Director of Community Development

$175,580—$213,419 Annually DOQ

Core Values

Integrity, Passion, Accountability, Respect, and Quality

Apply Online at

Human Resources Department
150 City Park Way
Brentwood, CA 94513

www.brentwoodca.gov
The Community

The City of Brentwood is located 55 miles east of San Francisco in Eastern Contra Costa County. It is a charming and desirable community that has a long association with quality agriculture and farming production that continues even with the significant residential growth the city has experienced in recent years. Brentwood is the center of the “U-Pick” farm to table activity. The City is also the center of the historic and expanding Contra Costa wine region with significant production of grapes and numerous award-winning wineries.

Brentwood’s attractive and well-protected quality of life is a hallmark of the community. A variety of housing options within quality neighborhoods as well as active adult communities are available. The Brentwood Unified School District and Liberty Union High School District offer high performing education. There are eight elementary, three middle, and three high schools as well as other special education programs within the region. With 240 developed acres of parkland, more than 100 parks, and 20 miles of beautiful multi-use trails, Brentwood has been named a “Playful City USA” multiple times. The visual and performing arts are well represented in Brentwood. The city is home to the Brentwood Art Society, which sponsors events such as the annual Art, Wine, and Jazz Festival; the Artists Open Studio Tour; open mic nights; and other gatherings and shows. The City’s charming and vibrant downtown is the center of community with numerous events taking place and the home of modern City Hall and new Library.

The city’s incorporated boundary currently totals 14.8 square miles with a sphere of influence that totals 17.4 square miles. Over the past two decades Brentwood has been one of the fastest growing cities in California, tripling in population since the last 25 years and increasing 20% since 2010. Despite the rapid growth, appropriate infrastructure and services have been put in place, thus maintaining a high quality of life. Brentwood has nearly 66,000 residents today, with an anticipated 93,000 residents at build-out. However, most of this growth has been low density development and much of the city’s land designated for low density residential has been developed, a shift towards infill higher density development is occurring. There is a rising focus on the need to promote employment in order to become a complete community.

The Organization

Brentwood is a general law city governed by the council-manager form of government. The City Council consists of a directly elected Mayor and four City Council members who serve four-year overlapping terms. In addition to appointing the City Manager and the City Attorney, the City Council appoints members of a Planning Commission, Arts Commission, Parks and Recreation Commission, and Youth Commission.

The City has 313 full-time employees and an operating budget of $311.6 million. Fiscal strength and long-term financial stability have long been key assets for the City, which maintains a 30% General Fund Reserve. The City provides a range of services including police; parks and recreation; economic development; public works; planning; building; code enforcement; engineering; housing; finance; information services; and human resources/risk management. Brentwood operates public water and wastewater utilities and also provides refuse collection and disposal. The East Contra Costa Fire Protection District provides fire protection and Contra Costa County provides library services within a City owned library.

Service improvements will continue to move forward in the next few years. The Police Department will move from four to five beats to better serve the community. Planning for expansion of the city’s water treatment and wastewater treatment plant continues, assuring service capacity for today and future populations.
This is an at-will, executive management position reporting to the City Manager. The Community Development Director plans, organizes, directs and/or personally performs professional work related to the City’s community development activities. The Community Development Department shapes existing and future development of Brentwood. The Department is responsible for implementing City Council policies related to planning, economic development, building, code enforcement and housing. Staffing includes approximately 24 FTEs. The Director will supervise four division managers and a housing specialist as well as numerous consultants.

- The **Planning Division** is responsible for implementing City policies that direct the physical development of the City. Policy implementation and project analysis include establishing conformance to local goals for development, adopted General Plan policies, such as agricultural preservation, provision of parks & public infrastructure, and addressing environmental consequences of new development. Planning is responsible for updating and implementation of the General Plan, Zoning Ordinance and specific plans. Cohesive coordination with internal departments and external agencies, including the fire district, is critical.

- The **Economic Development Division** encourages development of employment and revenue generating uses. Staff oversees a wide variety of services and initiatives, including local business assistance, business and retention attraction, coordination with regional and State economic development organizations, community marketing and events, and promoting agricultural enterprise and area tourism.

- The **Building Division** is responsible for implementation of building codes, health and safety codes, and other codes related to proper construction practices. Duties include reviewing construction plans, issuance of permits and daily site inspections and code enforcement.

- The **Housing Division** works with non-profit, private, and public entities to maximize opportunities to develop affordable housing. Staff manages the Inclusionary Housing Ordinance and down payment assistance programs. In addition, 22 City owned affordable housing units are managed by housing staff.

- The **Development Services Division** oversees the Permit Center and is the primary point of contact for development related inquiries and permitting needs. Development Services staff manages internal and external project/permit review and serves as project manager for critical development projects.

**Key Community Development efforts include:**
- Master Plan for a planned major employment center - with future Specific Plan update to implement results.
- Comprehensive General Plan Update.
- Comprehensive Zoning Element Update - streamlining development, providing control over concentration of uses, facilitating amortization of non-conforming uses.
- Specific Plan Updates for Downtown and Brentwood Blvd.
- Numerous residential development proposals.
- A golf course reuse proposal.
- Preparations are in progress for a housing element update process.
- Given that development is shifting towards infill and higher density residential, a focus on public outreach, impact mitigation, and developer funded amenities will be important in this new environment.

This is a pivotal time in Brentwood’s future, and development issues are controversial. The City has largely developed within the established urban limit line and numerous elective attempts to expand the boundary have failed. Development is transitioning from greenfield low-density residential to higher density infill residential and the focus is shifting toward becoming a complete community by attracting employment generation uses and promoting housing affordability. Thus, the new Director will have the exciting opportunity to shape the future of Brentwood.
APPLICATION AND SELECTION PROCESS

To express interest in this exciting career opportunity, please apply online at https://www.governmentjobs.com/careers/brentwoodca. Your application package must include a City of Brentwood Employment Application, Cover Letter, and Résumé. All application material must be received by March 8, 2021 to be considered for this position.

The successful individual will have a minimum of eight years of broad and extensive experience in urban planning, community development, economic development, or related experience including three years of management and administrative responsibility. A Bachelor’s degree from an accredited college or university with major course work in an urban or regional planning, environmental planning, public administration, business administration, or related field. A Master’s degree is desirable.

Applicants are requested to provide thorough, yet concise, information about related work experience. Those applicants possessing the most desirable qualifications will be invited to participate in the selection process. All applicants will be notified whether or not they are invited to participate further in the selection process.

If special accommodations are necessary at any stage of the examination process, please notify Human Resources in advance.

The City of Brentwood is an Equal Opportunity Employer

BENEFITS

- **CalPERS retirement plan:** 2% @ 60 for “classic members” or 2% @ 62 for “new members” as determined by CalPERS. The City does not participate in Social Security, but employees must pay a mandatory 1.45% contribution to medicare

- **Medical:** City contributes up to $1,667 per month toward medical premium

- **Dental and Vision:** City-paid premiums for full-family dental and vision insurance

- **Deferred Compensation:** Choice of three deferred compensation plans with matching contribution up to $110 per month

- **Vacation:** 128 hours annually

- **Management Incentive Pay:** 132 hours annually

- **Holidays:** 14 holidays

- **Life Insurance —** $150,000 term policy

Please visit the City’s website for a complete list of benefits.

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