

RESOLUTION NO. 13/2023

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF CORTE
MADERA APPROVING THE CHANGE IN DEPARTMENT NAME FROM
PLANNING AND BUILDING DEPARTMENT TO COMMUNITY DEVELOPMENT
DEPARTMENT AND ADOPTING THE POSITION CLASSIFICATION AND JOB
DESCRIPTION OF COMMUNITY DEVELOPMENT DIRECTOR AND
ESTABLISHING A MONTHLY SALARY RANGE OF \$13,858 - \$16,846 FOR THE
NEW POSITION AND AMENDING SALARY SCHEDULE C – DEPARTMENT
HEADS EMPLOYEE GROUP**

WHEREAS, the Town has an established list of departments headed by a department director and the Town Council has the authority to change the name of the Planning and Building Department to Community Development Department; and

WHEREAS, a classification plan is considered a foundation for a sound personnel management system; and

WHEREAS, it is necessary to create position classifications to identify job responsibilities assigned and experience required; and

WHEREAS, on September 16, 1997, the Town Council accepted, and on October 21, 1997, the Town Council adopted the present Classification Plan, as since amended, and the present Classification Specifications/Job Descriptions, as since amended; and

WHEREAS, it is necessary to (1) Adopt the Position Classification and Job Description of Community Development Director and designate this position as a Full Time Employee; and (2) Establish a salary range for the new position in Compensation Schedule C – Department Heads Employee Group.

NOW, THEREFORE BE IT RESOLVED, that the Town Council does hereby Change the Title of the Planning and Building Department to Community Development Department; and

IT IS FURTHER RESOLVED, that the Town Council does hereby adopt the Position Classification and Job Description of Community Development Director attached hereto as Exhibit A and incorporated herein by reference as though fully set forth; and

IT IS FURTHER RESOLVED, that the Town Council does hereby establish the salary range for the new position of Community Development Director at \$13,858 to \$16,846 per month as shown in Amended Compensation Schedule C – Department Heads Employees attached hereto as Exhibit B, and incorporated herein by reference as though fully set forth.

I hereby certify that the foregoing is a full, true and correct copy of Resolution No.

13/2023 duly passed and adopted by the Town Council of the Town of Corte Madera, at a meeting thereof duly held on the 21st day of February 2023, by the following vote:

AYES: Councilmembers: E. Beckman, F. Casissa, C. Lee, P. Ravasio, R. Thomas

NOES: Councilmembers: - None -

ABSENT: Councilmembers: - None -

APPROVED:



Charles Lee, Mayor

ATTEST:



Rebecca Vaughn, Town Clerk

TOWN OF CORTE MADERA

COMMUNITY DEVELOPMENT DIRECTOR

DEFINITION

Under direction of the Town Manager, the Community Development Director plans, organizes, administers, reviews, and evaluates all the functions of the Department of Community Development to serve the Town of Corte Madera.

DISTINGUISHING CHARACTERISTICS

This is a department director level class responsible for planning, directing and obtaining resources for all operations and programs of the Community Development Department. Community Development Director exercises significant discretion, within legal and general policy and regulatory guidelines, and independently develops and implements departmental policies, procedures, and services. This position provides assistance to the Town Manager in a variety of administrative, coordinative, analytical, and liaison capacities. The Incumbent ensures long- and short- range planning and goals and activities of the department, including administration of building permits and inspections, housing-related programs, and code enforcement, are completed in a timely and efficient manner consistent with defined policies and regulations.

SUPERVISION EXERCISED

The Community Development Director reports to the Town Manager. The Director provides direct supervision to the staff of the Community Development Department. At times, the Director may provide functional input to professional, technical, and clerical staff members in other departments, and to consultants retained by the Town.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES *(includes, but is not limited to:)*

- Develop and execute short- and long-range projects and strategic plans
- Advise Town Manager on planning, building, economic development, housing policy, and code enforcement issues
- Pursue professional development in the field of community development; study emerging trends; make recommendations for future planning
- Coordinate preparation of Departmental operating budget
- Design and oversee implementation of internal policies and business process reforms to improve customer service and public information.

- Prepare reports on progress or completion of community development projects
- Supports the Town Manager's Office in the administrative work in the planning and coordination of the Town's economic development program, including business recruitment, job development, and business retention
- Exercise leadership in management of community development employees, including selection, professional development, supervision, review and evaluation, and discipline
- Manage project, workload, and department priorities
- Oversee procurement of services and administration of service contracts
- Enforce ordinances and laws related to specific projects
- Collaborate with other municipal officials and with regional agencies, contractors, and government regulatory agencies
- Act as Secretary of the Town's Planning Commission
- Represent the Town and the Department before the public
- Attend and participate in professional groups and committees; stay abreast of new trends and innovations in the field of urban planning, land use, and community development
- Resolve human resources issues and organizational conflict
- Perform work as a designated Disaster Service Worker as required of all public employees per California Government Code 3100-3109 during natural and manmade disasters and emergencies.
- Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Knowledge of organization and function of municipal government and public agencies, including the role of elected officials and appointed boards, commissions, and committees.

Comprehensive knowledge of laws, rules, and regulations related to design and construction of planning projects and administration.

Knowledge of the Brown Act

Knowledge of organizational policies and procedures as they relate to Department functions.

Knowledge of theories, principles, and contents of General Plan, land use, zoning, subdivision, urban planning regulations, natural resource protection, and environmental laws.

Knowledge of principles and techniques of conducting site planning, architectural review, subdivision design, land use, and other analytical studies, evaluating alternatives, and making sound recommendations.

Knowledge of service needs, issues, and culture of Corte Madera community.

Comprehensive knowledge of project management principles and practices used in the delivery of planning and building services.

Knowledge of technical, legal, financial, and public relations problems associated with the management of community development programs.

Knowledge of budget preparation and administration practices.

Knowledge of contract negotiations and administration practices.

Knowledge of program planning, review, and evaluation techniques.

Knowledge of practices and techniques of administrative and financial record keeping and report preparation.

Knowledge of computerized information systems typically used in community development and planning applications.

Knowledge of organizational structure, workflow, operating procedures, and personnel management.

Skill to:

Identify, obtain and organize public works and civil engineering resources.

Analyze information logically and creatively to identify problems, draw valid conclusions, and develop effective solutions to planning and building problems.

Understand, interpret and apply principles laws, rules, regulations, and policies and procedures pertaining to community development projects, including housing policy and code enforcement actions.

Exercise sound independent judgment.

Plan, organize and direct the operations of the Community Development Department.

Apply strong ethical, professional and service-oriented leadership.

Operate modern office equipment, including computer equipment and software.

Ability to:

Effectively represent the Town when meeting with officials, private contractors, and representatives of agencies, and in public meetings; and to establish collaborative relationships.

Select, manage, develop, and train assigned staff.

Adjust to changes in workload and assignments and to meet deadlines under pressure.

Speak, present, and write effectively, adjusting style, method, and information as appropriate for the knowledge base of the target audience.

Be proficient in the use of Microsoft Office suite; demonstrate competence with databases.

Develop, learn, utilize and evaluate new technology, service delivery methods, procedures and techniques.

Evaluate and develop improvements in operations, procedures, policies, or methods.

Monitor and maintain quality control standards.

Identify and respond to community and Town Council members issues, concerns, and needs under direction from Town Manager.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of Town and department goals.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work including Town and other government officials, community groups, the general public, and media representatives.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

At least 5 years of increasingly responsible experience in planning or community development in a public sector setting including two years of experience in a management/supervisory role.

Training:

Possession of a Bachelor's degree or equivalent with major coursework in community development, urban planning, civil engineering, business or public administration or a related field. Master's degree strongly desired.

Certifications and Licenses:

Possess a valid California Driver's License at the time of appointment and maintain for the duration of employment with the Town of Corte Madera

AICP Certification desired

Special Requirements:

Essential duties require the following physical skills and work environment:

The work environment characteristics described here are representative of those encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to work in a standard office environment; requires the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another.
- Ability to operate a motor vehicle to travel to different sites and locations.
- The incumbent will occasionally be required to climb or balance or crawl.
- While performing the duties of this job, the incumbent is regularly exposed to video display terminals.
- The position also requires repetitive hand movement and fine coordination in data entry and preparing reports using a computer keyboard.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

- Ability to communicate via phone, email, and in-person dialogue.
- The incumbent must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 35 pounds.
- The incumbent is frequently exposed to outdoor weather conditions.
- The noise level in the work environment is occasionally moderately loud.
- The incumbent may be required to work unusual hours, i.e., to attend meetings outside of normal working hours.

Effective Date: February 21, 2023

Council Approval: Res. No. 13/2023, February 21, 2023

Class Code:

FLSA Status: *Exempt - Executive*

Bargaining Unit: *Department Directors*

COMPENSATION SCHEDULE C- DEPARTMENT HEAD EMPLOYEES
Salary Range Effective February 21, 2023

Position	Range		Steps				
			Min	2	Midpoint	4	Max
Director of Public Works							
(Manager of Sanitary District 2; Field Maintenance and Engineering)		monthly	14,552	15,280	16,043	16,846	17,688
		hourly	83.95	88.16	92.56	97.19	102.05
Director of Finance/Town Treasurer *		monthly	14,552	15,280	16,043	16,846	17,688
		hourly	83.95	88.16	92.56	97.19	102.05
Director of Community Development		monthly	13,858	14,552	15,280	16,044	16,846
		hourly	79.95	83.96	88.15	92.56	97.19
Director of Planning & Building		monthly	13,858	14,552	15,280	16,044	16,846
		hourly	79.95	83.96	88.15	92.56	97.19
Town Clerk/Assistant Town Manager		monthly	12,454	13,077	13,731	14,415	15,137
		hourly	71.85	75.44	79.22	83.17	87.33
Director of Parks and Recreation		monthly	11,298	11,864	12,456	13,079	13,733
		hourly	65.18	68.44	71.86	75.46	79.23

All positions listed on this salary schedule receive \$432 per month automobile allowance in addition to the salaries listed above.

* Effective March 25, 2019, Director of Finance/Town Treasurer will receive a pay increase of 5% for performing additional duties associated with the Town assuming responsibility for finance duties for the Central Marin Fire Authority. These duties include budget development and monitoring, general ledger reconciliation, cash management, and oversight of payroll, benefit administration, retirement reporting, and accounts payable. Central Marin Fire Authority will pay the Town for these services. The 5% pay increase will remain in effect as long as the position is responsible for Central Marin Fire Authority functions.

COMPENSATION SCHEDULE C- DEPARTMENT HEAD EMPLOYEES
Salary Range Effective July 10, 2023

Position	Range	Steps	Steps					
			Min	2	Midpoint	4	Max	
Director of Public Works								
(Manager of Sanitary District 2; Field Maintenance and Engineering)	21DA	monthly	14,989	15,738	16,524	17,351	18,219	
		hourly	86.47	90.80	95.33	100.11	105.11	
Director of Finance/Town Treasurer	20DA	monthly	14,989	15,738	16,524	17,351	18,219	
		hourly	86.47	90.80	95.33	100.11	105.11	
Director of Community Development	20D	monthly	14,274	14,989	15,738	16,525	17,351	
		hourly	82.35	86.47	90.80	95.34	100.11	
Director of Planning & Building	20D	monthly	14,274	14,989	15,738	16,525	17,351	
		hourly	82.35	86.47	90.80	95.34	100.11	
Town Clerk/Assistant Town Manager		monthly	12,828	13,469	14,143	14,847	15,591	
		hourly	74.01	77.71	81.60	85.66	89.95	
Director of Parks and Recreation	14D	monthly	11,637	12,220	12,830	13,471	14,145	
		hourly	67.14	70.50	74.02	77.72	81.61	

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