ASSISTANT DIRECTOR OF COMMUNITY DEVELOPMENT AGENCY
THE ORGANIZATION

Marin County, California, is a picturesque community located in the Northern Bay Area across from San Francisco and adjacent to Napa and Sonoma Counties. Marin is known for its combination of rural and suburban lifestyles, excellent schools, entertainment and recreational activities, and its mild, year-round climate. Outdoor activities are plentiful with access to the bay, the ocean, hiking or biking trails, wildlife viewing, agritourism, and an extensive network of public open space. Given its natural beauty and high quality of life, it is no surprise that over 260,000 engaged residents call Marin County home. Approximately 80% of the population reside in one of Marin’s 11 cities and towns, with the remaining living in the unincorporated areas.

With an operating budget of $717 million, the County is comprised of 22 agencies and departments with a workforce of over 2,300 employees. It is governed by the Board of Supervisors, which is made up of an elected representative from each of the five voting districts. The Board of Supervisors also appoints a County Administrative Officer who is responsible for implementing Board decisions and providing day-to-day management support for the county operations and services. County departments focus on the Board’s six priority areas: affordable housing and homelessness, climate change resiliency, disaster preparedness, racial equity, capital infrastructure, and County workforce.

The County strives to uphold a set of core values: respect, trust, integrity, diversity, equality, excellence, accountability, innovation, and collaboration. These values help to maintain and enhance public trust and help achieve high quality service outcomes. The County is committed to being a well-managed organization that utilizes the talent of its workforce and the dedication of its residents to succeed.

THE AGENCY

The County of Marin Community Development Agency (CDA) has a long history of innovation and leadership. CDA is a multifunctional agency shaping many aspects of environment and communities, organized into five mission-oriented divisions: Planning, Building & Safety, Environmental Health Services, Housing & Federal Grants, and Sustainability. Some of these service areas address only the unincorporated portions of the County, while others are countywide in scope. The Agency’s mission is to promote, protect, and advance healthy, safe, and equitable communities. Each division contributes in a variety of ways towards the achievement of this common overarching goal. CDA has approximately 90 employees and an annual budget of nearly $21 million.

With its areas of responsibility, CDA is a critical contributor to the County’s efforts to meet the Board’s priorities. CDA’s work focuses on some of the County’s most daunting and important challenges, including a lack of quality housing affordable to Marin’s residents and workforce, significant risks to people and property from environmental hazards, and segregation and inequity across racial and socioeconomic groups.
In addition to the ongoing work of issuing permits, conducting safety inspections, managing projects and funding, and a wide variety of other efforts, CDA has a multitude of major initiatives addressing policy and implementation. A partial list includes:

- Implementing new zoning and Countywide Plan policies adopted as part of the Housing and Safety Element Updates
- Developing a Food Microbusiness Equity Program, enabling small scale microenterprise food service and street vendors
- Reconsidering Environmental Health and Planning permit fees to ensure that they are supporting the County's priorities while providing adequate budgetary support for CDA functions
- Designing a comprehensive program to regulate short-term rentals
- Updating septic regulations to broaden options, supporting health, affordable housing and agricultural worker housing
- Completing major transformation in technology systems, including website and permit tracking/electronic plan review, enabling customer-friendly permitting, information, and public engagement

On a strategic level, CDA is working to prioritize equity across all of the agency’s work; to collaborate and communicate for maximum effectiveness; and to maintain Marin’s longstanding commitment to environmental stewardship while addressing the county’s significant challenges on housing and climate resiliency.

**THE POSITION**

The Assistant Director of Community Development will function as a Chief Operating Officer (COO) for the agency, working in partnership with the Director and leadership team to advance collaboration, efficiency, and consistent focus in the day-to-day-work of CDA’s divisions. The Assistant Director is at will and serves a critical leadership role for the agency as a whole, supporting each of the division heads while also seeing to the seamless integration of the divisions in their work to support the Agency’s mission.

The Assistant Director will lead and support CDA’s growth in several challenging strategic areas, namely in communications, equity, staff development, and revenue restructuring. In collaboration with the CDA leadership team, the Assistant Director will support the Agency’s success within a highly political and changing environment.

The Administrative Services and Permit Ombudsperson functions will report to the Assistant Director. The Assistant Director reports to the Director of CDA and will provide strategic, innovative and collaborative leadership in helping to guide the agency at the highest level, and will act as the Director in their absence.
Typical duties include developing and providing for the implementation of goals, objectives, long-and short-range plans, programs and work standards for CDA; coordinating the development and administration of the Agency’s budgets; providing for the effective utilization of staff resources to carry out the Agency’s mission and goals; and representing the Department and the County in meetings with representatives of other government agencies, developers, contractors, citizen advisory groups, the public, and private groups. Responsibilities include, but are not limited to:

- Interpreting, applying, and explaining complex laws, codes regulations, policies, and procedures to elected officials and community groups
- Making presentations and providing technical assistance to the Board of Supervisors, the Planning Commission, and other boards and committees related to the functions of the Department
- Overseeing the preparation of grant and other funding requests
- Monitoring legal and procedural changes, evaluating their effect upon County activities, and implementing policy and procedural changes as required
- Establishing and implementing departmental policies

THE IDEAL CANDIDATE

Marin County is seeking an innovative, collaborative, and team-oriented Assistant Director of Community Development Agency. While a primary emphasis of the role will be operational, a background and experience in planning, building, housing, environmental health, and/or sustainability will be necessary for success in this position.

The ideal candidate is a high-level thinker who is strategic, proactive, and understands the interaction of policy, implementation, and regulation within the various disciplines involved in community development. The ideal candidate will have the creative mindset and organizational change experience to ensure that key initiatives are effectively implemented. The Community Development Agency must be a highly collaborative organization that is committed to equity, both internally and externally, and the Assistant Director will be expected to embody this value system.

Excellent communication skills, both written and verbal, along with high levels of creativity, adaptability and self-initiative are critical in this position.

The County is seeking candidates with experience in project management and who approach issues from an analytical yet innovative perspective. Experience with budget preparation, administration, and monitoring is desired. The ideal candidate also can plan, organize, direct, review, and evaluate programs and staff in various planning, code compliance, grant administration, and environmental health areas.

The Assistant Director will bring a high level of emotional intelligence and the ability to consider and balance multiple issues and perspectives and will have the capacity to advance solutions and achieve results within group efforts. The Assistant Director must have the ability to use initiative, discretion, and sound independent judgment within general Board of Supervisors policy guidelines and must represent the department and County in meetings and negotiations with the Board, other departments, and public and private organizations. Experience working with diverse communities and stakeholders will be essential.
The salary range for the Assistant Director of Community Development is $176,530 to $194,189. Placement within this range is dependent on experience and qualifications.

The County of Marin offers a full benefits package including Medical, Dental, Vision, Pension/Retirement, deferred compensation, and flexible spending accounts. Retirement is offered through Marin County Employees’ Retirement Association (MCERA) at www.mcera.org. County of Marin employees do not contribute to Social Security.

For additional information about benefits, please visit:

http://www.marincounty.org/depts/hr/divisions/benefits

EDUCATION AND EXPERIENCE
Any combination of education and experience that would provide the knowledge and abilities listed. Typically, a Bachelor's degree from an accredited college or university in urban/community/land use planning, public administration, architecture, environmental studies or a field related to the work, and six years of relevant experience, two years of which were managing professional staff in a public sector land use agency/department.

Professional Certification (eg. AICP) or a Master's degree in a relevant field is highly desirable.

COMPENSATION
The salary range for the Assistant Director of Community Development is $176,530 to $194,189. Placement within this range is dependent on experience and qualifications.

APPLICATION AND SELECTION PROCEDURE
To receive first consideration for this exceptional career opportunity, please apply online by 4:00pm PST on Friday, September 1, 2023:

www.marincounty.org/Jobs

Candidates need to submit the following packet of information:
- Application
- Resume/Cover Letter
- Attachments - up to 2 pages with responses to the following:
  a. Since this role will require experience as a project manager, please describe your experience leading high visibility technical projects with a diverse group of stakeholders including technical and functional subject matter experts, executive management, or elected officials. In your response, please include a brief description of the team or project, project management tools used, the name of the employer(s) for which you performed this work and details about the specific type of work done.
  b. What is your leadership approach to managing multiple functional areas? What functional areas have you managed and how many people have your supervised?

If you have any questions regarding this recruitment, please contact:
Colleen Beck
Cbeck@marincounty.org

Application materials will be screened in relation to the criteria outlined herein. Candidates deemed most qualified will move through the selection process.

First round selection interviews will be held the week of September 18, 2023

The County of Marin is an Equal Employment Opportunity Employer. Women, minorities, those of all ages and persons with disabilities are encouraged to apply.