

## Compensation and Benefits

The City of Carmel-by-the-Sea provides a competitive compensation and benefits package. The salary for this at-will position is \$127,500 to \$159,375 annually, DOQ. The competitive benefits package includes:

- ◆ Retirement: CalPERS with a 2% @ 60 formula for Classic PERS members. 2% @ 62 formula for new PERS members. Employee pays a contribution rate of 7%, subject to future changes in retirement contributions as implemented by the City. Three year final average highest salary for new PERS members.
- ◆ Health Insurance: Medical coverage is available through CalPERS (PEHMCA). City contributes 85% to monthly premium.
- ◆ Dental and Vision: City covers monthly premium.
- ◆ Vacation: Accrues at a rate of 80 hours annually for the first 1-4 years of service and increases thereafter up to a maximum accrual rate of 176 hours annually.
- ◆ Management Leave: 80 hours/year.
- ◆ Holidays: 12 days/year.
- ◆ General Leave: 8 hours annually.
- ◆ Deferred Compensation: Voluntary 457 plan; \$25 per month employer contribution
- ◆ Sick Leave: Accrues at the rate of 96 hours annually.
- ◆ City paid Life Insurance of \$30,000 and optional employee paid Long Term Disability and ADD plans.



## The Process

To apply for this exceptional career opportunity, please submit (email preferred) a letter of interest, resume, salary history and contact information including email addresses for five work-related references (references will not be contacted until mutual interest is established) to:

Bill Avery or Cris Piasecki  
Avery Associates  
3½ N. Santa Cruz Ave, Suite A  
Los Gatos, CA  
E-mail: [jobs@averyassoc.net](mailto:jobs@averyassoc.net)

Final filing date: November 20, 2015.

If you have any questions regarding this compelling position, please feel free to contact Bill Avery at 408.399.4424 or Cris Piasecki at 408.234.2025.



# The City of Carmel-by-the-Sea



*invites your interest  
for the position of*

## Community Planning and Building Director



## The Community

Situated on the Monterey Peninsula and overlooking the Pacific Coast, Carmel-by-the-Sea has a resident population of just over 3,800 within its one square mile city limits. Carmel-by-the-Sea is located 330 miles north of Los Angeles and 120 miles south of San Francisco. Its rugged coastline, featuring both sandy beaches and rocky, cypress-covered outcroppings, has provided inspiration for artists. On any evening, visitors and residents enjoy the beauty of a Carmel-by-the-Sea sunset at Carmel Beach. An artistic haven for over a century, Carmel-by-the-Sea holds some of the greatest arts establishments in Monterey County. The City is also home to some of Monterey County's most notable music organizations and festivals. Conde Nast Traveler has ranked Carmel as the Second Best Small City in America.



Carmel has long preserved its historic, cultural and natural assets. The City has historically pursued a vigorous strategy of planned development to enhance its natural coastal beauty and to retain its character, which the City's general plan describes as "a village in a forest overlooking a white sand beach." City ordinances protect the urban forest of coast live oaks, Monterey pines and cypress trees. Adding to the local charm, businesses, cottages and houses have no street numbers and residents go to the centrally located post office to receive their mail.



## City Government

The City of Carmel-by-the-Sea is a General Law City incorporated in 1916. It operates with a Council/City Administrator System. The residents elect the Mayor and City Council as the governing body. The City Council appoints the City Administrator. It also appoints the City's Attorney, Treasurer and Engineer. The City Administrator appoints all other City employees. For the FY2015-2016, Carmel has an operating budget of over \$21.5M with a staff of 85 FTEs.

## The Position and Ideal Candidate

The Community Planning and Building Director reports to the City Administrator and has

responsibility for leading, managing and overseeing the activities and operations of the Department including planning, building inspection, and code enforcement programs and services. The Department operates with a staff of seven full-time employees and 1.75 authorized contract personnel.

The level of community engagement in Carmel requires a proactive and visible leader that is actively attuned to community interests and concerns related to the wide range of constituent priorities. The nature of the various issues within the community requires a high level of sensitivity to the uniqueness, architecture, and quaintness of the village, as well as an appreciation for its history and how that history still shapes and molds planning and building decisions today. Excellent land use and environmental knowledge, and a thorough appreciation for preservation oriented community planning emphasizing historical preservation are essential requirements in this role. Experience in a coastal community is highly desirable, as the unique issues of beach towns include handling the Coastal Commission, Local Coastal Plans, beach visitors and the impacts, tidal action and salt air and how those impact coastal properties over time.

Adaptability, patience and empathy will be key attributes for the new Director, as the need is to provide creative yet pragmatic and positive solutions that engender support among residents. Strong administration and leadership skills are expected, as is a participative and collaborative management style with excellent verbal and written communication skills and outstanding interpersonal and relationship skills. The selected individual must be a "people" person, but also have the ability to say "no," especially to development proposals not appropriate for Carmel.

The required background for this position includes a combination of education and experience that provides the knowledge, skills and abilities necessary for a Planning & Building Director. A typical way to obtain the knowledge, skills, and abilities would include eight years of responsible community planning experience, including five years of management and supervisory experience, and the equivalent to a Master's degree from an accredited college or university with major course work in urban planning, environmental planning, community design, and public administration or a related field.

