



CITY OF
**PALO
ALTO**

Assistant Director - Planning and Community Environment





The Community

Located between San Francisco and San Jose, Palo Alto is a community of approximately 69,700 residents—and is home to almost 100,000 jobs. As the birthplace and heart of Silicon Valley, the City has one of California's highest ratios of jobs to employed residents, with a population that more than doubles during the daytime. Palo Alto is recognized worldwide as a leader in cutting-edge technology, medicine, and green innovation; many world-class businesses have corporate or regional headquarters here, including IDEO, Amazon, AOL, Hewlett Packard, Palantir Technologies, Palo Alto Medical Foundation, SAP, SSL, Tesla, Varian Medical Systems, and VMware. Numerous start-ups are also at home in Palo Alto, arguably making it the start-up capital of the world.

Stanford University is integral to the history and prestige of Palo Alto and, as a result, the community itself is dedicated to life-long learning. The university's cultural and educational offerings are integral to the vibrancy and charm of Palo Alto, while the City's exceptional school district ranks among the top public school systems in the country. With almost 50% of adult residents holding a graduate degree or higher, Palo Alto is frequently listed as one of the most educated cities in the nation.

Home to picturesque tree-lined streets and historic buildings that reflect its California heritage, Palo Alto

boasts a genuine sense of community and an active citizenry with strong environmental values. Beautiful neighborhoods are complemented by a vibrant downtown area and a bustling economy with premium shopping and dining options. Excellent health care facilities, theater and the performing arts, film festivals, and vast recreational options are just some of this incredibly desirable community's cherished amenities. To learn more, visit <https://www.cityofpaloalto.org>.

City Government

Palo Alto is a full-service Charter City with a council-manager form of government; the seven-member City Council is elected at-large. The Mayor and Council appoint the City Manager who is responsible for the strategic direction and day-to-day operations of the City government. The City is further organized into fourteen departments/offices employing 1,041 full-time staff. The City's FY 2018-19 budget totals \$711.2 million, including \$210.7 million in General Fund.

Palo Alto is an award-winning City recognized nationally as innovative and well-managed, one of a small number of California cities with a AAA bond rating. City services and performance also receive high marks from community members in the annual citizen survey conducted by the National Research Center in Boulder, Colorado. Many of those ratings put City programs and services in the highest percentiles among

the hundreds of benchmark cities in the survey. Over recent years, Palo Alto has repeatedly been named one of the most livable cities in the U.S. by Livability.com and the only city to date to receive the Platinum Beacon Award in sustainability best practices by California's Institute for Local Government. Numerous other recognitions occur each year.

As a rule, Palo Alto employs comprehensive processes and proactively seeks to involve its highly informed, educated, and engaged constituents. Projects are naturally a cooperative effort between Boards and Commissions, City Council, engaged citizens, neighborhoods and developers, and staff.

Planning And Community Environment Department

The Palo Alto Planning and Community Environment (PCE) Department is responsible for a range of functions aimed at preserving and enhancing the quality of life in Palo Alto through consistent and transparent processes. By providing the City Council and community with creative guidance and effective implementation of land use development, planning, housing and environmental policies, plans, and programs, the Department works to maintain and enhance the City's safety, vitality, and attractiveness.

Planning and Community Environment is comprised of the functional areas of Long Range Planning, Current Planning, and Code Enforcement. Beginning in early 2019, the City's Development Services functions will also be restructured as a division within PCE, while the current Transportation Division has transitioned into the City Manager's Office with a long-term plan of becoming a separate, standalone department.

Services and functions provided by Planning and Community Environment are numerous and varied. Those traditionally housed in this Department include programs for the City's housing, land use, and community development policies and programs, such as public engagement initiatives and community master plans; project guidance and advice for community members, developers, designers, engineers, and other stakeholders in the development process; and designating, reviewing, and promoting the City's historic resources. Moving forward, the Department will also provide development services such as review, permitting, and inspection of development projects.

Planning and Community Environment is supported by an annual budget of \$8.8 million and over 30 staff members who work to ensure that Palo Alto's planning programs and policies not only adhere to the community's high standards but often establish new best practices for the Bay Area and beyond. Lastly, the Department provides staff

support for the Architectural Review and Historic Resources Boards as well as the Planning & Transportation Commission.

After serving as the Interim Director for nine months, Jonathan Lait was promoted to the permanent position in February, hence, prompting the initiation of this recruitment. Under his leadership in 2018, the department completed numerous zoning code revisions that will encourage more housing, created the affordable housing overlay district and facilitated approval of the first project under this new zoning tool, obtained approval of wireless communication facility nodes, and shepherded the approval of a mixed-use project on University Avenue, among numerous other achievements. Before his arrival in Palo Alto as the Assistant Director in 2014, Jonathan's urban planning career included service in the Cities of Beverly Hills, Santa Monica, and Manhattan Beach.

The Ideal Candidate

Palo Alto's Assistant Director will be an urban planning professional who excels in a dynamic setting and is energized by high standards and expectations. He/she will be a big picture thinker who also displays a keen eye for critical details. Active in the profession, the individual selected will be knowledgeable regarding industry best practices and familiar with contemporary approaches to common urban planning challenges.

The ideal candidate will be an exceptional people manager who enjoys mentoring and developing subordinates and subscribes to a philosophy grounded in continuous professional growth. This planning professional will be equally adept at overseeing consultants. With a motivating coaching style, the Assistant Director will hold staff accountable to high standards while inspiring them to continually expand their skills and abilities. He/she will work in close collaboration with the Director to create an energizing environment where team members take pride in delivering world-class service, and new ideas and innovations are encouraged and supported.

The Assistant Director will be a credible and effective verbal and written communicator. Influenced by an outstanding customer orientation, he/she will consistently model the value of clear and empathetic communications. A proven relationship builder, the ideal candidate will exhibit superior interpersonal skills and will welcome opportunities to interact with passionate stakeholders. In addition, he/she will display sophisticated political acumen and offer previous experience working with elected and appointed officials.

The ideal candidate will bring extensive community engagement experience and be accustomed to interacting with well-informed and highly educated stakeholders. He/she will be well-versed in leading edge public engagement tools and





strategies. The individual selected will present an even-keeled temperament and a history of resiliency that reveals his/her ability to not take things personally. The demonstrated ability to facilitate robust debates and build consensus when opportunities arise will be considered favorably.

Long Range and Current Planning experience in a complex urban environment is desirable; considerable depth in Long Range Planning is preferred. The ideal candidate will also offer an impressive background in policy development and implementation. Given the City Council's ambitious commitment to adding 300 housing units per year, familiarity with state housing laws and regulations is desirable. Extensive expertise with sustainability initiatives, complete streets, and a passion for the use of data and measurements will be expected. Ideal candidates will bring a minimum of eight years of relevant experience, which includes five years of management/ supervisory experience, and a Bachelor's degree in urban planning, public administration, or related field. A Master's degree and/or AICP certification is preferred.

Compensation & Benefits

The salary range for the Assistant Director is \$138,195 - \$207,272; placement within the range will be dependent upon qualifications and experience. In addition to salary, Palo

Alto offers a competitive benefits package that includes but is not limited to:

- **Retirement** – CalPERS 2% @ 60 formula for Classic employees with an employee contribution of 8.00%; 2% @ 62 formula for New Members with an employee contribution of 7.25%.
- **Medical Plan** – City pays a flat rate contribution up to \$2,172 per month in 2019 (for family coverage) and employee pays in accordance to health plan option selected, between \$0 to \$770 per month in 2019 (for family coverage). In 2019, there are 3 plans offered where the monthly premiums are fully covered by the City's flat rate contribution.
- **Dental and Basic Vision Plans** – Monthly premiums are fully paid for by the City for employee and dependents. Dental coverage is set at a maximum of \$2,100 for each enrollee in each calendar year if provided by a Delta Dental PPO Dentist. Basic Vision coverage is set at prescription glasses and frames or contact lens care every 24 months.
- **Vacation** – 120-200 hours annually depending on years of service.
- **Management Leave** – 80 hours per calendar year, eligible for cash-out.
- **Other Leave** – 96 hours of sick leave per year; 12 paid holidays.
- **Life and AD&D Insurance** – fully paid up to one-time annual salary.

- **Additional Benefit** – annual contribution of \$2,500 for IRS Section 125 compliant uses such as Flexible Spending Accounts, Non-taxable Professional Development Spending Account, deferred compensation, or health club membership.

Application & Selection Process

The closing date for this recruitment is midnight on **Sunday, March 31, 2019**. To be considered for this opportunity, upload cover letter, resume and list of six professional references using the "Apply Now" feature at www.tbcrecruiting.com.

Teri Black • 424.296.3111
Bradley Wardle • 650.450.3299
TERI BLACK & COMPANY, LLC
www.tbcrecruiting.com

Following the 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 one of the consultants. Candidates deemed to be the best qualified will be invited to interview in Palo Alto in April. The Director anticipates making an appointment shortly, thereafter, following the completion of thorough 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.