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EXECUTIVE SEARCH

**Planning and Building
Services Director**
TOWN OF FAIRFAX, CALIFORNIA

ABOUT THE TOWN

The Town of Fairfax is an environmentally conscious community that is the gateway to West Marin County. Incorporated in 1931, Fairfax has a population of approximately 7500. Historic development patterns in Fairfax created a town with a distinct center, giving it a friendly feel, and providing a good public transit hub within walking and bicycling distance of most of the town's inhabitants.

The town center creates a lively mixture of businesses and residences. The Art Deco movie theater is the centerpiece of a vibrant nightlife with top-notch restaurants and well-known clubs with venues for jazz and other popular music. The Town's charming atmosphere is reflected in the small businesses, quaint neighborhoods and busy sidewalks contribute to the sense of uniqueness about Fairfax. Framing and dominating the town is its natural setting – a visible open space of oak-studded hills to the north and west, and the forested shoulders of the Coastal Range to the south. Fairfax is a special place, loved by residents as well as visitors.

For more information about the Town of Fairfax please visit the Town website at, [Welcome to the Town of Fairfax, Ca. – Town of Fairfax.](#)

THE ORGANIZATION

The Town operates under a Town Council-Town Manager form of government. The Town Council is responsible for setting town policy, including the adoption of ordinances, land use regulations, and the annual Town operating and capital improvement budget. The Town Manager is appointed by the Town Council and carries out the policies enacted by the Town Council and is responsible for the day-to-day operation of the Town government.

The Fairfax Town Council consists of five members, who are elected at large by Fairfax residents for four-year terms. Elections are held every two years, with three council members elected in one cycle and two in the alternate cycle. The roles of mayor and vice mayor are rotated among the council members and are largely ceremonial. Each December, the five council members select a mayor and vice mayor from their ranks to serve for one year.

Regular Town Council meetings are held on the first Wednesday of each month, except for January and July, at 6:30 p.m. The regular meetings in January and July are set by resolution each year as to not conflict with the January 1st and July 4th holidays.

The Town's Adopted 22/23 Operating and Capital Budget is approximately \$20.2 million with a healthy General Fund reserve of approximately 30%. The Town is comprised of 33.23 FTE employees that serve the Town in the areas of administration, police, public works, finance, planning, building inspection, code enforcement, and recreation and community services. Fire services are provided through the Ross Valley Fire Department Joint Powers Authority.

The annual Town Council goals for Fiscal Year 2023/2024 are the Housing Element/Inclusionary Zoning/Re-Zoning/Objective Design & Development Standards ("ODDs"); Pavement Management 5-year plan; Staff Recruitment & Retention; Bridges Plan; Storm Drain Infrastructure; and Tenant Protection Revisions, Including Housing Providers.

THE DEPARTMENT

The Department of Planning and Building Services has a FY2022-23 annual operating budget of approximately \$1.13 million. In addition to the Director, the Planning and Building Services Department is staffed with the Principal Planner, Building Official, a part-time Assistant Planner, and is supported by contract building and planning consultants. The small-town environment provides an opportunity to be involved in all aspects of planning from working with customers at the public counter to implementing the long-range vision, the General Plan, for the Town.

THE POSITION

Reporting directly to the Town Manager, the Planning and Building Services Director plans, supervises, and coordinates the Town's planning and zoning activities, oversees the building inspection activities of the Town, and performs related work as assigned by the Town Manager. The Director supervises



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and personally performs the more technical and complex aspects of the work of the Department. The Planning and Building Services director is an at-will Department Director.



The Director is primarily responsible for the Town's long range/advance planning activities such as implementing Housing Element, General Plan policies, managing studies, and Zoning Ordinance revisions, and is expected to attend Planning Commission and Town Council meetings.

THE IDEAL CANDIDATE

The ideal candidate will be a hands-on, strategic, and innovative thinker, who is comfortable operating in a very public facing position with an active and engaged community. The selected candidate will be collaborative and forward-thinking, with strong customer service and communication skills. The ideal candidate will be effective in establishing and maintaining positive working relationships with elected and appointed officials in a results-oriented hands-on fashion that inspires and builds consensus across a full-range of diverse stakeholders.

The Director will be non-political but politically astute, diplomatic, respectful, and able to communicate with persons representing all sides of an issue. The selected candidate will be customer focused, a creative thinker, a

problem solver, and have a leadership style that motivates a small team to achieve outstanding professional-level performance. The Director will also be pro-active, energetic, progressive, and actively attuned to community interests and concerns. Ideally, the Director will be knowledgeable about sustainable building codes and techniques. The ability to keep the vision of the Town Council in the forefront and being proactive in keeping the Town Manager apprised on issues as they arise is critical.

The most successful candidate will demonstrate and possess the following:

- Knowledge of California laws relating to planning, environmental review (CEQA), subdivisions, annexations, zoning, and land use and will understand principles, objectives, and procedures of municipal planning and development resolutions;
- General understanding of the Uniform Building Codes and general construction terms and techniques, particularly related to hillside development;
- Effective communication, listening and organizational skills and the ability to write and present clear and concise reports;
- Ability to manage and facilitate discussions on highly controversial projects and policies in public forum in a highly engaged community;
- Experience recommending and developing amendments to ordinances for Planning Commission and/or Town Council consideration;
- Strong interpersonal skills with demonstrated ability to work collaboratively with staff, Planning Commission, Town Council, and members of the community;
- Experience conducting and/or facilitating community workshops or special sessions with the Planning Commission and/or Town Council on a variety of planning issues;
- Experience managing, monitoring, and preparing project-oriented and departmental budgets;
- Experience advising the Town Council, Planning Commission, and other related Town boards and committees on planning, building, and code enforcement issues;
- Ability to analyze complex issues and present the material in an easy-to-understand manner; and
- Experience supervising, managing, mentoring, and training staff.



EXPERIENCE AND EDUCATION REQUIREMENTS

The successful candidate will possess the equivalent of five (5) years of increasingly responsible and broad experience in professional planning work, preferably in the public sector, including management and supervisory experience, and a BA/BS in Urban Planning or a closely related field from an accredited college or university. A MA/MS degree may be substituted for one year of required experience.

THE COMPENSATION PACKAGE

The annual salary is up to \$182,004 depending on qualifications. A 3.5% salary increase is scheduled for July 1, 2023. The Town offers the following excellent benefits:

WORK SCHEDULE: Town Hall is open from 8:30 – 5:00 Monday – Thursday with Friday being a staff workday. Some flexibility is available for remote work at the Town Manager’s discretion.

LONGEVITY PAY: After 9 years of service, employees receive a 1% base salary increase for every 5 years of service (maximum 6%).

Retirement:

- CalPERS Defined Benefit Pension:
 - » Classic members 2% @ 55 - Employees pay the 7% employee contribution



SEARCH SCHEDULE

Filing Deadline:.....	May 22, 2023
Preliminary Interviews	May 30 & 31, 2023
Recommendation of Candidates	June 8, 2023
Panel Interviews.....	June 16, 2023
Finalist Interview.....	week of June 19-23, 2023

These dates have been confirmed, and it is recommended that you plan your calendar accordingly.

- » PEPRAs members 2% @ 62 – Employees pay 50% of the normal cost (6.75%)
- Classic Members enrolled in the 2% @ 55 plan receive \$100 per month non-matching contribution towards a deferred compensation plan.
- The Town does not participate in Social Security, however, it does participate in Medicare and the employee portion is 1.45%.

Health & Welfare Benefits:

- **CalPERS Health Plan** – The Town pays 100% of the Kaiser employee only contribution. Employees pay \$100/month for Kaiser employee +1 and \$200 month for full family.
- **Dental** – The Town pays up to the Kaiser Family dental premium.
- **Vision** – The Town reimburses employees up to \$200 per fiscal year for eye exams, prescription glasses/contacts, copays, and vision plan premiums.
- **Life Insurance** – Life insurance is provided in the amount of \$100,000.
- **Wellness Program** – \$30 per month for gym/club membership, health therapies, and recreational/educational classes.
- **Annual Leave Accrual** – 104 hrs vacation accrued for 1 – 48 months of service, a portion may be converted to deferred compensation; 96 hrs sick leave; 80 hours admin leave; and 12 paid and 2 floating holidays.



THE RECRUITMENT PROCESS

To apply for this key position and exciting career opportunity, please submit a current resume with year and month of employment and compelling cover letter through our website at:

Peckham & McKenney
www.peckhamandmckenney.com

Resumes are acknowledged within two business days. Contact Roberta Greathouse at 831.998.3194, toll-free at 866.912.1919, or via email to Roberta@PeckhamandMcKenney.com if you have any questions regarding this position or the recruitment process.



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