A City focused on Health and Prosperity
Invites Applications for the position of
Community Development Director

Opening Date: June 15, 2022
Closing Date: Open until filled. First review of applications on July 7, 2022.
Salary: $10,913.82 - $14,634.27 per month
And an excellent benefit package!

DEFINITION:
Under general direction of the City Manager, plans, directs, and oversees the programs, projects, and operations of the Community Development Department; directs the economic development, community redevelopment, housing and rehabilitation, current and advance planning, and building and safety divisions; serves as the liaison to the City's Planning Commission; participates as a member of the Executive Management Team; and does related work as required.

DISTINGUISHING CHARACTERISTICS:
This is the department head position responsible for departmental budget, overall staffing, and policy setting and the employee participates as a member of the Executive Management Team. This position is distinguished from the Sr. Planner by its broader scope of responsibility, external interfaces, budgetary accountability, reporting relationship to the City Manager, and direct support of the City Council and Planning Commission.

SUPERVISION EXERCISED:
Exercises direct supervision over professional, technical and clerical staff.

ESSENTIAL FUNCTIONS:
The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

1. Directs, plans, manages, and evaluates the operations, programs, staffing, policies and procedures of the Community Development Department.
2. Establishes, prioritizes, and evaluates the attainment of divisional and departmental goals; and plans, recommends, and directs the implementation of policies and strategies for the growth and development of the community.
3. Directs the preparation of departmental reports and acts as staff liaison to the City Planning Commission, and City Council.
4. Develops, coordinates, and oversees changes to the City’s General Plan, Zoning Ordinance, building and safety standards.
5. Oversees economic development, redevelopment, successor agency, housing development and rehabilitation programs, planning, and building and safety functions, and the organization and completion of major studies, projects, and assignments within the department.
6. Evaluates and presents policies, reports, and recommendations to the Successor Agency Board, City Manager, and City Council regarding economic and redevelopment reports, contracts, variances, conditional use permits, zoning changes, specific plans, development agreements, and other alterations in the General Plan.
7. Develops, evaluates, and presents departmental operating and capital budgets, including economic development funds, and other federal, state, and county grant programs.
8. Coordinates departmental activities with other city departments and public and private agencies, and attends professional meetings and conferences.
9. Oversees acquisition, relocation and review of economic development projects and resolves problems and issues that are raised by community and departmental representatives; monitors the status of preliminary and final memorandums of understanding with developers.
10. Initiates meetings with new and existing business representatives to discuss business retention and relocation programs, and conducts ongoing field inspections of projects.
11. Reviews major land use, building, and policy issues with staff, other managers, the Planning Commission, City Manager’s Office, and City Council.
12. Confers with developers, architects, attorneys, consultants and real estate brokers to solicit potential economic development and projects; evaluates economic feasibility of projects and potential financing strategies; and oversees the administration of professional consulting services contracts.
13. Selects, trains, motivates, and evaluates staff; prepares and presents employee performance evaluations; provides or coordinates staff training; works with employees to correct deficiencies; recommends and implements disciplinary procedures in consultation with the Human Resources Office.
14. Participates as a member of the Executive Management Team.
QUALIFICATION GUIDELINES:

Knowledge of:

- Theories, principles, and practices of governmental planning, zoning, building and safety, community, and redevelopment; California Redevelopment Law, Federal Environmental Protection Act and California Environmental Protection Act; laws, codes, and ordinances affecting real estate financing and appraisal practices, public agency land acquisition, relocation, and development practices, land use, planning, building construction, and zoning practices, including the building trades; Municipal Code and related ordinances and county health and safety regulations pertaining to property maintenance; budgetary planning and management practices; principles of economics, statistics and demographics; grant programs as related to planning, community development and housing; principles of supervision, organization, and management; effective customer service techniques.

Ability to:

- Plan, organize, and direct an effective municipal community development program, economic development, successor agency, and housing rehabilitation projects and programs in accordance with divisional goals and objectives; expeditiously process and approve projects which conform with the General Plan, Zoning Ordinance, and other city standards; direct the compilation of staff, technical, and consulting reports; prepare clear and comprehensive reports; identify and solicit funding sources; formulate and manage department budget; direct the selection, training, supervision, evaluation, and advisement of departmental personnel; prepare, evaluate, and present clear and comprehensive proposals, plans, and studies to management, developers, and governmental agencies and make appropriate recommendations; communicate effectively, both orally or in writing; prepare and present administrative reports, recommendations, and oral presentations to executive and advisory bodies; establish and maintain effective working relationships with staff, management, consultants, contractors, developers, governmental officials, public and private representatives, and others in the course of work.

Education, Training and Experience:

- Bachelor’s degree from an accredited four-year college or university in Urban Planning, Public Administration, or a related field is required. Six years of professional experience in the administration of planning, land use, zoning, building, economic development, and redevelopment programs in a municipal planning environment including three years at a management or program administration level. Experience in economic development, redevelopment, housing rehabilitation, real property acquisition and appraisal, and development projects, and relocation programs is highly desirable. A Master’s degree in Urban Planning, Public Administration, or a related field is also desirable. For degrees obtained outside of the U.S., an official equivalency evaluation is required.

License/Certificate:

- Valid Class C California driver license, acceptable driving record, and evidence of insurance are required.

- Possession of job related certifications are highly desirable and may consist of the American Institute of Certified Planners (AICP) Certification, Congress of New Urbanism Accreditation (CNU-A).

- Ability to work extended hours in order to complete projects, attend meetings, and accommodate city needs is required.

Background Investigation: Applicants will undergo a complete, comprehensive, background investigation.

APPLICANT INFORMATION/EXAM WEIGHT:

- Applicants must file a concise and complete City application including resume for the position to the Human Resources Department at www.lomalinda-ca.gov

- Applications must be accompanied by a resume describing experience, education and training in relation to the requirements of the position, however resumes will not be accepted in lieu of a City employment application.

- All applications will be reviewed and only those candidates determined to be most qualified on the basis of experience and education, as submitted, will be invited to participate in the selection process. The selection process may include, but is not limited to oral interview and/or written exams and oral presentations. Successful candidates will be placed on the employment eligible list from which hires may be made. The list is valid for up to one year, unless exhausted sooner.

- The City of Loma Linda is an Equal Opportunity employer and does not discriminate on the basis of race, color, creed, ancestry, national origin, gender, marital status, sexual orientation, religion, age, veteran status or disability.

- The City of Loma Linda’s Alcohol and Drug Abuse Policy requires that all applicants undergo drug and alcohol testing prior to employment.