



The Town of Moraga Invites applications for  
**Planning Director**

**THE TOWN**

The Town of Moraga is nestled in the beautiful hillsides of the San Francisco East Bay between the City of Orinda and the City of Lafayette. Moraga is the home of Saint Mary's College. Moraga's residents have chosen this community for a variety of reasons, including its small town atmosphere, superior schools, and excellent community services.

**TOWN GOVERNMENT**

The Town of Moraga (population 16,016) incorporated in 1974. Moraga residents and businesses receive high quality community services. The Town currently has a staff of 36.5 FTEs. These employees provide Administration (Town Manager, Town Clerk, Finance, Human Resources, and Risk Management), Planning, Police, Public Works, and Parks and Recreation services. The Moraga Orinda Fire District provides fire protection services. The Town operates under the Council-Manager form of government with a five (5) member Town Council, elected at large.

**HOW TO APPLY**

To be considered for this career opportunity, please complete the Town's application at: <https://www.calopps.org/town-of-moraga> by **February 22, 2018** at 5:00 PM.

Questions regarding this position can be directed to Kelly Clancy, Sr. Administrative Assistant at [kclancy@moraga.ca.us](mailto:kclancy@moraga.ca.us) or 925-888-7040.

## **POSITION AVAILABLE**

The Town of Moraga (Town) is seeking a knowledgeable and dedicated Planning Director to administer and manage the Planning Department.

## **DUTIES AND RESPONSIBILITIES**

Under administrative direction from the Town Manager, the Planning Director supervises the Town's Planning Department activities.

*Management and administration duties include:* Managing and supervising planning operations to achieve goals within available resources; directing planning staff in the enforcement of local ordinances; planning and organizing workload and staff assignments; reviewing progress and evaluating staff; preparing and administering annual department operating budget; coordinating department activities with other departments and local agencies as needed; serving as Town liaison to other planning/transportation/resource agencies; assisting in the selection and training of staff, Planning Commissioners, Design Review Board Members, and other committee members; attending conferences, training sessions, and workshops to obtain new information; attending staff meetings.

*General Plan and Municipal Code implementation duties include:* Directing, implementing and monitoring work programs for all major projects; directing and preparing amendments to the General Plan, Municipal Code, and planning guidelines; directing and preparing a variety of studies, reports and related information for decision-making purposes; negotiating, coordinating, and managing planning consultant contracts; providing professional planning and land use advice to the Town Council, Planning Commission, and Design Review Board through the preparation of memorandum, staff reports, and presentations.

*Development review and processing duties include:* Evaluating land use proposals to ensure compliance with Town, State and/or Federal laws; processing complex land use applications submitted to the Planning Commission and Town Council; evaluating projects' environmental impacts pursuant to the California Environmental Quality Act (CEQA); consulting with other jurisdictions regarding traffic impacts associated with development; establishing meeting agendas for the Planning Commission; and providing primary staffing for the Planning Commission.

*Customer service and community interaction duties include:* Providing professional and technical information to the public in person, on the telephone, and in writing; and making presentations to community groups.

## **DESIRABLE QUALIFICATIONS**

At a minimum, the qualified applicant should possess:

*Knowledge of:* Principles and practices of urban planning; state law and local ordinances and codes governing land use, development standards, and environmental regulations; the Subdivision Map Act; CEQA; site planning and architectural review; and community relations and customer service practices.

*Ability to:* Prepare and present effective written and oral reports; plan, organize, and coordinate planning activities and projects; establish and maintain cooperative relationships with Town officials, staff, other governmental agencies, contract service providers, and the public; prepare graphs, drawings, maps and other supplemental materials; understand and carry out emergency preparedness procedures; work effectively as a member of a team; and understand and carry out Town policies.

### **MINIMUM REQUIREMENTS**

*Education:* Bachelor's degree from an accredited college or university with a major in urban planning, architecture, public administration or related field. AICP certification is preferred.

*Experience:* A minimum of eight (8) years of professional level, public agency planning experience, including at least three (3) years as an Assistant Planning Director or Senior Planner with supervisory duties is required.

### **COMPENSATION AND BENEFITS**

The annual salary for this exempt position is from \$134,766 to \$163,810. The Town offers a competitive benefits package, which includes:

- 9/80 work schedule with every other Friday off
- Fully paid medical, dental and vision for employee and dependents
- 80-200 hours annual vacation based on years of service
- Up to 104 hours of administrative leave per fiscal year
- 10 observed holidays plus 3 floating holidays per year
- 96 hours annual sick leave
- Town paid life, short and long-term disability insurance
- Employee Assistance Program
- Deferred Compensation program
- CALPERS retirement plan 2% @ 55 for Classic members; 2% @ 62 for new (PEPRA) members (Please note that the Town does not participate in Social Security.)

### **SELECTION PROCESS**

Applications will be reviewed for relevant experience, education and training. The top finalists will be invited to participate in an oral/written interview process. This appointment will be made by the Town Manager.

### **RESERVATION OF RIGHTS**

The provisions of this bulletin do not constitute a contract, express or implied, and the Town reserves the right to amend, modify or revoke any provision contained in this announcement without notice.

The Town also reserves the right to discontinue the recruitment at any time without selecting a candidate from the recruitment or to terminate the current recruitment and initiate a new recruitment, with or without changes.

The Town is an equal opportunity employer and does not discriminate on any basis protected by law. The Town is committed to making its jobs, programs, and facilities accessible to all persons and complies with applicable law. Applicants with disabilities who require accommodation in the recruitment, testing or selection process may call (925) 888-7033.