



TOWN OF FAIRFAX

STAFF REPORT

April 5, 2023

TO: Mayor and Town Council

FROM: Heather Abrams, Town Manager

SUBJECT: Authorize the Town Manager to execute an agreement with Peckham & McKenney, in an amount not to exceed \$26,750, for Recruitment Services for Planning & Building Services Director, in a form approved by the Town Attorney

RECOMMENDATION

Authorize the Town Manager to execute an agreement with Peckham & McKenney, in an amount not to exceed \$26,750, for Recruitment Services for Planning & Building Services Director, in a form approved by the Town Attorney.

DISCUSSION

On July 7, 2021 the Council approved an agreement for recruitment services for the Town Manager and Public Works Director. The Town Manager and the Public Works Director roles have been successfully filled. On July 6, 2022, the Council approved an amendment to have the recruitment process for the Planning & Building Services Director led by the same firm. However, the market for talent is increasingly competitive for experienced local government professionals and two recruitments for this position were not successful.

In order to keep the Town's time sensitive critical long-term Planning projects going, the Town employed an Interim Planning & Building Services Director, a retired annuitant whose 960 hour limit has been exhausted, and then the Town hired a contract Planner.

Staff reached out to four additional prominent local government recruiting firms: one did not reply after repeated attempts, one replied immediately that their firm was too busy with other recruitments to take on Fairfax's task, and two replied with interest. After reviewing the materials provided, cost proposals, and discussing the position and recruiting challenges, staff recommends hiring Roberta Greathouse of Peckham & McKenney. Ms. Greathouse's proposal reflects her effort in understanding Fairfax's situation and needs, and proposing solutions with the goal of completing a successful recruitment as quickly as possible. Ms. Greathouse's proposal was also the least expensive, as the other proposal amount was similar but did not include expenses, which were estimated at between \$5,500 to \$7,500.

FISCAL IMPACT

The proposed amount of \$26,750 will be charged to the Town's FY22-23 Operating Budget, Fund 01-231 Personnel.

ATTACHMENT

Proposal



March 14, 2023

Heather Abrams
Fairfax Town Manager
142 Bolinas Road
Fairfax, CA 94930

Via PDF/Email To: habrams@townoffairfax.org

Dear Heather,

Thank you for considering Peckham & McKenney for the Town of Fairfax, Planning and Building Services Director recruitment. I would be honored to represent the Town in this important search.

It was nice speaking with you last week and learning about the position and the challenges the Town has had in filling the vacancy. If selected to conduct this recruitment, I will prepare a base salary survey of the 5-7 jurisdictions in the Fairfax area that you indicate are a comparable agency. If you would like a more comprehensive survey, I would be happy discuss an appropriate fee for that service.

As a boutique firm that specializes in recruitments for small and medium size communities in California, Peckham & McKenney is known for achieving successful and long-term placements. Among *many* strong attributes, these are four key reasons agencies choose us:

- We actively and personally search for and find candidates.
- We limit the number of concurrent searches in order to directly focus on serving our client.
- We prioritize communicating with our client and applicants to keep everyone informed.
- Your recruiter is personally and directly responsible for all aspects of the search and your one point of contact.

Our Peckham & McKenney team is comprised of retired municipal managers and directors who are passionate about the public sector. I am proud to be on the Peckham & McKenney team because the firm's values and priorities align with mine – to assist public agencies in furtherance of good government; to place quality above quantity; and to build long lasting relationships with those in the public service.

For this important position and search, I will serve as your Recruiter. As a former HR Director / Risk Manager and Acting City Manager, I am very familiar with the responsibilities of a Director of Planning and Building Services, the expectations of the position, and the needs/interests of local government. In my role as the HR Director with the City of Seaside, I personally conducted hundreds of recruitments for all levels of City staff including community development managers / directors and I am currently conducting a similar search for the City of Colton. I am very experienced in working closely with candidates and hiring managers to ensure selected candidates meet the needs of the agency with respect to technical knowledge and expertise as well as organizational fit. With my experience and knowledge, I know the work necessary to attract applicants, to

conduct a successful recruitment process, and to achieve the City's goal to obtain high quality Planning and Building Services Director.

Attached is a detailed proposal for conducting the search that includes information about our firm, process, timeline, resources, references, experience and fee. We charge a fixed, all-inclusive fee and for this search, we are proposing \$26,750, which I'd be pleased to discuss. I would also be happy to participate in a Zoom interview to personally present and discuss our proposal. Upon being selected to conduct this important search, I would also be prepared to start immediately.

I am excited for the opportunity to implement the process leading to the successful placement of a candidate that "fits" your interests and the organization. Please feel free to call me at (831) 998-3194, if there are any questions.

Sincerely,

Roberta Greathouse

Roberta L. Greathouse

Executive Recruiter

Roberta@PeckhamAndMcKenney.com

Enclosure:

City of Fairfax Search Proposal

Example Candidate Profile: City of Colton Development Services Director

Town of Fairfax

RECRUITMENT PROPOSAL

for

Planning and Building Services Director

March 14, 2023

Peckham & McKenney
“All about fit”



Peckham & McKenney
EXECUTIVE SEARCH

Serving local governments (cities, counties, districts) by conducting recruitments and placing management and executive leaders that fit the personnel needs and interests of agencies.

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WHY CHOOSE US?

Peckham & McKenney focuses on *quality* searches and placements (over quantity) in recognition that each placement is “All about fit”. Serving local government since 2004, we are one of the most trusted and respected executive recruitment firms in the country. We have successfully placed hundreds of local government professionals including City Managers, County Executive Officers, General Managers, Police and Fire Chiefs, Department Heads, Assistant Managers, and mid-level Managers. Time and again, we receive unsolicited compliments from clients and candidates

in reference to our integrity and high ethics, commitment, follow-through, communication, and service. We take pride in treating both our clients and candidates with utmost respect.



For more information, please visit our website at www.PeckhamAndMcKenney.com.



OUR COMMITMENT TO YOU

Peckham & McKenney, by maintaining the quality, style, values and culture established by Bobbi Peckham and Phil McKenney, performs on the premise that an executive search firm must be dedicated to providing its clients and candidates with professional and responsive service, and a personal, hands-on approach. Our business philosophy is founded on the understanding that we are in a “people” related industry and that attention to others’ needs is the key to providing effective customer service.

- **We believe in honesty.** No client should ever appoint an individual without being fully knowledgeable of the candidate’s complete background and history. Additionally, no candidate should ever enter into a new career opportunity without full disclosure of any organizational “issues.”
- **We keep everyone involved in the recruitment process informed.** Not only do we provide regular updates to our clients, we also have a reputation for keeping our candidates up to date.
- **We do not recruit staff from our client agencies** for another recruitment during an active engagement, nor

do we “parallel process” a candidate, thereby pitting one client against another for the same candidate.

- **We do not recruit our placements — ever.** Should a placement of ours have an interest in a position for which we are recruiting, they may choose to apply. If they become a finalist, we ask that they speak to their supervisor to alert them of their intent.
- **We are retained only by cities, counties and special districts.** We are not retained by applicants or non-governmental agencies.
- **We do not over commit ourselves to too many searches.** Your recruiter maintains a small, limited number of concurrent searches at all times in order to focus specifically and diligently on recruiting qualified candidates for your vacancy.
- **We commit to diversity in its broadest possible definition in every aspect of each executive recruitment.** Peckham & McKenney has a well established reputation of placing women and people with diverse backgrounds.

EXPERIENCE



With our recruitment team that solely consists of retired City Managers, Police Chiefs and Department Heads, and our expert support team, Peckham & McKenney brings more experience and knowledge of local government and executive search than any other California recruiter. Just a few of our recent recruitments related to your search for a City Manager have been for: (list approximately 4)

Desert Hot Springs, CA	Director of Economic Development
Hollister, CA	Development Services Director
Los Altos Hills, CA	Planning Director
Pacific Grove, CA	Community Development Director
San Pablo, CA	Community Development Director
Santa Barbara, CA	Community Development Director
South Gate, CA	Community Development Director
Westlake Village, CA	Planning Director

Please don't hesitate to contact these agencies as well as our large list of current and former clients on our website ([here](#)); they will attest to our quality of service, on-going communication throughout the process, personal and direct outreach and sourcing of candidates, quality applicant pool, written materials and interview facilitation.

As an ambassador of our clients, Peckham & McKenney is also known for maintaining ongoing communications with our applicants throughout the search process, treating every applicant with respect, and appropriately informing candidates to support their best effort. The numerous compliments we have received from applicants fairly illustrate this reputation.

Comfortable and Professional Experience

"I'd like to thank you again for your support and guidance throughout the recruitment and selection process. It was a comfortable and professional experience, and I attribute a great deal of that to you. It's my hope that our professional paths may cross again in the future." **Candidate**

Straightforward, Friendly, and Humane Recruitment Process

"I wanted to let you know what a terrific job I thought you and Peckham & McKenney did on the recruitment. It was absolutely the most straightforward, friendly, and humane recruitment process I've ever participated in. And I would feel the same way even if the outcome was not successful for me." **Candidate**

It really has been, “All about fit!”

“From the construction of the colorful candidate profile, to being responsive to phone calls, texts and my questions, I have been thoroughly impressed with the professionalism and approach of Peckham & McKenney. Maria Hurtado and Joyce Johnson have been the team that have shepherded my application through the municipal hiring processes, and I can speak highly for both of them. Should I need a recruiter to help fill a critical position in my new city, I will be calling on Maria Hurtado and Peckham & McKenney. And, by the way, it really has been, “All about fit!” **Candidate**

You Made Me Feel So Comfortable

“This is my first time working with a recruiting company, and I’m so happy for having the opportunity to work with your company, wow! I truly enjoyed the process! Your interview skills are amazing! You made me feel so comfortable and I felt like I was just talking shop with a longtime friend. Thanks for the personal touch that you include in your job, I believe that this is what makes your firm so desirable and successful.” **Candidate**

Testimonials from clients and candidates are at <https://www.peckhamandmckenney.com/testimonials>.

Please feel free to call any of the communities listed herein, or on our website here, or as follows as a reference about the firm, our recruiters, and our service. Additionally, you may contact any of Roberta’s references:

City of Seaside

Craig Malin, former City Manager, (563) 529-1542; craigthomaslin@gmail.com
Dan Meewis, Recreation Director, (831) 402-4413; dmeewis@ci.seaside.ca.us
Donna Williamson, Attorney, Liebert Cassidy Whitmore (retired); (415) 309-4837

City of Sand City

Vibeke Norgaard, City Manager, (415) 516-6674; vibeke@sandcityca.org

City of Del Rey Oaks

John Guertin, City Manager, (831) 917-4846; jguertin@delreyoaks.org

YOUR RECRUITMENT TEAM

Our Approach

With every Peckham & McKenney recruitment, your Recruiter has the entire Peckham & McKenney team of Recruiters and administrative personnel for backup, support, collaboration, and sourcing. *However*, when you retain Peckham & McKenney, *your Recruiter* serves as your single point of contact throughout the entire search process and is fully responsible for its success. Moreover, in order to fully focus on your search and finding applicants that fit with the ideal candidate you are seeking, your Recruiter also maintains no more than 6 active searches.

The Executive Recruiter for you in this search is Roberta Greathouse.



The Peckham & McKenney Team

Roberta Greathouse, Executive Recruiter

Roberta is a dynamic professional with strong leadership, critical thinking, and problem-solving skills. She enjoyed a 34-year career in the public sector, retiring from the City of Seaside as the Human Resources Director and Risk Manager. Roberta has experience in every aspect of human resources including labor and employee relations, recruitment, selection, classification and compensation, employee benefits, workers' compensation, and employee development. Roberta led the City through a myriad of organizational challenges including multiple rounds of layoffs and labor concessions due to economic crises.



Roberta served as the City's Acting City Manager for almost one year during a time of unprecedented City growth in the areas of economic development and capital improvement. Roberta was recognized for being an accessible and collaborative leader with outstanding organizational, communication, and customer service skills.

Prior to joining Seaside's team, Roberta served the City of Monterey for 18 years. She worked in a variety of roles in the Public Facilities, Human Resources, and Fire Departments. As the manager of the fire administration division, Roberta had the opportunity to negotiate and manage fire protection contracts with the Army and two local jurisdictions and she established the first activity based costing system for the department.

Roberta holds a Bachelors degree from Colorado State University, is a Senior Certified Human Resources Professional (IPMA-SCP), and certified Risk Management Practitioner (RMP). She was nominated for the California Joint Powers Insurance Authority's coveted Capstone Award in 2016 for her leadership in Risk Management.

Roberta is supported by the following [team](#).

Joyce Johnson, Operations Manager

Joyce Johnson joined Peckham & McKenney in 2005 and serves as the firm's Operations Manager. She has over 30 years' experience in the field of administrative and executive support for all aspects of the executive recruitment process. She oversees internal administration of the firm as well as directing contract administrative support in the areas of advertising and design, web posting, and duplication and mailing services. Prior to joining Peckham & McKenney, Ms. Johnson oversaw internal administration in the Western Region headquarters of two national management consulting and executive recruitment firms. Ms. Johnson is complimented regularly on her strong customer orientation working with both clients and candidates alike. Ms. Johnson holds an Associate of Arts degree from American River College.

Taylor Bergstrom, Research Assistant

Taylor Bergstrom joined Peckham & McKenney in 2022 and currently serves as a Research Associate. Taylor is currently pursuing a PhD at UCLA where she worked previously as a lab manager overseeing various research projects. Prior to that, Taylor graduated from UC San Diego with a Bachelor of Science degree in Psychology.

Linda Pucilowski, Graphic Designer

With nearly 30 years of experience, Linda Pucilowski provides her expert design and marketing skills to Peckham & McKenney. She is the firm's "go-to" professional for all advertising and brochure design and creation. Ms. Pucilowski holds a Bachelor's degree from California State University, Sacramento.

Rachel Moran, Website & Social Media Assistant

Rachel Moran has been in the graphic design field since 2007 and prides herself on creating eye-catching visual art. She supports the Peckham & McKenney team by handling all website visual and technical design as well as social media. Ms. Moran graduated from the Art Institute of Houston obtaining her Bachelor's Degree in Fine Arts with a concentration in Graphic Design.

THE SEARCH PROCESS AND SCHEDULE

Peckham & McKenney is committed to finding the best fit for your position. Our process is 12 to 14 weeks and generally involves the following phases:

PROJECT ORGANIZATION (PRE-RECRUITMENT) – We will meet to discuss the search timeline, process and logistics for conducting a successful search.

DEVELOPMENT OF THE CANDIDATE PROFILE (2 WEEKS) – We will meet with agency members to listen to specific expectations of the position; learn the background and experiences desired in the ideal candidate; and understand the organizational culture and interests to create an attractive Candidate Profile marketing brochure.

RECRUITMENT (4 TO 6 WEEKS) – Our main focus in outreach will be direct, personal contact with quality potential candidates. Additionally, ads will be placed in industry publications and social media to broadly market the opportunity. Our client agency is continuously updated on our progress.

SUPPLEMENTARY REVIEW (2 WEEKS) – Upon our review of the resumes received, supplemental questionnaires will be sent to candidates who appear in most alignment with the Candidate Profile. Following a thorough review of the supplemental questionnaires, we will conduct preliminary telephone interviews. Internet research will also be conducted so that we may probe the candidate regarding any areas of concern.

RECOMMENDATION OF CANDIDATES/SELECTION OF FINALISTS (1 WEEK) – A report will be provided to the agency that includes, among a variety of documents, a full listing of all candidates for review and the materials submitted by candidates recommended for an interview.

INTERVIEW PROCESS (2 WEEKS) – Your recruiter will facilitate the interview process, inclusive of an orientation session at the beginning, and a discussion of candidates at the end.

QUALIFICATION (1 WEEK) – Once a finalist is selected, a reference check and thorough background check will be conducted. Assistance with negotiating compensation will also be provided.

COST OF SERVICES

The fee to conduct the entire search process for your next Planning and Building Services Manager is \$26,750.

Peckham & McKenney is unique among recruiting firms for several reasons including having a fixed all-inclusive fee. We have found that an all-inclusive fee for the search process is simpler, cost-effective, and efficient.

The all-inclusive fee above includes professional fees and expenses (out-of-pocket costs associated with advertising, Recruiter travel, administrative support / printing / copying / postage / materials, telephone / technology, internet research checks on recommended candidates, and full background check on selected finalist only). For services not specified herein, we will discuss your interests and an appropriate fee.

PROCESS OF PAYMENT

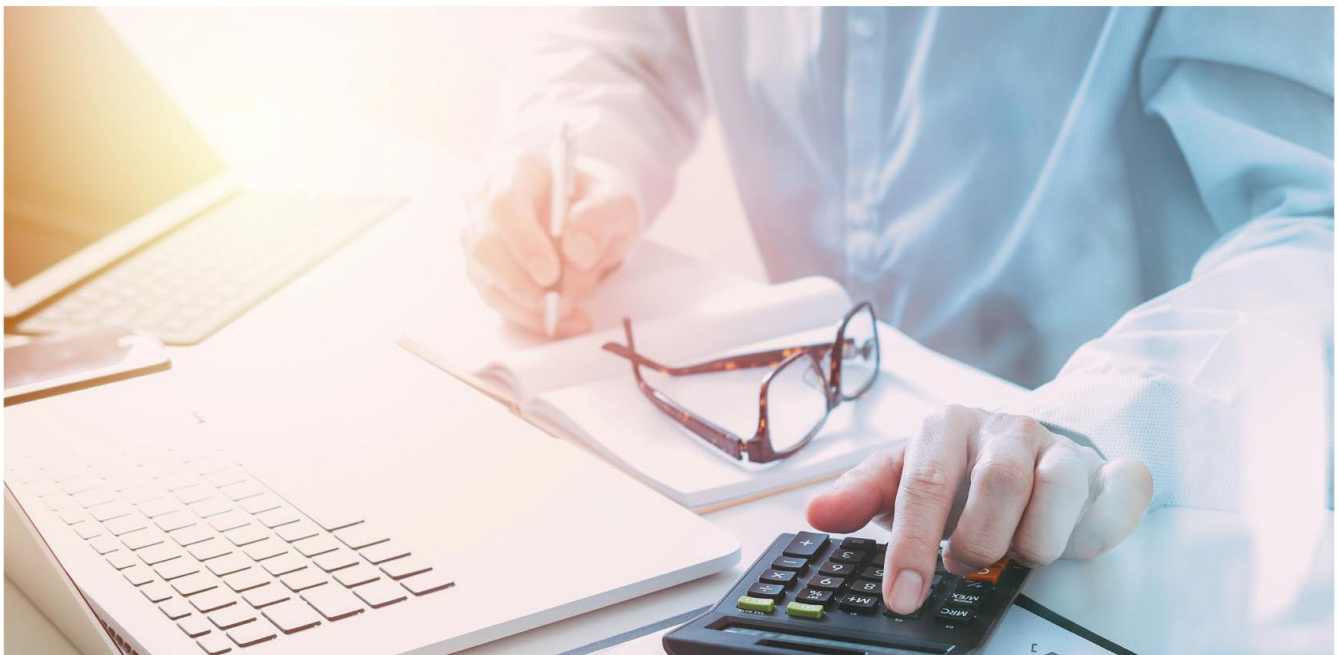
One-third of the all-inclusive fee is due as a retainer upon execution of the agreement. This retainer covers upfront and necessary expenses incurred by Peckham & McKenney on the City's behalf for the preparatory work and advertising. If the retainer is not received by Peckham & McKenney within 30 days of execution of the agreement, we will suspend the recruitment process until payment is received. The second one-third of the full payment will be invoiced 1 month from contract execution, and it is due within 30 days following the invoice date. The final one-third of the full payment will be invoiced 2 months from contract execution, and it is due within 30 days following the invoice date.

AGREEMENT

Peckham & McKenney is the operating name of City Management Advisors LLC, Anton Dahlerbruch, Managing Member.

INSURANCE

Peckham & McKenney carries Professional Liability Insurance (\$1,000,000 limit), Commercial General Liability Insurance (\$2,000,000 General Liability, and \$4,000,000 Products) and Automobile Liability Insurance (\$1,000,000). Our Insurance Broker is B&B Premier Insurance Solutions, Agoura Hills, CA.



GUARANTEE

We are pleased to share that the Peckham & McKenney success and placement record are particularly strong. We are confident that our recruitment process will result in a quality candidate that will stay in your employment.



OUR GUARANTEE:

- We will connect with you and our placement in 6 months and 1 year after the appointment to check-in.
- We will conduct a second search within 6 months of our search process if a candidate is not placed.
- If the placement vacates the position within 1 year from the date of accepting the offer (external candidates only and except in the event of budgetary cutbacks, promotion, position elimination, or illness/death, etc.), we agree to conduct a second search within 6 months of the vacancy.

The cost of a second search will be expenses (typically approximately \$8,000), and other fees will be negotiated as necessary.

DIVERSITY STATEMENT



Peckham & McKenney is committed to diversity in its broadest possible definition in every aspect of each executive recruitment our firm provides. We take pride in the placement of women and applicants of diversity, and are known for long, successful tenures of candidates selected by the agency.

Peckham & McKenney does not discriminate on the basis of race, color, religion, creed, sex/gender, national origin/ancestry, disability, pregnancy, sexual orientation (including transgender status), marriage or family status, military status, or age. We are fully compliant with all applicable federal and state employment laws and regulations in all of our recruitments.

For over 30 years, founder Bobbi Peckham has been a champion of women seeking executive leadership positions within local government.

With our diverse team of Recruiters, Peckham & McKenney supports, promotes and advocates for diversity in the recruitment and hiring processes. In addition to our outreach methods, Peckham & McKenney routinely advertises with the National Forum of Black Public Administrators (NFBPA), Local Government Hispanic Network (LGHN) and CivicPRIDE as well as the National Diversity Network to ensure placement of your opportunity with the following online venues:

- African American Job Network
- Asian Job Network
- Disability Job Network
- Latino Job Network
- LGBT Job Network
- Retirement Job Network
- Veteran Job Network
- Women's Job Network

Peckham & McKenney
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PECKHAM
&
MCKENNEY
EXECUTIVE SEARCH

Development Services Director
CITY OF COLTON, CALIFORNIA

THE CITY

The City of Colton is located in San Bernardino County, California, at the junction of interstates 10 and 215, the “crossroads of the Inland Empire”; strategically located to serve the larger Southern California marketplace. The City is approximately 16 square miles and is located 57 miles east of Los Angeles, 2 miles southwest of San Bernardino, and 9 miles northeast of Riverside. With a population of approximately 55,000, the City is proactive in targeting the expansion of job opportunities, residential, and business growth.

The City of Colton is proud of its growing role as a center for new business and residential and employment opportunities in the County of San Bernardino. A comprehensive transportation network, available underdeveloped land, a skilled, ready-to-work labor pool, and a viable partnership between business, city, and county government contributes vitality to an already established commerce. The City is focused on the high quality of living, education, job creation, community health, public safety, housing, retail, recreation, arts and culture, and infrastructure for development that is sustainable over time. Colton will be a destination for visitors and a home for

anyone seeking a sense of community and a high quality of life.

Historically, Colton has worked hard to make the City one of the best places in Southern California to work, live, and enjoy life and that single goal remains true today. Colton is a diverse community where tomorrow’s contributors pursue their goals in an attractive and safe environment abundant with opportunities for educational and economic advancement. The City is home to a variety of educational and family experiences including Reche Canyon, the Historic Carnegie Library/Museum, and Fiesta Village Family Fun Park.

For more information about the City of Colton, please visit <https://coltonca.gov/>.

THE ORGANIZATION

The City of Colton is a general law City serving the public under the Council-Manager form of government. The City Council is comprised of 5 members elected to serve 4-year terms with staggered elections every 2 years. The Mayor is elected at large and the 4 council members are elected by district. The City Clerk and City Treasurer are elected officials. Illustrative of organizational stability, City Manager Bill Smith has served the City since 2004 beginning as

the Community Services Director before being appointed City Manager in 2015.

The City is comprised of 8 Departments: City Manager, Public Works and Utility Services, Fire, Police, Community Services, Finance, Development Services, and Human Resources that are supported by a total of 330 full-time equivalent personnel and a General Fund operating budget of approximately \$52 million. The voters approved a one-cent general-purpose sales tax measure in November of 2022.

The City enjoys a very stable political environment. The City Council and staff have a good working relationship and a high level of trust. City Council meetings occur the first and third Tuesdays of the month and often last for less than 2 hours. The Executive Team is also a close-knit group, so ‘fit’ into this dynamic team will be essential.

THE POSITION

The Development Services Director reports to the City Manager and manages the Planning, Building, and Business License Divisions. The Department is allocated 13 positions and is currently staffed with an excellent team of 10 dedicated and committed individuals. The Department’s operating budget is just under \$5 million.

While supporting the City Manager, the Director will have full responsibility for all Development Services Department functions and services including Planning (residential, commercial and industrial entitlements, and long-range planning); Building & Safety (plan-review, permitting and inspection), and Business Licensing.

The Development Services Director will have knowledge of the principles and practices of: administration; urban planning and technical building inspection functions; grant applications, monitoring and reporting programs; research methods and sources of information related to urban growth and development; Uniform Building Code, CEQA, State planning & zoning laws,



Peckham & McKenney

"All about fit"

General Plans, and other codes and policies prepared and enforced by the Department; organization, personnel management; program development and administration; and budget administration. The selected candidate will also be a skilled supervisor who takes an active role in leading, motivating, training, developing, and directing the team. Due to the limited number of staff, the Director must be willing to take on the challenges of direct management of complex planning projects, as needed.



THE IDEAL CANDIDATE

The Development Services Director is expected to be:

- A professional planner who understands the current challenges facing local government and the ability explain new and emerging State law to City staff, City Council, Boards and Commissions, and make recommendations on how to incorporate new law into appropriate City ordinances, policies, and procedures.
- People oriented, friendly, calm, politically astute, and emotionally intelligent in working with and responding to officials, developers, residents, and staff.

- Imaginative, creative, and proactive in working with residential, commercial, and retail customers and with the City team to improve business recruitment and retention. Possesses a "can do attitude."
- An experienced supervisor and visible leader who proactively engages with Department staff to address and resolve issues; accomplish day to day projects and work assignments; and attain long term City and Department goals. Holds them self and staff accountable to the public.
- Detail oriented and a working manager who is mindful and understanding of the big-picture; but is equally focused on ensuring work productivity and excellence is pursued by the team.
- Collaborative, interactive, and embracing of interdisciplinary and inter-departmental work/goals to achieve diverse citywide projects, solve problems, and work with both internal and external customers.
- Able and willing to work with other departments to collaboratively address issues and solve problems.
- Effective in establishing and maintaining working relationships with elected and appointed officials. Keeps the vision of the City Council in the forefront.
- Calm and centered as a communicator with outstanding listening skills and thus able to facilitate, mediate, and build consensus. Possess interpersonal and communication skills that are versatile and appropriate for each situation and all audiences.
- Courageous in making difficult decisions and standing behind staff when they make difficult decisions with respect to code interpretation, application, and other issues.
- Welcoming and embracing of fresh perspectives and new processes and procedures to reduce barriers for the public and streamline business practices. Encouraging of continuous improvement and embracing continual learning and innovation.
- Motivated by, and passionate about, providing excellent, first-class, and quality services. Takes pride in work, is committed to the community of Colton, and places a priority on "moving the needle forward."
- Flexible, creative, nimble, and an out-of-the-box thinker for establishing and achieving goals; embrace the theory of working smarter, not harder.
- An individual who conveys a positive, welcoming attitude; is self-deprecating; and shares a sense of humor.
- Ethical, honest, respectful, professionally trustworthy and customer service focused, and instills these as core values of the team.



EXPERIENCE/EDUCATION REQUIREMENTS

Typical background and experience include 7 years of directly related planning, and community development experience. A bachelor's degree from an accredited college or university in urban planning, environmental studies, or a related field is required as is the possession or ability to obtain an appropriate California driver's license and a satisfactory driving record. AICP certification is desirable.

THE COMPENSATION PACKAGE

The annual salary is up to \$176,031.76, depending on qualifications, with a 3% increase scheduled for July 1, 2023. This position is at-will and will have an employment agreement providing the flexibility to tailor some benefits within the Executive Employees Resolution and including a "without cause" severance provision. The City offers the following excellent benefits:

WORK SCHEDULE: 4/10 workweek with Fridays off.

INCENTIVE PAY: Bilingual Pay: \$50/month; Longevity Pay \$100/month at 15, 20, and 25 yrs of City service; Educational Incentive: 5% for education above minimum job requirements; Auto Allowance: up to \$450/month.



SEARCH SCHEDULE

Filing Deadline:..... April 5, 2023
Preliminary Interviews (telephonic):April 18 & 19, 2023
Recommendation of Candidates: Week of April 26, 2023
Panel Interviews (by Zoom): Week of May 8, 2023
Finalist Interviews (In-Person):..... Week of May 15, 2023

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

RETIREMENT: CalPERS Defined Benefit Pension – Classic members 2.5% @ 55; PEPRA members 2% @ 62, Classic members pay the full employee 8% contribution and new PEPRA members pay the full employee contribution, which is currently 6.75% of the CalPERS contribution. The City does not participate in Social Security System, however, it does participate in Medicare and the employee portion is 1.45%

HEALTH & WELFARE BENEFITS: Currently employees receive a \$1,183 monthly Cafeteria health allowance for medical, dental, and vision plans for employee and dependent(s), with an increase of \$1,225 monthly scheduled for July 1, 2023. City paid short-term and long-term disability and term life insurance coverage in the amount of \$100,000. The City contributes up to \$500 per month towards retiree health insurance. Annual medical reimbursement up to \$1,000 per fiscal year.

ANNUAL LEAVE ACCRUAL: 120 hours vacation accrued for 0 – 5 years of service (not accrued for the first 6 months); 96 hours of sick leave; 80 hours of administrative leave; 12 paid holidays; 20 floating holiday hours. Previous governmental agency time considered as basis for accrual rate.



THE RECRUITMENT PROCESS

To apply for this key position and exciting career opportunity, please visit 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.



www.peckhamandmckenney.com