



Town of Fairfax, California

invites your interest in the position of

Planning and Building Services Director



A Unique Opportunity

An outstanding opportunity awaits a hands-on Planning and Building Services Director in this small community in Marin County. In this position, the Planning and Building Services Director will be expected to address a variety of interesting challenges encompassing a full range of planning and zoning activities as well as overseeing the building inspection activities. Reporting to the Town Manager, this key leadership position will be responsible for administering the General Plan including a specific focus on the housing element, state mandates, and monitoring pending legislation. This is a fantastic opportunity to contribute towards overseeing a sustainable, equitable, and resilient future for the Town of Fairfax.

The Town of Fairfax and the immediate region will offer the newly selected Planning and Building Services Director the best that the Bay Area has to offer in a professionally challenging position combined with an outstanding environment to live and enjoy life with incredible access to world-class cultural and sporting events, year-round recreational activities, superior educational institutions, and other amenities.

The Community

The Town of Fairfax is an environmentally conscious community situated in the heart of central/west Marin County. Incorporated in 1931, Fairfax has a population of approximately 7,500 nestled on 2.2 sq. miles with vast open space, trees, and hillsides. Historic development patterns in Fairfax created a town with a distinct center, giving it a village-like feel, and providing public transit within walking and bicycling distance of most of the Town's citizens.

The Town is very well known as a mountain/road biking and hiking mecca surrounded by open space, watershed lands, and a nature preserve. As the Country's birthplace of mountain biking, it also houses The Marin Museum of Bicycling. The Town's setting and Mediterranean climate encourages outdoor activities year-round. The location is ideally suited with many amenities, such as San Francisco a short distance away and Pt. Reyes National Seashore and the Coastal Range to the west. The Mt. Tamalpais watershed, state, and county parks are within and/or nearby.

The current town center creates a lively mixture of businesses and residences. The movie theater is the centerpiece of a vibrant nightlife with quality restaurants and many types of live nightly music. The blend of the Town's small businesses, quaint neighborhoods, and busy sidewalks, all contribute to the sense of uniqueness about Fairfax.

Fairfax is a special place, loved by residents as well as visitors.





Governing Structure and Municipal Overview

The Fairfax Town Council consists of five members, who are elected at large by Fairfax residents for four-year terms. Elections are held every two years, with three Council Members elected in one cycle and two in the alternate cycle. Annually, the five Council Members select a Mayor and Vice Mayor from their ranks.

The Town operates under a Town Council-Town Manager form of government. Under this form of government, the Town Council is the legislative body responsible for setting Town policy, including the adoption of ordinances and land use regulations and the adoption of the annual Town operating and capital budget. The Council appoints the Town Manager and the Town Attorney (a contractual position with an outside firm), as well as members of Town commissions, boards, and advisory committees. The Town Manager, Ms. Heather Abrams, joined the organization in early 2022, and oversees the day-to-day operations of the organization as well as providing support to the Town Council for long-term strategic planning.

The recently approved [Budget for FY2022-2023](#) shows an Operating and Capital Budget of \$20.2 million, including \$5.8 million in capital improvements. The Town of Fairfax has a longstanding position of financial stability and effective fiscal management. It has taken early steps to minimize pension liabilities by re-financing debt obligations, saving millions of dollars over several years. Also, adding to the overall fiscal health of the organization and internal policies, financial audits conducted by an outside CPA firm continue to demonstrate a well-run municipal organization and all audits to date have been deemed “clean” with no material events or notations. Reserves are strong and projected to increase at the end of this fiscal year, a testament to the skills and commitment of The Town’s small but mighty staff in partnership with the Town Council.



Specific Planning and Building Services Department Goals

Planning and Building goals for the next two years include:

- Adopt and implement the Housing Element
- Expand rent protections and stabilization
- Complete short term rental regulations
- Consider inclusionary zoning ordinance as a regional initiative
- Implement updated Parklet Policy
- Adopt and implement the 2023 California Building Code with Local Amendments
- Reduce emissions from built environments
- Update downtown bicycle/pedestrian plan in coordination with new Public Works Director
- Identify opportunities to add staff capacity, streamline processes, and improve efficiencies
- Prepare for succession planning



The Position

The Planning and Building Services Director is an “at will” position that reports to the Town Manager. The Director plans, supervises, and coordinates the Town’s planning and zoning activities, oversees the building inspection activities of the Town, and does other related work as assigned by the Town Manager. The Director will be expected to oversee as well as personally perform the more technical and complex aspects of the work of the Department.

The Director manages and supervises a Principal Planner, Building Official, and part-time Zoning Technician. The Director also oversees other contract building and planning consultants.

While the Principal Planner is responsible for current planning activities, the Director is primarily responsible for the Town’s long range/advance planning activities such as implementing Housing Element, General Plan policies, managing studies, and Zoning Ordinance revisions.

The Director is expected to attend Planning Commission and Town Council meetings.

The small-town environment provides an opportunity to be involved in all aspects of planning from working with customers at the public counter to implementing the long-range vision, the General Plan, for the town.

Department of Planning and Building Services

The Department of Planning and Building Services has a FY2022-23 annual operating budget of approximately \$1.1 million. In addition to the Director, the Planning and Building Services Department is staffed with 2 FTEs, 1 PTE, and is further complemented by other contract building and planning consultants.



Position Overview and Responsibilities *continued*

Job Related and Essential Qualifications

The most successful candidate will demonstrate and possess many of the following personal and professional attributes:

- Understand California laws relating to planning, environmental review (CEQA), subdivisions, annexations, zoning, and land use and will understand principles, objectives, and procedures of municipal planning and development resolutions;
- General understanding of the Uniform Building Codes and general construction terms and techniques, particularly related to hillside development;
- Effective communication, listening and organizational skills and the ability to write and present clear and concise reports;
- Ability to manage and facilitate discussions on highly controversial projects and policies in public forum in a highly engaged community;
- Experience recommending and developing amendments to ordinances for Planning Commission and/or Town Council consideration;
- Strong interpersonal skills with demonstrated ability to work collaboratively with staff, Planning Commission, Town Council, and members of the community;
- Experience conducting and/or facilitating community workshops or special sessions with the Planning Commission and/or Town Council on a variety of planning issues;
- Experience managing, monitoring, and preparing project-oriented and departmental budgets;
- Experience advising the Town Council, Planning Commission and other related Town boards and committees on planning, building, and code enforcement issues;
- Ability to analyze complex issues and present the material in an easy-to-understand manner; and
- Experience supervising, managing, mentoring, and training staff.



The Ideal Candidate

The ideal candidate will be a strategic and innovative thinker with a keen understanding of California and Federal planning laws, and one who is comfortable operating in a very public facing position with an active and engaged community. The top candidate will be a proactive professional with a track record of being collaborative and forward-thinking. The ideal candidate will also be results-oriented with a hands-on leadership approach and be able to inspire and build consensus across a full-range of diverse stakeholders.

The Director will be non-political but politically astute, diplomatic, respectful, and able to communicate with persons representing all sides of an issue. The top candidate will be customer focused, a creative thinker, a problem solver, and have a leadership style that motivates a small team to achieve outstanding professional-level performance. The Director will also be pro-active, energetic, progressive, and *actively attuned* to community interests and concerns. Ideally, the Director will also be knowledgeable about sustainable building codes and techniques.



Experience and Education

Review of Qualifying Experience and Education: The new Town Manager will be actively involved with Ralph Andersen & Associates in the initial screening and evaluation of resumes to determine the appropriate match of professional experience and education.

- **Experience:** This position requires a minimum of five (5) years of increasingly responsible and broad experience in professional planning work, preferably in the public sector, including management and supervisory experience. A Master's degree may be substituted for one year of required experience.
- **Education:** A Bachelor's degree from an accredited college or university in Urban Planning or a closely related field is preferred.

Compensation

The annual salary range for this position is \$151,171 to \$175,000. Candidates should also be aware that the Town of Fairfax offers CalPERS Retirement (2%@55-Classic Member; 2%@62-New Member). The Town does not participate in Social Security. Further details can be obtained through discussions with Ralph Andersen & Associates.



To Be Considered

Interested candidates may apply for this career opportunity by submitting a resume and compelling cover letter by **Friday, September 30, 2022**, to apply@ralphandersen.com. Pre-screening video interviews will be conducted upon receipt of submitted material. Alternatively, candidates attending the League of California Cities in Long Beach should feel free to acknowledge attendance to Ralph Andersen & Associates for potential in-person screening interview. Panel Interviews will be scheduled in mid-October with final selection to follow shortly thereafter.

This is a highly confidential search process. References will not be contacted until mutual interest has been established. Confidential inquiries are welcomed and should be directed to Ms. Heather Renschler, Ralph Andersen & Associates at (916) 630-4900. Alternatively, candidates may request or schedule a date/time for a discussion by emailing scheduling@ralphandersen.com.

The Town of Fairfax celebrates and strongly supports a vibrant and diverse workforce and encourages all highly qualified candidates to submit for consideration.

townoffairfax.org