



CITY OF MILLBRAE, CALIFORNIA

**Community
Development
Director**

THE CITY OF MILLBRAE

The City of Millbrae is perfectly situated between San Francisco and Silicon Valley, nestled between the sun-warmed hills that separate the Pacific Ocean from the San Francisco Bay. Serving a highly educated and active resident population of approximately 23,000, the City is the heart of San Mateo County. The City serves as a premier transit hub in the Bay Area west of the San Francisco International Airport and plays host to the largest intermodal transit station west of the Mississippi serving BART, Caltrain, and Samtrans. Major freeways border both its eastern and western boundaries, making Millbrae easily accessible from all parts of the Bay Area. Many hillside homes enjoy beautiful bay views with well-cared for middleclass neighborhoods, eleven local parks, and the Alister MacKenzie designed Green Hills Country Club to add to the charm of the residential community. The City acknowledges the importance of and continually strives towards preserving, enhancing, and managing open spaces, trails, and trees. With a highly rated school system and major colleges and universities within driving distance or accessible by public transit, Millbrae is an ideal location to raise a family. Millbrae's economic community is a vital mix of retail, shopping, restaurants, service businesses, hotels, and public services. The City has adopted the Millbrae Station Area Specific Plan to attract hotel, office, retail, and housing development to the area around the Millbrae transit station. This mix of development provides unique opportunities for the dynamic professional planner to lead the continued planning and buildout of the City's envisioned transit village and high-density mixed-use developments. With the recent attraction of 400 housing units, a 160-room hotel, modern office spaces, sustainable development elements, and a major biotech company—a catalyst is developing to transform the Cityscape into a balanced, healthy environment to ensure that future generations live healthy, productive, and comfortable lives.

GOVERNANCE

Millbrae operates as a General Law City, which provides for a Council-City Manager form of government that clearly distinguishes the legislative powers of the City Council from the administrative powers of the City Manager. The City Council is comprised of five elected officials, each serving a four-year term. Annually, the City Council selects a mayor and vice mayor from amongst their members. As the legislative branch of the government, the City Council makes policy and fiscal decisions, and sets citywide priorities for execution by the City Manager. The City Council adopts ordinances and resolutions necessary for effective and efficient governmental operations and approves the annual budget,

currently at approximately \$85.3 million. The City Manager, contracted City Attorney and members of the City's boards and commissions are appointed by the City Council. The City Manager administers the daily affairs of the City, carries out City Council policies and priorities, and appoints and supervises all department heads.

THE DEPARTMENT

The Community Development Department is comprised of four divisions: Planning, Building, Code Enforcement, and Economic Development/Housing. The Department is committed to improving the quality of life and well-planned built environment in Millbrae through:

- Implementation of the City's General Plan and other long range planning documents.
- Development of planning policies and design guidelines that properly guide progressive development for residential and commercial land uses.
- Processing of development permits in a timely and customer focused manner, ensuring that new construction is safe and a positive addition to its surroundings.
- Attracting development that ensures a strong economic base, implementing the Downtown Specific Plan, and increasing housing opportunities.
- Ensuring the ongoing maintenance and long-term preservation of buildings, properties, and neighborhoods and the beautification and landscape design plans to enhance the City's open spaces, parks, and trails.
- Facilitating and assisting with the formulation of current land use and long-range community planning.
- Enforcing the City's ordinances, regulations and codes pertaining to zoning, building, housing, and community preservation.

THE POSITION

The new Community Development Director is a high-level leader proficient in all areas of community development and will function as a key member of the management team in implementing City Council priorities and shaping the future of the City. The Director plans, organizes, and directs the activities of the Department, working with local and regional partners to ensure the City's priorities and goals are achieved.





Under the direction of a visionary City Manager, this position is responsible for providing excellent leadership and directing and managing overall operations of an efficient and effective Community Development Department. The successful candidate will be well versed in the principles and practices of city planning; governmental administration; Federal, State, and Local laws affecting public planning; uniform building codes; and other codes enforced by the department. They will be responsible and innovative in creating succession planning, providing mentorship, fair supervision, and strategic training, with the ability to manage a budget of approximately \$3 million and a team of ten full-time employees.

Responsibilities include, but may not be limited to the following:

- Meet with directors, division managers, and other key department staff to collaborate and discuss issues regarding projects, policies, programs, and to determine priorities.
- Make recommendations on planning, zoning enforcement, building inspection, and related issues to the City Manager, Planning Commission, City Council, and various citizen advisory groups.
- Confer with public officials, developers, citizen groups, and the general public on highly sensitive matters related to the City's development regulations and policies.
- Supervise the administration and enforcement of the City's environmental impact review procedures.
- Develop policies and procedures designed to improve and provide quality services to the citizens and the community.
- Interpret, enforce, and propose amendments to the City's General Plan and related ordinances.
- Assist in the development, implementation, and monitoring of long-term plans, goals, and objectives focused on achieving the City's mission and Council priorities.
- Oversee the operations and activities of assigned divisions and staff.

THE IDEAL CANDIDATE

The ideal candidate will bring executive level expertise in urban planning design and design review, creative leadership, effective negotiation skills, a collaborative approach to management, and will enjoy mentoring and developing employees to create a highly productive team-oriented environment. The successful candidate will have significant experience working with CEQA and current

State Housing Element laws and processes; sophisticated experience working on General Plan implementation, commercial office, and hotel development projects; as well as current and long-range planning experience. The ideal candidate will have a demonstrated ability to direct and manage multiple priorities while exercising sound independent judgment. This position interacts with stakeholders across all sectors, thus requires exceptional interpersonal communication skills and astute political awareness. The ideal candidate will take initiative, be innovative, and excel in delivering and setting the standards for excellent customer service.

Key Attributes and Characteristics

- Politically savvy, creative, and adaptive.
- Provide leadership and inspire support in the City's efforts to create a work culture that values integrity, respect, teamwork, excellence, and high performance.
- An active problem solver with high level critical thinking skills who anticipates and responds to problems utilizing a progressive approach.
- Strong communication and interpersonal skills necessary to translate technical concepts to all audiences, build trust, and create and foster positive relationships with staff and other stakeholders.
- Strong negotiation skills, with a transparent communication style; equipped with the ability to lead by example and set the tone for excellence.

QUALIFICATIONS

- Bachelor's degree in planning, civil engineering, public administration, urban development/design, or a related field.
- A Master's degree in a related field is highly desirable.
- Six (6) years of responsible experience in planning, community development, urban design, development, and review, or related field with a background in planning, redevelopment, building operations, or related field.
- Three (3) years of increasingly responsible management experience.
- Previous municipal experience is highly desirable.



COMPENSATION AND BENEFITS

The Salary range for this position is **\$199,698 - \$269,591**. There is anticipated minimum of 4% increase each year for the next two years in addition to a minimum of 5% annual merit increases.

Management Benefits

Leave accruals

- 11 days (88 hours) national holidays observed per year
- 80 hours Management leave per year with cash out option
- 40 hours Floating holiday leave per year with cash out option
- Years of Service Monthly Accrual Rate for General Leave
 - 1-4 Years 14 hours
 - 5-9 Years 16 hours
 - 10-14 Years 18 hours
 - 15+ Years 19.34 hours
- **Maximum accumulation of General Leave accrual is 1,040 hours (6 months)**

Health Coverage

- **\$2,785.14/month medical allowance towards CalPERS health plans in 2026**
- \$572/month cash stipend for opting out of health coverage (proof of health coverage is required)
- Up to \$300/month cash stipend for selecting employee-only or employee+1 coverage
- **You are still eligible for Dental and Vision coverage even if you opt out of Health coverage**

Dental coverage

- **City Paid Ameritas PPO plan** through The Standard for employee, spouse, and dependent children up to age 26
- \$2,000 annual maximum for each covered member
- Max Builder benefit

Vision Coverage

- **City Paid VSP Choice plan** for employee, spouse, and dependent children up to age 26

CalPERS

- **CalPERS retirement formula of 2.7% @ 55 for classic members or 2% @ 62 for PEPR (new) members**
- Employee contribution is 13.5 for classic members or 7.25% for PEPR members

Other Benefits

- **City paid Short Term and Long Term Disability insurance**
- City paid Life insurance plan; coverage is 2.5 times the annual salary amount up to \$400,000
- City paid AD&D insurance; coverage is 2.5 times the annual salary amount up to \$400,000
- Deferred Compensation 457 and Roth Plans through CalPERS and/or MissionSquare
- Flexible spending accounts for medical, dependent care, transit, and parking
- Employee Assistance Program
- Additional group rate insurance plans available

APPLICATION AND RECRUITMENT PROCESS

The final filing date is Monday, January 12, 2026. To be considered, please submit a resume, cover letter, and four work related references (who will not be contacted in the early stages of the recruitment). Resumes must reflect months and years for positions held.

Submit materials to:

<https://koffassociates.com/millbrae-community-dev-dir/>

For additional information, please contact:



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Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant. Koff & Associates will report the results to the City. The City will then select candidates who will be invited to participate in City interviews. Extensive reference and background checks will be completed on the selected candidate.

