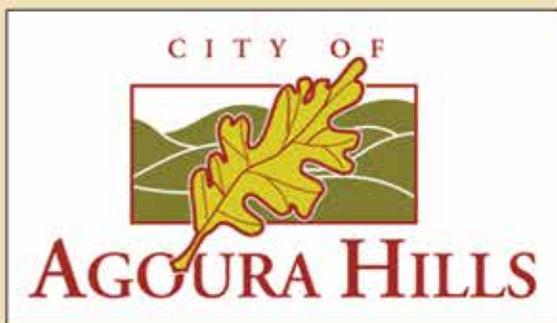




Community Development Director





COMMUNITY

Located in the foothills of the Santa Monica Mountains on the western edge of Los Angeles County, the City of Agoura Hills (population 21,018) is just forty-five minutes from downtown Los Angeles and only thirty minutes from Malibu. Rich with undulating hills and majestic canyons, this scenic city is known for its outdoor recreation, low crime rate, and top-rated schools.

The “Gateway to the Santa Monica Mountains” in the Conejo Valley, Agoura Hills is unique in designating over one-third of the City’s 8.2 square miles as open space. Hiking and horseback riding are popular activities, and the annual Great Race of Agoura Hills brings out runners of all ages to compete in races ranging from the Family Fun Run to the Chesebro Half, a half marathon once voted the best in the U.S.

Outdoor spaces form the heart of the Agoura Hills community, with the Reyes Adobe Park and Historical Site especially popular with residents. This original 1845 California rancho serves as a gathering place for many community events, including 2nd Saturday at the Adobe, movies and concerts in the park, and the Annual Reyes Adobe Days Festival. The City is also home to The Canyon Club, a popular concert venue that has a long history of attracting headlining acts.

Major employers in the area include Bank of America, Las Virgenes Unified School District, IBM Corporation, Touch Commerce, Farmers Financial Solutions Teradyne Inc, Los Angeles Rams, and Zebra Technologies. Agoura Hills is comprised of distinct neighborhoods anchored by the modern Downtown area, which encompasses a mix of housing, retail, and dining options.

To find out more about this vibrant community, visit www.ci.agoura-hills.ca.us.

CITY GOVERNMENT

Incorporated on December 8, 1982, the City of Agoura Hills is a General Law City operating under the Council/Manager form of government. The five-member City Council is elected at large to staggered four-year

terms, and the Mayor is selected annually from among the Councilmembers. The City Council appoints the City Manager who is supported in the role of overseeing City operations.

The City is comprised of the Departments of Administration, Community Development, Building and Safety, Community Services, Finance, and Public Works/Engineering. Police and Fire Services are provided to residents through respective contracts with the Los Angeles County Sheriff’s Department and Consolidated Fire Protection District of Los Angeles County, with additional services provided by the Department of Forester and Fire Warden. The County of Los Angeles Public Library operates the City’s library services.

Agoura Hills remains fiscally sound due to prudent and conservative planning, with a strong financial plan and reserves. It received a Standard & Poor’s (S&P) rating of AA+ in 2016 and continues to enjoy one of the highest bond ratings available to California Cities. It has a FY2018-19 total budget of \$31.3 million (\$14.97 million General Fund expenditures). During 2018-19, the municipality is projected to invest \$10.9 million in its Capital Improvement Projects. The three largest consistent funding sources for Agoura Hills are property tax, sales tax, and transient occupancy tax.

The organization is incredibly stable and experiences minimal turnover attributable to the quality of work life. In addition to the City’s fiscal health, Agoura Hills has long benefitted from mutually respectful relationships among elected officials as well as between policy makers and professional staff.

COMMUNITY DEVELOPMENT DEPARTMENT

The Community Development Department is guided by the City’s General Plan in fulfilling its responsibilities to ensure the orderly development of the City, guide and facilitate high-quality projects, preserve the City’s environment, promote the vitality of the business community, and preserve the unique character of the City and the quality of its neighborhoods.





Among other vital services, the Department reviews and processes land use and development permits, provides professional staffing to the City Council and Planning Commission on all planning matters, and assists residents and businesses with zoning and planning questions. Long-range planning studies, monitoring regional planning activities and planning studies, conducting environmental analysis, and preparing environmental documents pursuant to state law also fall under the purview of Community Development Director.

The Department is supported by 7 staff members supplemented by contractual and consultant support as needed who work to protect the health, safety, and welfare of the public by assuring compliance with the Municipal Code and by evaluating and making recommendations on regional issues such as traffic, housing, air quality, open space preservation, and land use planning. The Community Development Department has a total annual budget of approximately \$1.2 million. The department handles code enforcement, over-the-counter interactions with the public annually, in addition to assisting with the issuance of business licenses and processing dozens of development applications; including presentations to the Planning Commission.

THE IDEAL CANDIDATE

The ideal candidate will be a dynamic planning professional who displays an impressive range of experience and technical depth in urban planning and design and open space preservation. He/she will enthusiastically embrace the diverse land use, environmental and developmental opportunities, and challenges that Agoura Hills offers and be capable of producing innovative approaches that stimulate appropriate development, strengthen economic vitality, and support environmental priorities.

This department head will have extensive development process coordination experience and a reputation for working effectively with internal partners. A skilled critical thinker, the candidate selected will bring a fresh perspective to existing specific plans and approaches to implementation. He/she will exhibit a keen eye for efficiency

and will proactively identify opportunities for improvement. Familiarity with automation and modernization of systems and processes is strongly preferred.

The ideal candidate will be a credible communicator with exceptional interpersonal skills. Known for fostering trust, this approachable professional, will have the ability to facilitate passionate discussions and build consensus around community priorities that often entail a diverse array of perspectives. He/she will possess a history of sophisticated problem solving in an open-minded and collaborative manner that naturally leads to the discovery of common ground that best reflects the values of a community.

Known as an advocate for meaningful community engagement, the ideal candidate will offer a proven track record in developing creative and contemporary ways to garner public input and participation that enhances the quality and ownership of outcomes. Previous success with blending traditional approaches with original uses of social media and other tech-based modalities that provide new ways of engaging all segments of a population is highly desirable.

A forward-thinking professional with relevant strategic planning experience, the ideal candidate will be adept at helping stakeholders explore possible quality of life enhancements and sustainable development options. He/she will be proficient at anticipating issues and guiding policy makers through complex decision making. Extensive experience working with consultants and contractors will also be helpful in ensuring a smooth transition.

The individual selected will be a talented people manager who is considered a leader in his/her field. Accustomed to serving communities with high expectations, he/she will promote exceptional customer service standards and empower staff to be nimble problem solvers without sacrificing regulatory intent. An inspirational leader who enjoys mentoring and motivating employees to their highest potential, the ideal candidate will also be an influential role model for progressive and inclusive urban planning. Further, this director must display a track record of being a good steward of resources coupled with the proven ability to be disciplined around organizational priorities and departmental goals.





Any combination of education and/or experience that has provided the knowledge, skills and abilities necessary may be considered qualifying. Competitive candidates will offer a minimum of five years of progressively responsible experience in current and advance planning, including at least two years of service in a supervisory or administrative capacity and a bachelor's degree with major course work in planning or a relevant field. A master's degree in planning, public or business administration or related discipline and/or AICP certification is desirable. Experience in a community with similarities to Agoura Hills, including wildland urban interface features, will be considered favorably. Candidates must also be knowledgeable regarding current state and federal laws related to affordable housing.

COMPENSATION & BENEFITS

The salary range is \$135,778 - \$165,432; placement within the range will be DOQE. In addition, the City offers a competitive benefits package that includes but is not limited to:

- **Retirement:** CalPERS retirement 2% @ 55 formula for Classic members; 2% @ 62 for new members. Agoura Hills does not participate in Social Security.
- **Health Insurance:** Choice of medical plans available through CalPERS. The City contributes up to the Blue Shield family rate towards medical coverage.
- **Dental and Vision Insurance:** The City contributes 100% of dental and vision premiums for both the employee and dependents.
- **Deferred Compensation:** The City matches up to \$70 per pay period in deferred compensation contributions.
- **Life Insurance:** The City pays life insurance equal to 1 ½ times annual salary up to \$200,000.
- **Vacation:** 80-160 hours per year; accrual rate is based on years of service.
- **Management Leave:** 90 hours annually.

- **Sick Leave:** 96 hours annually.
- **Holidays:** 12 paid holidays per year.
- **Auto Allowance:** \$200 per month.
- **Technology Allowance:** \$125 per month.

APPLICATION & SELECTION PROCESS

The closing date for this recruitment is midnight, **Sunday, January 20, 2019**. To be considered for this opportunity, upload cover letter, resume and a list of six professional references using the "Apply Now" feature at www.tbcrecruiting.com.



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www.tbcrecruiting.com



Following the January 20th closing date, resumes will be screened in relation to the criteria articulated in this brochure. Applicants with the most relevant qualifications will immediately be granted preliminary interviews by the consultants. A small group of candidates will be invited to participate in interviews in Agoura Hills in **February**. The City anticipates making an appointment shortly thereafter, following the completion of negotiations and extensive background and reference checks. Please note that references will not be contacted until the end of the process and, at that time, will be done so in close coordination with the candidate impacted.

