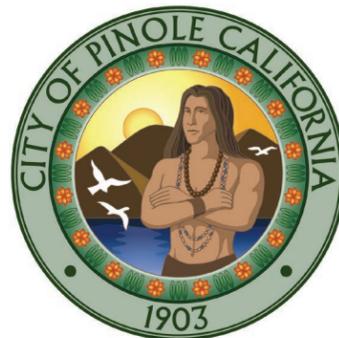


## Compensation and Benefits

The City of Pinole offers a competitive salary and benefits package. The salary for this position pays up to \$134,311 annually, dependent on qualifications. The benefits package includes:

- ◆ Retirement: PERS - Benefit based on CalPERS membership status at time of hire: Classic PERS Member: 2.5%@55, single highest year. Employee pays 8% of employee share and 12.547% of employer share for a total of 20.547% for fiscal year 2018-19. The City is currently negotiating with represented groups to reduce the total employee contribution. New PERS Member: 2.0% @ 62, 3-year final compensation. Employee pays own share as reported in the annual CalPERS valuation report (currently 6.25%).
- ◆ Health Insurance: Selection from PERS Medical Plans, City pays up to the 2018 Kaiser rates, based on family status, and employee pays the difference. Employees with alternate medical insurance may be eligible to receive in-lieu payment between \$225-\$600. Retiree medical — City participates in the CalPERS Vesting Schedule.
- ◆ Dental Insurance: Delta Dental, 80/20 plan, City pays entire premium for family coverage.
- ◆ Vision Insurance: City pays entire premium for family coverage.
- ◆ Vacation: Accrues at the rate of 96 hours annually during first four years of employment. Increases to the rate of 144 hours annually during years 5-9 and to 160 hours annually between years 10-15. Employee may cash out up to 52 hours provided a minimum of 160 hours is accumulated.
- ◆ Holidays: 11 paid holidays plus 12 hours of floating holiday.
- ◆ Sick Leave: Earned at 8 hours per month.
- ◆ Administrative Leave: 60 hours annually (up to 40 hours may be cashed out).
- ◆ Life Insurance: City pays entire premium for \$40,000 term life and AD+D policy.
- ◆ Deferred Compensation Plan: Voluntary 457 plan available.
- ◆ Short and Long Term Disability: City pays total premium.
- ◆ Social Security: The City of Pinole does not participate in Social Security.



## The Process

To be considered for this exceptional career opportunity, please visit the Avery Associates Career Portal on our website at [www.averyassoc.net/current-searches/](http://www.averyassoc.net/current-searches/) to upload your letter of interest, resume, and contact information, including email addresses for five work-related references (who will not be called until after an interview takes place).

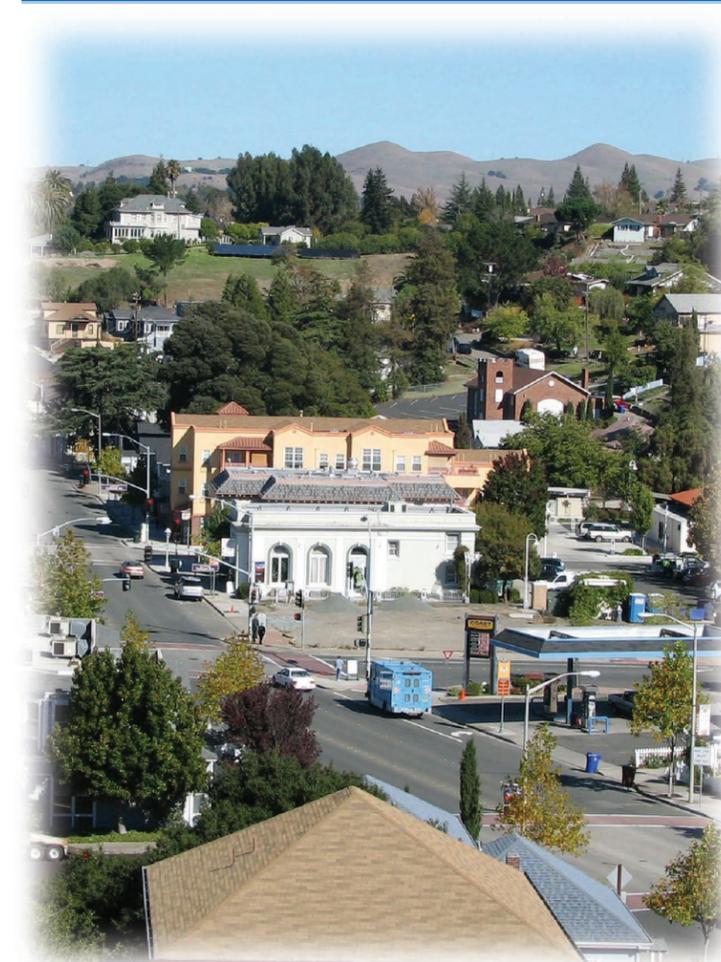
Paul Kimura or Bill Lopez  
Avery Associates  
3½ N. Santa Cruz Ave, Suite A  
Los Gatos, CA 95030  
E-mail: [jobs@averyassoc.net](mailto:jobs@averyassoc.net)

The final filing date for this position is: September 6, 2019

If you have any questions regarding this position please contact Paul Kimura at 408.399.4424 or [paulk@averyassoc.net](mailto:paulk@averyassoc.net) or Bill Lopez at 408.888.4099 or [williaml@averyassoc.net](mailto:williaml@averyassoc.net).



# The City of Pinole



*invites your interest  
for the position of*

## Planning Manager

## The Community

The City of Pinole is located in the beautiful San Francisco Bay Area, on the shores of San Pablo Bay in West Contra Costa County. Interstate-80, which traverses the City, connects the San Francisco/Oakland metropolitan area with Sacramento and points east. Pinole is linked to central Contra Costa County including the cities of Martinez, Concord, and Pleasant Hill by State Route 4, which begins just north of the City and connects with Interstate-680.

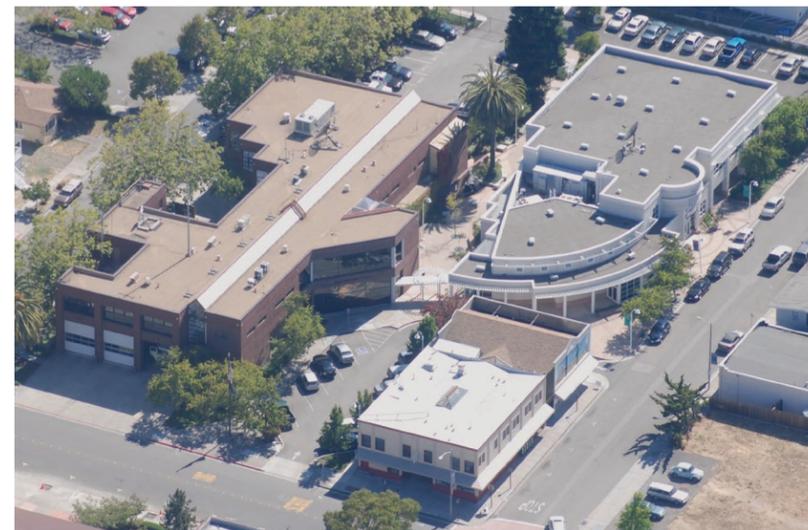
The City of Pinole has a diverse population of over 19,000 and a land area of more than four square miles. Much of the land has gently rolling hills with steeper hills paralleling on the north and south. The downtown area still retains many turn-of-the-century building stock and is being preserved by the City as a historic area. In addition to its natural setting, City of Pinole is known for its rich architectural heritage and historic past. Elevation in the City ranges from sea level to 500 feet above sea level. The climate is mild, with no extremes of temperature, rainfall or humidity.



## City Government and the Development Services Department

The City of Pinole was incorporated in 1903 as a General Law city that functions under a Council-Manager form of municipal government. The City Council is comprised of five members elected at large to four-year alternating terms. The Mayor is rotated among the Council on a yearly basis. In addition to Council Members, the City Treasurer is also an elected position.

The City employs approximately 109 full and part-time employees with a FY 2018-19 General Fund of \$14 million. Under the leadership of the City Manager and Assistant City Manager, are the six City departments of Administration, Development Services, Police, Fire, Finance and Recreation. Development Services includes



the functions of public works, wastewater collection and treatment, planning, building and engineering. The department operates with a staff of 26.25 FTEs.

### The Position and Ideal Candidate

The Planning Manager of the Development Services Department is a single-position class. The Planning Manager oversees all planning, zoning, building functions, code enforcement, general plan amendments, and zoning amendments, and is the staff chair for the Planning Commission. The manager prepares and presents numerous

reports for both the Planning Commission and City Council. This requires excellent and concise written skills and effective presentation skills. Plan check services and plan review services are contracted to a third party but the position is responsible for all other duties pertaining to the planning function.

The Planning Manager will be an effective organizational leader that ensures all departmental operations are coordinated and integrated. The position oversees a staff of 3.48 FTEs. The ability to provide high levels of guidance and certainty in facilitating entitlement processes is a key priority and will be augmented through a focus on service, operational efficiencies, and high levels of urgency throughout the process. Strong technical knowledge of urban and regional planning and familiarity with local zoning ordinances, environmental and landmark issues will assist with both current and future planning considerations.

The new Manager will have a strong commitment and passion for customer service and community engagement. The ability to develop and maintain strong relationships with the Planning Commission, City Council, and the Design Review Board is also essential in this role. A collaborative relationship with community partners and policy makers will help ensure the City's development projects are consistent with community expectations in supporting the health and vibrancy of the City. Ability to articulate zoning, design, and process requirement in a concise and succinct manner.

This position requires a Bachelor's degree from an accredited college or university in planning, architecture, urban development, engineering or a related field and at least four years of progressively responsible professional experience in all facets of community development/city planning work. A Master's degree and AICP are desirable.

