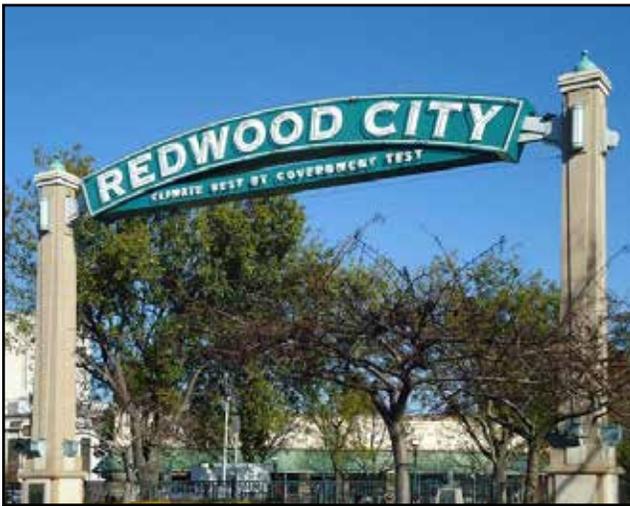


# DIRECTOR OF COMMUNITY DEVELOPMENT & TRANSPORTATION

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## THE COMMUNITY

Located in the heart of Silicon Valley, Redwood City (pop. 86,380) is the third largest city in the County of San Mateo. Incorporated in 1867, it serves today as the county seat and home to the San Mateo County History Museum, located in the county's old courthouse. With an average of 255 sunny days each year, Redwood City enjoys a mild Mediterranean climate (as the city slogan proclaims, "Climate Best by Government Test") and a one-of-a-kind waterfront that includes the Redwood Shores neighborhood, numerous bayfront residential options, ample recreation opportunities (including a yacht harbor), and the only deep-water port in the south bay of San Francisco.

Redwood City's population doubles during the day, attracting employees to world-class firms such as Oracle, Electronic Arts and Shutterfly. Genomic Health, Kaiser Permanente, Stanford University Health and more than 500 various industry start-ups also have a strong presence in the city. World-renowned Stanford University has made a long-term commitment to the community and is relocating administrative functions to a newly developed campus just 1.5 miles from downtown marking the University's first significant expansion outside its main campus. A conveniently located Caltrain stop allows employees and visitors to easily take advantage of efficient rail travel from San Jose to San Francisco.

Redwood City's vibrant and pedestrian-friendly downtown offers residents, visitors, and businesses a unique retail, entertainment, and restaurant experience. Beautiful Courthouse Square stands as the centerpiece of downtown and has become a gathering place for people from throughout the community and the peninsula. Over 30 unique parks, ten sports fields, two seasonal pools, a Senior Center, and five Community Centers are widely popular with the community, while the arts and culture scene features intimate theaters, galleries, and live music venues.

The community has long been known for its diversity, strong neighborhoods and community organizations, social involvement and civic pride. The City works diligently to maintain positive and productive relationships with community partners, together providing outstanding services, programs and opportunities for residents. This mix of tradition and innovation, community and diversity, makes Redwood City an extraordinary place to work and call home.

## THE ORGANIZATION

Redwood City is a Charter City with a council-manager form of government. The seven-member City Council currently is elected at-large to four-year staggered terms; Council Members select the Mayor and Vice Mayor from among their colleagues to serve for a period of two years. The City is transitioning to district-based City Council elections beginning in 2020. The Council appoints the City Manager, who is responsible for implementing the strategic direction and day-to-day operations of the City Government, as well as the City Attorney, and the members of the City's boards, committees, and commissions.

Redwood City is recognized as well-managed and innovative, strategically driven, and financially stable. Staff at every level of the organization strive to address community needs in partnership with residents and members of the education, health, non-profit and business communities. This cohesive group of professionals is uniquely talented, action-oriented, collaborative, and service-minded. The team culture is further strengthened by a deep commitment to the community, dedication to hard work, and achieving quality results. City services regularly receive high marks from residents.

In addition to the offices of the City Manager, and City Attorney, the City is organized across the departments of Administrative Services (Finance, Human Resources and Information Technology); City Clerk; Community Development and Transportation; Fire; Library; Parks, Recreation & Community Services; Police; and Public Works. Together, these departments employ 557 staff members. The City's Fiscal Year 2018-19 total budget is \$276.7 million (General Fund \$142.7 million). Redwood City continues to take strategic action to maintain long-term fiscal stability while simultaneously addressing its long-term unfunded liabilities. Despite these challenges, Redwood City continues to provide innovative programs and high-quality service to the community.

In February 2019, the City Council established three top policy priorities: Housing, Transportation, and Children and Youth. In conducting City operations, the City Council places a premium on community engagement, efficiency, and innovation. The City Council is currently updating the City's Strategic Plan to guide future work.





## THE DEPARTMENT

The Redwood City Community Development and Transportation Department (CDT) works to guide the physical growth, development, and preservation of the City under the policy direction of the City Council and in conjunction with other City Departments. It is organized across the divisions of Building Regulation and Code Enforcement Services, Engineering and Transportation Services, and Planning.

Department efforts include providing current and advanced planning, transportation planning, building code and Municipal Code compliance, Geographic Information System management, development services, historic review, environmental review, and capital improvement management of the City's infrastructure. CDT works in partnership with the Planning Commission, Architectural Advisory Committee, Historic Resources Advisory Committee, and other related subcommittees and ad hoc committees.

The Department has successfully implemented forward-thinking efforts to support transit-oriented development, encourage housing creation at all levels of affordability, and enable safe and effective multi-modal transportation across the city and region.

In the coming year, the department will be initiating community visioning efforts to selectively update the City's General Plan, facilitating the development of accessory dwelling units, and working with the community to develop a design review process for new homes and additions in single family neighborhoods. Current critical City transportation projects include the U.S. Highway 101 Pedestrian Undercrossing; U.S. Highway 101/84 Interchange; Middlefield Road Improvements and Utility Undergrounding; El Camino Real Corridor Plan; Broadway Street Car Study and Transit Center; and Whipple Grade Separation. The Department is leading efforts to bring regional ferry service to Redwood City and participating in numerous regional initiatives including the U.S. Highway 101 Managed Lanes project, and various rail projects including Caltrain electrification and modernization, High Speed Rail, and the potential Dumbarton Rail project.

Staff are also designing and constructing major water and sewer facilities, leading flood control projects, and supporting efforts to address sea level rise. Last fiscal year, CDT approved 125 affordable housing units and 32 accessory dwelling units, closed 884 code enforcement cases, and replaced or rehabilitated over 18,000 linear feet of sewer mains. The Department is supported by an annual budget of \$18.1 million and a staff of nearly 62 FTE.

## THE IDEAL CANDIDATE

Redwood City is seeking a visionary urban planning professional who is energized by the challenges of a dynamic and demanding environment that is unique to the San Francisco Peninsula and Silicon Valley. He/she will be an industry leader known for embracing big and exciting challenges and transforming such challenges into grand opportunities that advance the goals of policymakers. His/her impressive portfolio of accomplishments will reflect an ability to manage multiple priorities simultaneously and a track-record of success in seeing projects through to completion.

The individual selected will be an open-minded and courageous leader known for introducing innovative ideas and taking bold action when warranted. Fueled by a desire to constantly improve, he/she will welcome ideas and suggestions from internal as well as external stakeholders that can lead to greater efficiency, better customer experiences and maximum use of the department's talent and resources. A history of implementing technology and tools that streamline and simplify systems and processes will be expected.

Exceptional problem-solving skills and the ability to analyze complex situations and interpret grey areas with confidence will be considered favorably. In addition, the ideal candidate will be an excellent communicator who can convey complex information in understandable and non-technical terms. An approachable and personable executive, he/she will appreciate the value of community engagement and have the demonstrated ability to rally stakeholders around a shared vision while drawing upon the creativity from reliable as well as traditionally untapped sources.

The ideal candidate will be an outstanding people manager capable of building and maintaining momentum and excitement around ambitious work plans. A passionate mentor with relentless dedication to developing team members, he/she will exercise persistent action around maximizing the potential of staff. An adaptable professional with a broad skillset, the CDT Director will be especially adept at overseeing and inspiring a multigenerational workforce. The ability to recruit and retain superior talent in a competitive market will also be carefully evaluated.

This experienced manager must possess sophisticated political acumen, uncompromising integrity, and the necessary skills to competently navigate competing demands and interests. He/she will be a big picture thinker with the proven ability to work effectively with elected and appointed officials as well as





with all segments of a diverse community. As a leader who is committed to inclusion and transparency, the ideal candidate will have a history of successfully engaging residents, business owners, community-based organizations, developers and other stakeholders in meaningful and multifaceted ways.

A minimum of five years of progressively responsible experience in municipal management and community development, including two years of service in a supervisory capacity, and a Bachelor's degree in urban planning, architecture, engineering, public or business administration is required. A Master's degree in a related field is preferred. Previous or current experience serving in an urban community with similar challenges and opportunities will be considered favorably. Expertise and/or an intense interest in transportation planning and mobility initiatives is desirable. Candidates who possess a combination of relevant public and private sector experience are also encouraged to apply.

## COMPENSATION & BENEFITS

The salary range for this position is \$165,048 - \$222,804. Placement within the range will be DOQE. Salary is supplemented by a competitive benefits package that includes, but is not limited to:

**Retirement** – CalPERS 2%@ 60 for classic CalPERS members; 2% @ 62 for new members. Employee pays full share of CalPERS contribution.

**Medical Insurance** – CalPERS choices of three PPOs and seven HMOs; City pays 90% of monthly premium for employee and dependents, up to \$1,675 monthly for 2019.

**Dental/Vision Insurance** – City pays 90% of the monthly premiums for employees and their qualified dependents.

**Flexible Benefit Plan (Cafeteria Plan)** – Allows employees to contribute tax-free income for medical premiums, healthcare reimbursement and dependent care reimbursement.

**Car Allowance** – \$400 per month.

**Cell Phone Stipend** – \$75 per month.

**Professional Development** – Professional development reimbursement up to \$750 per year; education reimbursement up to \$1,500 per year.

**In-Lieu Hours** – 160 hours per year, may be cashed out.

**Vacation/Sick Leave** – Vacation accrual rate of two to five weeks per year based on total public sector/industry experience; sick leave is accrued at a rate of 1 day per month.

**Deferred Compensation** – Four plans available; voluntary contribution.

**401(a)** – PARS Defined Contribution Retirement Enhancement Plan. City pays contribution of 2% of compensation. Employee pays 5% contribution.

**Income Protection** – The City provides basic plan coverage for Life and Accidental Death and Dismemberment and Long Term Disability with additional coverage available for purchase by employee; additional coverage for severe medical issues and disability income is available.

## APPLICATION & SELECTION PROCESS

The closing date for this recruitment is midnight, **Sunday, May 19, 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](http://www.tbcrecruiting.com).



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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 the consultants. Candidates deemed to be the best qualified will be invited to interview in Redwood City in June. The City Manager 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.

### Selection Process Schedule

Closing Date .....	May 19, 2019
Screening Interviews.....	May 21-June 7, 2019
Recommendation of Candidates .....	mid-June 2019
Finalist Interviews in Redwood City.....	June 28, 2019
Anticipated Appointment .....	July 2019
<i>Key dates have been confirmed and candidates are encouraged to plan their schedules accordingly.</i>	