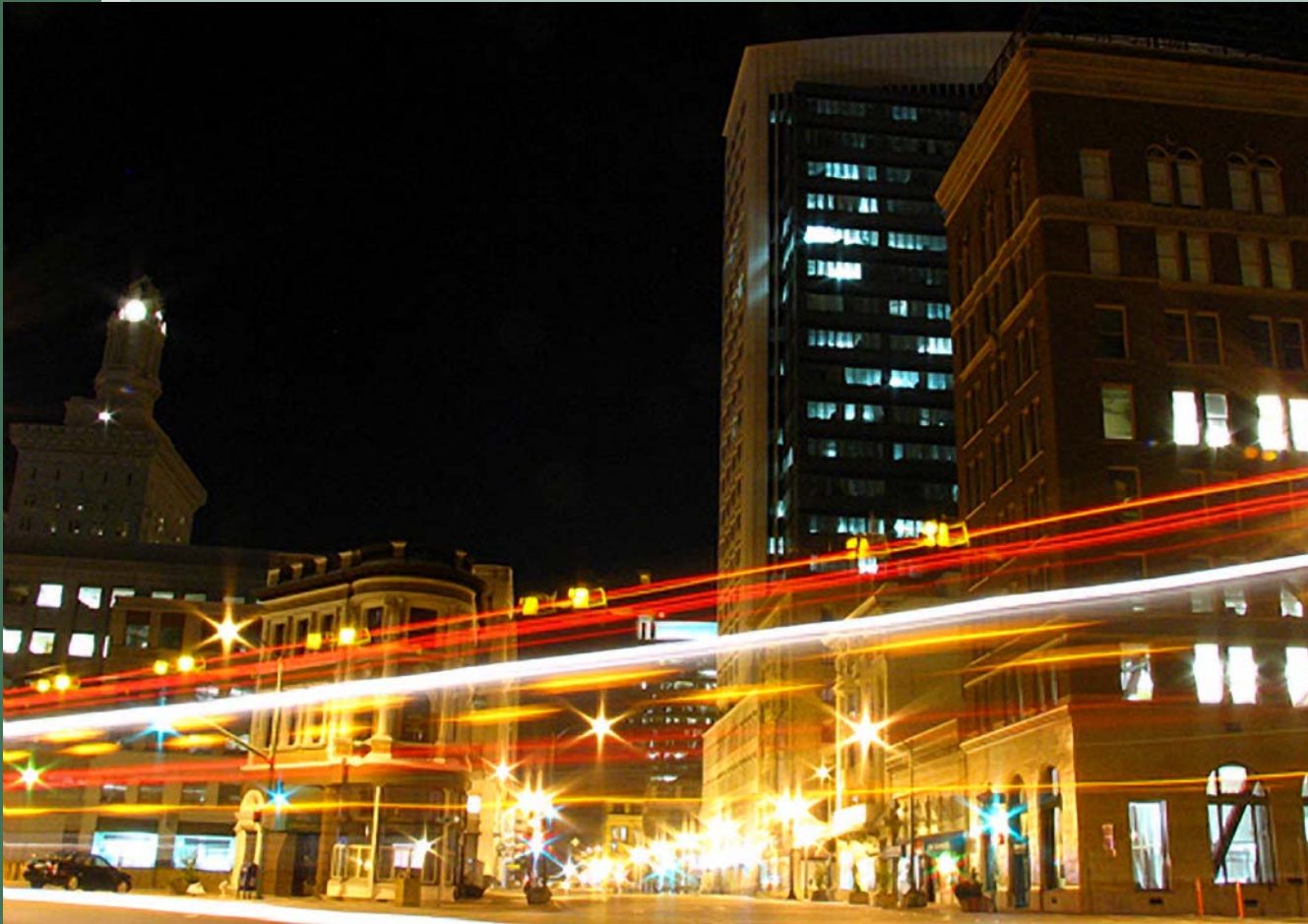


ALAMEDA COUNTY, CA

Planning Director

(Internal Title: Deputy Director, Community Development Agency)




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ALAMEDA COUNTY, CA

Planning Director (INTERNAL TITLE:)

The County

Alameda County, California's sixth-largest county, is located on the east side of world-renowned San Francisco Bay. 1.8 million people live in 14 incorporated cities and unincorporated areas that include the cities of Alameda, Albany, Berkeley, Dublin, Emeryville, Fremont, Hayward, Livermore, Newark, Oakland, Piedmont, Pleasanton, San Leandro and Union City. The unincorporated communities include Ashland, Castro Valley, Cherryland, San Lorenzo, Fairview and Sunol, as well as a variety of rural areas that comprise the 813 square miles of the County. The City of Oakland is the largest city in the County, is the County Seat and the sixth largest City in California.

Alameda County is a blend of culturally and ethnically diverse communities. Its mixture of cosmopolitan and suburban communities provides the perfect environment for singles and families. Alameda County offers a lifestyle unique to one of the nations most popular regions. Residents enjoy beautiful year-round weather.

With almost one-third of the Bay Area's jobs, the East Bay has been the fastest growing region in the San Francisco Bay Area since the mid-1980s. Its key location and available land for new residential, commercial and industrial uses are likely to continue this trend into the next decade and beyond. But it is the East Bay cities diverse ethnicity - economic base, ethnicity, climate, lifestyles, housing and business location opportunities that provide the region's exceptional strength. Ethnic diversity enhances the cultural environments of cuisine, music, entertainment, apparel, design and traditions. The East Bay's unique diversity of life styles, from urban centers to rural communities, from historical, picturesque, downtowns to large, campus-style office parks has helped identify Alameda County as the most ethnically diverse region in the nation.

Outdoor enthusiasts find countless recreational opportunities in areas of wildlife refuges, numerous parks, lakes and marinas. San Francisco Bay is the perfect haven for the weekend sailor, those who enjoy the challenge or relaxation of fishing, leisurely cruises on the Bay and the excitement of exploring Angel Island or Alcatraz.

Alameda County offers a rich array of cultural activities including the Oakland Museum, Oakland Ballet Company and Oakland East Bay Symphony. The wine country of the Tri-Valley area and the Chabot Space and Science Center bring additional opportunities for fun, education, and relaxation. Educational opportunities abound as well. The University of California at Berkeley, as well as other prestigious public and private academic institutions including Stanford University, University of San Francisco, University of the Pacific, and various California State University campuses are within driving distance from the County seat of Oakland.

The East Bay is home to three major sports teams: The Oakland Athletics and Oakland Raiders offer the excitement of professional baseball and football at the Oakland Coliseum, while the Golden State Warriors of the National Basketball Association entertain fans at the Oakland Arena.

The County Government

Alameda County employs 8,900 full-time employees and has a \$2.19 billion annual budget. As a major urban county, Alameda County provides

a full-range of services including general government and internal services, health care, social services, public works, criminal justice and other forms of public protection for its citizens. The County is governed by a five-member Board of Supervisors directly elected by voters in their respective districts for four-year, overlapping terms. The Board sets policy, oversees all County operations, approves the County's annual budget, and represents the County in a number of areas including its special districts. The Board appoints a County Administrator who is responsible for delivering the County's services.

The Agency & Department

Community Development Agency

The Director, Community Development Agency is appointed directly by the Board of Supervisors to lead a dynamic and diverse community development agency with a broad range of functional departments including Planning, Housing and Community Development, Lead Poisoning Prevention, Agriculture/Weights and Measures, Construction, Redevelopment, Surplus Property Authority, Bonds and Finance, and Administration and Management Services.

The Director is responsible to the Board and various commissions for developing and carrying out effective County community development programs and related matters soliciting community cooperation and support for County community development programs. The Director is aided by the Assistant Director, who assists in the administration of the Agency.

The Community Development Agency employs 164 full-time employees with an \$89 million annual budget. The Mission of the Community Development Agency is to take a lead role in ensuring that the citizens of Alameda County enjoy a living, working and business environment that is safe, sustainable and economically viable. With a regional perspective and a wide range of expertise, the Community Development Agency manages land use planning, zoning administration, housing, neighborhood preservation, redevelopment, economic development, agricultural preservation and enhancement, childhood lead poisoning prevention, consumer education and protection, and regulation and enforcement of federal, state and county codes. The Community Development Agency is widely recognized for its clear vision, broad perspective, technical competency, proactive approach, innovative programs and thorough understanding of the issues in one of the largest and most diverse counties in the state.

The Planning Department

The Planning Department oversees new development and redevelopment plans and develops policy for land use. It produces, updates and implements specific area plans as well as the Alameda County General Plan, which represent the blueprints for future development and the policies and standards to guide development decisions.

The Planning Department regulates land use in the unincorporated areas of Alameda County and administers the zoning, subdivision and surface mining ordinances. It issues and enforces land use permits; monitors



DEPUTY DIRECTOR, COMMUNITY DEVELOPMENT AGENCY)

environmental mitigation measures; and conducts the environmental, design and policy review for proposed development projects.

The Planning Department provides staff support to the Alameda County Planning Commission, Boards of Zoning Adjustment and the Airport Land Use Commission among many other community committees.

Goals/Challenges

- Works collaboratively with elected and appointed officials (e.g. Board of Supervisors, Planning Commission, and Boards of Zoning Adjustments), business leaders, and county residents.
- Oversees the continued progress on the General Plan update for two of the three planning areas and the corresponding environmental impact reviews.
- Oversees and represent the County on local and regional community development projects and planning issues such as wind farm and quarry permits.
- Supervises the completion of the Resource, Open Space and Agriculture Elements.
- Directs and manages planning staff and oversees the preparation of the County ordinances and amendments to existing ordinances and zoning.
- Leads the Department during a time of change where several new processes are being implemented (with regard to development review, permit tracking, a digital zoning map, and a new permit center) in the next several months.

The Position

Under general direction, the Deputy Director, Community Development Agency is responsible for the operations of the Planning Department in the Community Development Agency; acts as the Director, Community Development Agency in his/her absence when assigned; and performs related assignments as required.

Distinguishing Features

The Deputy Director, Community Development Agency, reports to and assists the Director, Community Development Agency and assists in the development and achievement of the Agency's goals and in the implementation of the Agency's policies. The Deputy Director, Community Development Agency, is responsible for directing, administering, and evaluating the operations of the Planning Department of the Agency and for representing the Department, Agency, and County as required.

The class of Deputy Director, Community Development Agency, is distinguished from that of Assistant Deputy Director, Community Development Agency, in that the former has responsibility for a functional department of the Agency while the latter has responsibility for a division of a functional department.

The Planning Director is a highly visible position both in the political arena with the Board of Supervisors, and in the community addressing a multitude of land use, zoning, and other issues.

Example of duties include:

NOTE: The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all duties listed.

- Plans, organizes, coordinates and supervises the work of staff for one of the functional departments of the Community Development Agency.
- Initiates, reviews and determines the priority and scheduling of projects. Conducts independent community development studies of a difficult and complex nature.
- Evaluates and recommends changes to policies, practices and procedures.
- Consults with the Director, Community Development Agency, and acts as chief technical advisor on work programs, schedules and policies related to the responsibilities of the department.
- Confers with division heads regarding problems and progress in their functional areas, reviews and edits reports, analyzes recommendations in progress and submits final reports to the Director, Community Development Agency, or his/her designee for approval.
- Directs staff meetings. Assesses training needs and provides training to staff.
- Represents the Department, Agency or County in meetings of public and private interest groups, and affiliate agencies. Actively participates in professional associations and organizations.
- Makes presentations before various commissions, the Board of Supervisors, private organizations and the public.
- Acts as the Director, Community Development Agency, when assigned.

Other duties are:

- Provides advice and counsel to the Director, Community Development Agency and the Board of Supervisors and implements the Board of Supervisors' directives.
- Develops a long range planning program with goals, objectives, and implementation measures for the County.
- Assures the financial well being of the Planning Department by performing cost control activities.
- Assures the efficient and economical use of Planning Department funds, personnel, materials, facilities and time.
- Assures that citizen concerns or complaints regarding any departmental activity are investigated and resolved.

The ideal candidate will be able to:

- Plan, organize, and administer the work of the Planning Department.
- Interpret and apply zoning and other code-enforcement regulations and planning concepts to unusual or difficult land use problems.
- Solve problems.
- Analyze and review staff reports and recommendations on community development projects.

- Work effectively with commission boards, community-based organizations and private organizations concerning matters of real property uses and related planning functions.
- Coordinate independent environmental studies of a difficult and complex nature.
- Establish good working relationships with the staff, community groups and government agencies.
- Conduct public hearings.
- Provide effective leadership.
- Work effectively with human resources.
- Communicate effectively both orally and in writing.
- Interpret, apply and enforce Federal, State and County regulations, codes and laws for administering programs

The Planning Director will supervise a staff of eight managers. The position is open due to the incumbent's promotion to Assistant Director of the Community Development Agency.

The Candidate

Education, Experience and Certifications

Candidates must meet one of the two following qualifying patterns to be considered for the position.

Either I - Experience:

The equivalent of two years of full-time experience as Assistant Deputy Director, Community Development Agency in the Alameda County classified service. (Non-classified includes District Attorney's Office, Hospital Authority, and the Consolidated Courts.)

Or II – Education and Experience:

Possession of a bachelor's degree from an accredited college or university; **AND** the equivalent of six years of full-time increasingly responsible professional experience in community and economic development that included three years of responsible supervisory and administrative experience.

A master's degree from an accredited college or university in city, regional, or urban planning in architecture, landscape architecture, engineering, economics, public or environmental health, health care, agriculture, wildlife management, biology, biological management, or social science based on a two-year curriculum may be substituted for two years of the non-supervisory experience; **OR**

A master's degree from an accredited college or university in city, regional, or urban planning in architecture, landscape architecture, engineering, economics, public or environmental health, health care, agriculture, wildlife management, biology, biological management, or social science, based on a one-year curriculum may be substituted for the equivalent of one year of the non-supervisory experience.

Special Certifications/Requirements

Candidates must:

- Have at least three years of full-time experience as a Planning Director or Assistant Planning Director in a city or county Planning Department.
- Possess and maintain a valid California Motor Vehicle Operator's license.
- Be willing to participate in evening meetings.

Please Note: This position is a Specialty Designated as Planning Director. It is required that the incumbent meet the minimum qualifications as outlined in the announcement in addition to having at least three years of full-time experience as a Planning Director in a city or county Planning Department.

Knowledge and Abilities

NOTE: The level and scope of the following knowledge and abilities are related to duties listed under the "Examples of Duties" section of this specification. Candidates need not possess all of the following knowledge and abilities. Rather, candidates must possess the following knowledge and abilities appropriate to the specific functional department to which he or she would be assigned.

The selected candidate should have knowledge of:

- Principles of organization, administration, personnel management and training.
 - Principles, methods, and procedures of urban planning and contemporary community development, including utilization of architecture, landscape architecture, engineering, agriculture, biology, economics, environmental or public health, health care and social services.
 - Physical, social, economic and legal implications involved in city and regional planning, lead poisoning prevention, agriculture, weights and measures, housing and community development, including the development of urban and suburban environments, safe housing and aesthetic needs.
 - Public administration, personnel management and staff development as they apply to the operation and administration of a department in a community development agency.
 - Laws and regulations related to land use, wildlife management, biological management, housing and community development and laws such as the National Environmental Policy Act, the California Environmental Quality Act, and the Federal Domestic plant quarantine proclamations and pest control rulings.
 - Pertinent State, municipal and county housing, real estate and enforcement laws.
 - Principles of budget development and analysis.
 - Public relations.
 - Inspection and testing techniques used in the weights and measures enforcement field.
 - Legal processes and considerations involved in prosecuting violations of weights and measures problems.
 - Research methods, including statistics.
 - Relocation planning, environmental, case management and lead remediation techniques.
 - Program development.
 - Federal and State reporting requirements.
- In addition, he/she should have the ability to:
- Plan, organize, and administer the work of a functional department within a community development agency.
 - Interpret and apply zoning and other code-enforcement regulations and planning concepts to unusual or difficult land use problems.
 - Interpret and apply public health and lead poisoning policy regulations to health providers and community groups.
 - Solve problems.
 - Analyze and review staff reports and recommendations on community development projects.
 - Work effectively with commission boards, medical providers, community-based organizations and private organizations concerning matters of real property uses, related planning functions and lead poisoning issues.
 - Coordinate independent community development and environmental and public health studies of a difficult and complex nature.
 - Conduct public hearings.
 - Interpret, apply and enforce Federal, State and County regulations, codes and laws for administering programs.

Core Competencies:

- Oral Communication - Includes person to person and presentations before large groups.
- Written Communication - Includes daily correspondence and larger reports/presentations.
- Decision-Making - Includes making decisions that further the goals and needs of the County; includes using business acumen in making decisions that build a strong organization which delivers the highest level of service to diverse customers.
- Analytical and Problem Solving - Includes using vision, strategy, and innovation to deal with change.
- Planning and Organization - Includes using vision, strategy and innovation to maximize resources.
- Management Control / Supervision - Includes making excellent hiring choices, developing staff professionalism, growth and competency, and giving honest and fair evaluations.
- Leadership - Includes knowing when to lead and when to work effectively as part of a group; includes imparting to staff a commitment to the County's mission, credo and goals; includes modeling excellence.
- Interpersonal Sensitivity - Includes fair treatment of all persons in both oral and written communication.
- Flexibility - Includes working with change using vision, strategy and innovation
- Resistance/Adaptation to Stress - Includes staying calm under difficult conditions.

Specialty Designation Language: In order to effectively perform the functions of the Planning Director, it is necessary that the incumbent meet the minimum qualifications as outlined in the Deputy Director, CDA specification in addition to having at least three years of full-time experience as a Planning Director or Assistant Planning Director in a city or county Planning Department.

Management Style and Personal Traits

The ideal candidate will approach this position with an energetic and enthusiastic style that welcomes input as well as encouraging teamwork and diversity. Candidates should have a creative and innovative management style that is proactive in addressing issues that impact the community.

The ideal candidate will be an experienced manager who has an open door policy at all levels, does not micro-manage, and encourages independence amongst staff. He/She will be able to work well with others, willing to collaborate and enjoy working in a team environment with the Planning Department as well as other County departments.

Compensation

The base annual salary range for the Deputy Director, Community Development Agency is **\$128,627.20** to **\$156,436.80**. The County also offers an attractive management benefits program with the following elements:

- Defined Benefit Retirement Plan covered by the 1937 Act
- Management Benefits Cafeteria Plan
- Health and Dental Insurance
- Life/Accident Insurance
- Paid Vacation and Sick Leave accruals
- Management Leave (7 days annually)
- Holidays (currently there are 11 fixed holidays and 4 floating holidays for this position)
- Dependent Care Salary Contribution Plan
- Deferred Compensation Plan

How to Apply

For questions and inquiries, please contact:

Sherrill Uyeda or Gisela McLean

ALLIANCE RESOURCE CONSULTING LLC

One World Trade Center, Suite 1155
Long Beach, CA 90831

Telephone: (562) 901-0769

E-mail: apply@alliancerc.com

Application and Selection Process

To be considered for this career opportunity, candidates must: submit a completed County application form and responses to the supplemental questions. A resume highlighting key accomplishments in positions you have held may be submitted as additional information and will be considered in the screening process but is not required. Applications must be received by **4:30 p.m. on Monday, January 14, 2008**. After a screening of the applicants' materials, candidates demonstrating the best qualifications for the position will be invited to interview for further assessment. County application may be submitted online at www.acgov.org/employment.htm OR may be obtained at the Alameda County Human Resource Services Office located at: 1405 Lakeside Drive, Oakland, CA 94612-4305, (510) 272-6461.

Supplemental Questions

1. What is your preferred approach to supervision, leadership and teamwork? Please describe approaches and specific examples for each.
2. Discuss your professional experience preparing and administering an annual operating budget.
3. Major stakeholders include the County Board of Supervisors, the Planning Commission, the development community, and private citizens. What do you see as being the major challenge in supporting and coordinating the key goals of each stakeholder?
4. Describe your collaborative experience with partnering departments or agencies. Include details of the types of projects, who the partners were, your role in the collaboration, and the outcome of the projects.
5. Provide examples of your effectiveness both internally, addressing staff concerns and development and externally, working with community groups, developers, etc.

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