

COMMUNITY DEVELOPMENT DIRECTOR

Open Until Filled
First Application Review: August 5, 2024



THE CITY OF
HALF MOON BAY
CALIFORNIA



THE COMMUNITY

Welcome to the beautiful coastal haven of Half Moon Bay! The city was founded in the 1840s and is the oldest settlement in San Mateo County. It was incorporated in 1959. Half Moon Bay is located on the Pacific Coast, approximately 28 miles south of San Francisco, between forested hills and some of the most beautiful Californian coastlines. The region is home to pristine beaches, Redwood forests, open spaces, rich farmlands, and scenic vistas.

Half Moon Bay has a total area of 6.4 square miles, 280 square miles of coastline, and a population of approximately 12,000. About 25% of the population is Latinx. English and Spanish are the two primarily spoken languages at home.

Despite its proximity to large urban cities, Half Moon maintains a small-town feel. City officials have balanced growth and development without sacrificing the city's character and charm by working with residents to ensure that changes align with the values that make Half Moon Bay unique.

Half Moon Bay's top three industries include, tourism, agriculture, and commercial fishing. The city is home to several working farms that are top producers of brussels sprouts, leeks, peas, beans, artichokes, and pumpkins.

The city's historic downtown, shops, art

galleries, restaurants, beaches, golf courses, and events like the Mavericks surf competitions and Pumpkin Weigh-Off and Festival attract over **2.5 million** visitors annually and generate over **\$136 million** in visitor spending.

Half Moon Bay is an ideal place to live, raise a family and share in community pride. The city enjoys mild weather year-round with average summer highs in the mid-60s and average winter lows in the mid-40s. The moderate temperatures allow residents and visitors to take advantage of the many outdoor activities. Amenities like eight parks, including a skate park, four beaches, and three-mile coastwide trail provide opportunities to take in the magnificent and unspoiled beauty of the area. Half Moon Bay is close to two international airports, San Francisco, and wine country.

The Cabrillo Unified School District's seven public school campuses serve residents, providing excellent K-12 education to over 3,200 students. The district was designated as a 2023 California Green Ribbon School District Sustainability Honoree.

THE ORGANIZATION

Mission Statement

Our mission is to preserve and enhance the scenic beauty, recreational opportunities, small town heritage and economic vitality of Half Moon Bay, making it the best possible place to live, work and play.

The City Council is comprised of five district-elected council members. They serve four-year terms with no term limits. Every year, the City Council selects one of its members to

serve as Mayor and Vice Mayor.

The City Council's [Strategic Elements](#) (e.g.; Fiscal Sustainability; Healthy Communities and Public Safety; Inclusive Governance; Infrastructure; and Environment) and [2023-2024 Council Priorities](#) (e.g., Affordable Housing; Public Health; Safety and Emergency Preparation; Community and Climate Resilience and Sustainability; Economic Recovery; Transportation; Circulation; and Mobility) guide the delivery of services and programs to the community. This thoughtful and strategic approach helps ensure fiscal responsibility and equitable service delivery.

The City has an annual budget of \$68.3 million, including a General Fund of \$25.4 million and a Capital Improvement Program budget of \$23.4 million. The City employs 45 full - and part-time positions within its five departments, including Public Works Department, the City Manager's Office, Administrative Services, Communications /City Clerk, and Community Development. Fire services are provided by the Coastside Fire Protection District and California Department of Forestry and Fire (CalFire); law enforcement services are provided by the San Mateo County Sheriff's Office.

THE COMMUNITY DEVELOPMENT DEPARTMENT

The Community Development Department guides the physical changes of Half Moon Bay, preserves, and protects the city's character and history, and maintains a safe, healthy, vital place to live, play, and work. The Department has four divisions: Planning, Building, Code Enforcement and Housing.

The Community Development Department collaborates with all City departments, primarily with the Public Works Department and offices of the City Clerk and City Attorney.

- **The Planning Division** oversees the City's General Plan, zoning policies, design guidelines, ordinances, and Local Coastal Program. The Division reviews planning permit applications and conducts environmental reviews for development projects and land use programs to ensure consistency and compliance with the City's Local Coastal Land Use Plan (LCLUP), California Environmental Quality Act (CEQA), California Coastal Act, and other applicable laws. Staff holds community meetings and provides administrative support to the Planning Commission, Community Development Director's Hearing, Bicycle/Pedestrian Advisory Committee (BPAC), and Architectural Advisory Committee (AAC).
- **The Building Division** conducts plan reviews, issues building permits, and inspects projects for building code compliance.
- **The Code Enforcement Division** manages programs to ensure compliance on private property with municipal codes that govern housing, building, and neighborhood safety and health.
- **The Housing Division** enhances the quality of life for the community by increasing, improving, and preserving affordable housing for all residents, including vulnerable communities (e.g., farmworkers and service workers, older adults, the unhoused, and individuals and families with special needs).



THE IDEAL CANDIDATE

The City is looking for a Director with strong management skills, visionary leadership, and a passion for community engagement. The new Director will have a broad knowledge of local, state, and federal laws, rules, and regulations applicable to community development operations. The next Director will be results-oriented with a successful project management track record and the ability to prioritize and delegate tasks effectively. They will be able to lead and oversee multiple divisions within the Department and collaborate to build capacity, implement programs, and drive change. The Community Development Director will have a proven ability to establish credibility and gain the trust of diverse stakeholders, including elected officials, staff, and community members. The Director will possess excellent communication and interpersonal skills, demonstrating the ability to build consensus and inspire action. The Community Development Director is a working manager who enjoys training, mentoring, and engaging with staff and the community.

The ideal candidate will possess the following characteristics:

- Strong management and supervisory experience with the ability to lead, train, and mentor a diverse team and foster a culture of teamwork, collaboration, open communication, trust, and accountability.
- Results-oriented and confident leader with strong communication skills, including public speaking, writing, listening, persuasion, and facilitation. Experience presenting to elected and appointed officials, the public, and other stakeholders.
- Strong interpersonal skills to effectively communicate, interact, and work with colleagues.
- Passion for leveraging technology to modernize operations and improve efficiency.
- Passion for learning and expanding job-related professional knowledge and skills.
- Passion for government work and commitment to customer service.

Education and Experience

Candidates should possess at least five years of responsible planning and zoning, management and supervisory experience. Candidates must possess a Bachelor's Degree from an accredited college or university with major coursework in engineering, planning, code enforcement, economics, or public administration. Coastal planning experience and bilingual skills (Spanish) are desirable.

Full job description: [Click Here](#)

COMPENSATION & BENEFITS

The City offers a comprehensive and competitive compensation and benefits package. The annual salary range for this position is \$189,636 - \$230,508 depending on qualifications and experience, with a competitive benefits package that includes but is not limited to:

Flexible Work Schedule: Hybrid and alternate work schedules available.

Retirement: Retirement: CalPERS 2% at 55 formula for employees hired before July 1, 2023 with a 7% employee contribution toward normal pension benefits costs. Retirement benefits of employees who on or after January 1, 2013 became members of CalPERS or a retirement system that has reciprocity with CalPERS shall conform to the requirements of the the California Public Employees' Pension Reform Act of 2013

Health Insurance: Employee can choose from medical plans provided through CalPERS. The City provides a \$1,800 allowance per month for medical premiums and employee pays in accordance with health plan option selected. Any unused portion may be taken as additional compensation.

Dental and Vision Insurances: Dental insurance is available through Ameritas. Vision coverage is available through VSP. Dental and vision premiums are paid by the City up to family coverage.

Other Insurance: The City provides long-term disability coverage equal to 2/3 of monthly salary to a maximum of \$6,000 per month.

Life and AD&D Insurance: Fully paid up to annual salary.

Holidays: 14 paid holidays per year.

Leave: Employee will accrue eight (8) hours per month of management leave, sick leave and vacation.

Education Incentive: \$1,500 - \$3,000 annually for eligible expenses upon approval.

Deferred Compensation: The City has two deferred compensation plan providers, MissionSquare Retirement (formerly ICMA-RC) and Calpers 457.

Section 125 Plan: Employees may elect pre-tax medical and dependent day care flexible spending accounts.

Employee Assistance Program (EAP): Free and confidential counseling services.

Allowance: \$100 per month for technology reimbursement; \$250 per month for vehicle allowance.

See [Unrepresented Executive Employees Compensation and Benefits Plan](#) for more information.

APPLICATION AND SELECTION PROCESS

This recruitment is open until filled with first application review on August 5, 2024. Interested candidates are encouraged to apply early by emailing a cover letter, resume and a list of six professional references to Vilcia Rodriguez at VRodriguez@hmbcity.com.

Resumes will be screened according to the criteria listed in this brochure. Applicants with the most relevant qualifications will participate in a

preliminary interview with a recruiter. Best-qualified candidates will participate in panel interviews. Finalists will meet with the City Manager and his executive team to allow both parties to explore fit and interest. An appointment is anticipated after completion of a thorough background and reference checks. This process is confidential, and references will not be contacted until the end of the process and in coordination with the selected candidate.

Equal Employment Opportunity

The City of Half Moon Bay is an equal opportunity employer that values diversity, equity, and inclusion (DEI). We are committed to creating a workplace that reflects the diversity of our community and where everyone feels empowered to bring their full, authentic selves to work. We prohibit discrimination and harassment of any kind based on race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, or any other protected status.

Reasonable Accommodations

To request reasonable accommodations under the Americans with Disabilities Act, please email VRodriguez@hmbcity.com or call (925) 886-9488.

