

Director of Community Development

Open Competitive Examination

THE POSITION

The City of San Fernando is seeking an experienced and responsible professional to become the Director of Community Development. This position reports to the City Manager and is part of the City's executive team. He/She also serves as the Department Head for the Community Development Department, including the management and supervision of five full-time and three part-time employees, as well as management of a \$1.1 million operating budget.

IMPORTANT AND ESSENTIAL DUTIES

Duties may include, but are not limited, to the following:

- Oversees the day-to-day operations of the Community Development Department including housing, planning, community preservation, building and safety, and development services programs.
- Plans, organizes, directs, controls, integrates and evaluates the work of the Community Development Department; develops, implements and monitors work plans to achieve goals and objectives; contributes to the development of and monitors performance against the annual department budget.
- Directs and manages the performance of department staff; interviews and selects new staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; approves or takes disciplinary action, up to and including termination, to address performance deficiencies.
- Plans, organizes, coordinates and directs all City Community development functions including comprehensive community planning, development and construction plan review and environmental impact assessment, zoning and building codes administration, code enforcement, housing programs and economic development plan implementation.
- Directs the development and implementation of initiatives and programs to enhance public awareness of and adherence to the City's code enforcement, land use/zoning regulatory oversight and design review processes.
- Directs and oversees the programs, activities, work processes and service delivery of the City's commercial and residential building plans examination and permitting functions; coordinates or performs development plan review, engineering, planning, zoning and land use review, and commercial and residential building inspections.

IMPORTANT AND ESSENTIAL DUTIES (continued)

- Serves as the City's Building Official under State of California statute requirements; serves as the key technical advisor to the Planning and Preservation Commission, the City Council Ad Hoc and Specific Plan Update Development Advisory Committees and other designated bodies.
- Directs and oversees the preparation of analyses and recommendations regarding zoning, regulatory and code requirements that address construction safety, business operations and livability needs; advises and counsels the City Council regarding policy issues to meet statutory requirements; advises and assist the City Council in identifying, articulating and implementing land use review, zoning and building policies and codes.
- Conducts and facilitates public meetings, workshops and the resolution of issues regarding the General Plan, Specific Plans, long-range plans or major project proposals and their impacts; represents the City in interactions and cooperative arrangements with other local governmental agencies and regional entities regarding transportation programs and services; provides leadership and serves as a subject-matter expert on economic development matters.
- Prepares and presents staff reports and other necessary correspondence.
- Performs other duties as assigned by the City Manager and City Council, and may serve as Deputy City Manager, as assigned.

JOB-RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Theories, principles, practices and techniques of organization design and development, public administration, public financing, financial management and long-range planning as they apply to a large municipality and its land use review and building code enforcement requirements.
- Principles, practices and techniques of commercial and residential building construction, urban planning, environmental planning, zoning, design, review and nuisance control/abatement.
- Theory and advanced principles, practices and techniques of economic and business development, including methods for business attraction and retention.
- Principles, practices and methods of financing and budget development and implementation.
- Federal, state and local laws, regulations and court decisions applicable to land use regulation and building code enforcement, the California Environmental Quality Act, planning/zoning codes and Secretary of Interior standards.

JOB-RELATED AND ESSENTIAL QUALIFICATIONS (continued)

Knowledge of:

- Research methods and statistical analysis techniques.
- Principles and practices of effective management and supervision with an organization-wide perspective.

Ability to:

- Plan and direct the activities of a Community Development Department.
- Define complex management, fiscal, budget and development review issues, evaluate alternatives and develop sound conclusions and recommendations.
- Research, analyze and interpret complex demographic, social and economic data and develop reports, recommendations and supportive materials including technical studies, environmental impact documents, design plans, leases, agreements, options, deeds, contracts, permits and other document related to Community Development projects and programs.
- Communicate tactfully, respectfully and effectively with the public, both orally and in writing, in a manner consistent with the department's policing and customer service policies.
- Select, motivate and evaluate staff and provide for their training and professional development.
- Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
- Understand, interpret, explain and apply applicable laws, codes and ordinances.
- Operate a computer and standard business software and a variety of computer software programs and databases related to area of assignment.
- Establish and maintain effective working relationships with all those encountered in the course of work.

QUALIFICATIONS

A typical way of obtaining the knowledge, skills and abilities outlined above is any equivalent combination of the following training and experience:

Experience: Ten years of experience in a municipal planning and/or building department, at least five of which were in a management capacity, are required.

Training: Graduation from an accredited college or university with a Bachelor's Degree in Urban or Regional Planning, Public Administration, Law or related degree, is required. A Master's Degree in Planning, Business Administration or Public Administration is preferred.

Special Requirements: Must stay current in field and acquire all necessary training that new technological changes may present. Must possess a valid CA Class C Driver's License.

COMPENSATION AND BENEFITS

Compensation and benefit package for this position includes:

- **Salary Range:** \$118,572 - \$144,108 per year (DOQ).
- **Retirement:** PERS 2% @ 55 for classic members; 2% at 62 for PEPRAs members; both are integrated with Social Security. City pays full portion of employee's share of PERS for classic members only.
- **Insurance:** Full Flex Cafeteria Plan; employee receives a monthly flex dollar allowance (\$820 Single; \$1,420 Two Party; and \$1,912 Family) to apply toward Medical, Dental, and Vision benefits offered through the City's insurance plans for employee and eligible dependents. Long-term disability and life insurance are also provided and fully paid for the employee.
- **Bilingual Bonus:** \$100 per month for eligible employees.
- **Car Allowance:** \$300 per month.
- **Management Leave:** 120 hours of Management Leave per year. Unused leave is cashed out at the end of the year.
- **Annual Leave:** Starts at 20 days per year for below five years of service and increases up to 30 days for 10 or more years of service.
- **Holidays:** 12 paid holidays per year.
- **Longevity:** 3% above base salary upon completion of 10 years of continuous service.
- **9/80 Work Schedule:** Available.
- **Deferred Compensation:** ICMA-RC 457, ROTH/IRA, and Retiree Health Savings programs are available.

APPLICATION PROCESS

All interested applicants must complete a City application. The Personnel Division must be in receipt of the completed application prior to the announced filing deadline. Resumes in lieu of applications, incomplete applications and late applications will not be considered. In compliance with the Immigration Reform & Control Act of 1986, all new employees must verify identity and entitlement to work in the United States by providing required documentation. All employment offers are conditional based upon the successful completion of a medical examination and drug screen performed by the City's designated physician, at City expense. You may complete and/or download an application online at www.sfcity.org or in person at the specified address below. Completed application must be received in the Personnel Division on or before **Monday, October 30, 2017, at 5 pm** (postmarks will not be honored).

Please forward all correspondence to:

City of San Fernando - Personnel Division
117 Macneil Street, San Fernando, CA 91340
(818) 898-1239

ABOUT THE CITY

Only 23 miles north of downtown Los Angeles, the City of San Fernando is nestled at the foothills of the San Gabriel Mountains in the San Fernando Valley. Incorporated in 1911, San Fernando has a population of approximately 25,000, and is a diverse, family-oriented community of about 2.4 square miles.

San Fernando is surrounded by the City of Los Angeles, but offers a small town atmosphere, and a well-planned blend of residential, commercial and industrial development. Once a land of farms and ranches adjoining the Mission de San Fernando Rey, the City is now a vibrant center of manufacturing and commerce. The community enjoys a sweeping view of the San Gabriel foothills and maintains access to Los Angeles and other commercial centers, thanks to a network of freeways and nearby airports.

Public educational opportunities in San Fernando include four elementary schools, a middle school, two high schools, and two adult schools. The City also houses two charter schools and a private junior/senior high school. Los Angeles Mission College, Los Angeles Valley College, California State University at Northridge are close by for higher education. The City combines modern metropolitan conveniences with a close-knit community of friendly, civic-minded residents.

The City of San Fernando is a full-service General Law City with in-house Police, Public Works, Finance, Community Development, Recreation and Community Services, City Clerk and Administration departments. The City contracts for fire services with the City of Los Angeles. The City is governed by a five-member City Council who serves four-year terms, with a Mayor appointed every year, on a rotating basis, by a majority vote of the City Council.

San Fernando's Fiscal Year 2017-2018 General Fund Budget exceeds \$19 million, with an all-funds total of approximately \$42 million. The City employs 100 full-time and 55 part-time staff members.

The City of San Fernando does not discriminate on the basis of race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or other legally protected status in employment or the provision of services.

The provisions of this bulletin do not constitute a contract, expressed or implied, and any provisions contained herein may be modified or revoked without notice.



**INVITES
APPLICATIONS
FOR**

***Director of
Community
Development***

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SALARY

\$118,572 - \$144,108 Per Year

FILING DEADLINE:

**Monday
October 30, 2017
@ 5 pm**