

CITY OF EAST PALO ALTO

Invites you to apply for the position of: Community Development Director



Salary Range: \$146,056—\$177,533 / Annually

Opened Until Filled

First Review Date: February 4, 2020

MISSION STATEMENT & EXCITING PROJECTS

The City of East Palo Alto provides responsive, respectful and efficient public service to enhance the quality of life and safety for its multi-cultural community. East Palo Alto has significant potential for growth due to its central location, recently updated General Plan, and the securing of additional water supplies. Construction just started on a 25,000 square performing arts center. The City is currently processing entitlements for approximately 1.4 million square feet of office projects, a 500 student elementary school, and approximately 200 affordable rental housing units. The City seeks dynamic and committed candidates who want to play a leadership role in shaping the growth in East Palo Alto.



The Community

The City of East Palo Alto is a beautiful community located in the heart of the Silicon Valley, and is uniquely positioned to maximize its potential as a significant city in the region. Founded by speculators and farmers in 1849, the town was originally named Ravenswood. In 1983 the residents decided to incorporate as East Palo Alto. The population is approximately 29,143 with an area of 2.5 square miles.

Community assets include:

- A rich historical heritage
- A culturally diverse community
- A moderate climate
- Bay Area location within close proximity to the San Francisco and San Jose International Airports
- Sensitivity and commitment to the environment and to expanding open space and park facilities
- A friendly residential community with a small town family oriented atmosphere
- Excellent private schools and progressive public school district
- An active citizen involvement

Quality of Life

The Community is deeply concerned about maintaining its quality of life. Future development must be compatible with community expectations. A significant number of important issues facing the City are regional in nature, e.g., growth, transportation, solid waste, water, congestion management and economic vitality.

The Organization

East Palo Alto is a general law city incorporated in 1983; and, operates under the Council/Manager Form of Government. Legislative authority is vested in a five member City Council elected at large for four-year overlapping terms. Key City Council advisory bodies include: the Planning Commission, Rent Stabilization Board, Senior Advisory Committee, and the Public Works and Transportation Commission.

Annually, the Council selects a Mayor and Vice Mayor from its members. The City Council appoints the City Manager and City Attorney. The City Manager is appointing authority for all employees, including four department executives.

It is an exciting time here at the City of East Palo Alto, we are the "City on the Move" Our economic development goal is to foster a healthy and thriving business environment.

Job Summary

This classification is FLSA exempt and reports directly to the Assistant City Manager; oversees, provides direction, and participates in all activities of the Community Development Department. Responsibilities include coordinating the activities of the department with those related to planning, development, zoning, and building of the City. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives for furthering the city's strategic priorities, goals, and objectives within general policy guidelines.



The Ideal Candidate

- ▶ Organizes work well, setting priorities and meeting critical deadlines with minimal direction. Applies logical thinking to solve problems or accomplish tasks. Is a creative problem solver who anticipates change, and deals well with complexity and ambiguity. Understands interprets and communicates complicated policies, procedures and legal principles clearly and effectively, both orally and in writing.
- ▶ Has knowledge of principles, practices and procedures related to the development and implementation of a comprehensive planning, zoning, housing, code compliance and building inspection program.
- ▶ Is able to apply principles and techniques involved in the development, maintenance and implementation of a comprehensive master plan including the development of affordable housing programs.
- ▶ Will have the ability to independently analyze, propose and implement solutions to complex planning and redevelopment problems; prepare reports and make effective oral presentations; advise the City Manager, members of the City Council and appropriate commissions on various economic development activities; ensure the day-to-day functions of the Community Development Department are carried out.

- ▶ Experience in being able to independently analyze, propose and implement solutions to complex planning and redevelopment problems.
- ▶ Establish effective working relationships with architects, contractors, developers, owners, supervisors, employees, and the general public.

Minimum Qualifications

Requirements And Education:

- ◆ Bachelor's Degree from an accredited college or university with a degree in one or more of the following: Land-Use Planning, Urban Planning, Public Administration, Business Administration, Community Development, or a closely related field; and
- ◆ A Masters Degree from an accredited college or university would be desirable; and
- ◆ Seven (7) years of progressively responsible professional experience in directing community development, economic development, redevelopment, and urban planning.

License and /or Certifications:

- ◆ Valid California Class C Driver's License or higher and a good driving record.

City of East Palo Alto

Community Development Department

The Community and Economic Development Department seeks to make East Palo Alto a wonderful place to live, work, and play. The Department accomplishes this through effective current and long-range municipal planning, housing management, ensuring code compliance, and managing business attraction, development, and retention opportunities in East Palo Alto.

Benefits & Compensation

Retirement—CalPERS

Classic Members - 2.5% @ 55 formula

- ◆ Employee pays 8% employee contribution
- ◆ Three year average final compensation

New Members—2% @ 62 formula

- ◆ Employee pays 6.25% employee Contribution
- ◆ Three year average final compensation

Medical:

- ◆ (City pays 100% Employee Coverage and 65% Dependent Coverage)

Dental:

- ◆ (City pays full cost for employee only)
- ◆ **Life Insurance:** (City pays for coverage of \$150,000)
- ◆ **Long Term Disability:** (City paid)
- ◆ **State Disability Insurance:** (Employee paid)
- ◆ **Management Leave:** up to 76 hours / year
- ◆ **Holidays:** 12 paid holidays / year
- ◆ **Vacation:** Two weeks per year
- ◆ **Sick Leave:** 8 hours / month
- ◆ **Optional Benefits:** Flex (125) Plan with Supplemental Benefits

How to apply:

Submit a comprehensive cover letter summarizing your interest in the position and a comprehensive resume. List all degrees (college and post-college). Provide five work-related references along with your application and responses to the Supplemental Questionnaire.

To be considered for this extraordinary employment opportunity, please complete the City Application and supplemental information at www.Calopps.org.

For additional information visit our website at: www.cityofepa.org.

Inquiries pertaining to the recruitment, the application process or additional information about the position, or the City, may be directed to Ms. Irma Martinez at (650)853-3116.

Successful candidates will be invited to participate in an oral panel examination.