



City of Rancho Cucamonga

DEPUTY CITY MANAGER – ECONOMIC AND COMMUNITY DEVELOPMENT



A Unique Opportunity

The City of Rancho Cucamonga is seeking a highly innovative, strategic and forward-thinking individual to join our Executive Management Team as the Deputy City Manager of Economic and Community Development. In this role, the individual will oversee the programs, services, budgeting, and staffing of the Economic and Community Development Department including Planning, Building & Safety, Engineering, and Public Works Departments; manage the City's economic and development initiatives; lead interdepartmental projects and initiatives in these areas on behalf of the City Manager's Office; may act as City Manager during absences. Together with the Deputy City Manager/Civic and Cultural Services and the Deputy City Manager/Administrative Services, this position is a key part of the City Manager's leadership team; and will perform related duties as required.

The Community

The City is home to a population of 175,331 with a daytime population of 188,700. Sitting at the base of the San Gabriel Mountains, Rancho Cucamonga is a scenic 40.2-square mile city on the western edge of San Bernardino County. Located 37 miles east of downtown Los Angeles and 70 miles west of Palm Springs, Rancho Cucamonga remains one of the top cities in the country with a quality of life that makes it a desirable place to live, work, play, and raise a family. Its location at the foothills of the San Bernardino National Forest provides not only scenic vistas, but incredible access to hiking, biking, skiing, and other recreation areas just minutes outside the city.

Residents have a variety of recreational amenities to choose from including a performing arts center; a minor-league baseball stadium; an adult sports complex; 25 plus parks; and over 150 miles of hiking, biking, and equestrian trails, including the Pacific Electric Trail, a 21-mile multi-use trail that spans the region from the LA County line on the west, to the City of Rialto on the east.

Rancho Cucamonga has been ranked as one of the safest major cities in California. The City has always been a well-educated community, and the influx of new residents to the City's upscale homes has pushed up its average educational level even higher. Local educational facilities include a community college, university satellite campus, 4 high schools, 7 middle schools, and 24 elementary schools. Rancho Cucamonga has award-winning public libraries and five outstanding community centers that offer a wide variety of services, programs, and event space.



Team RC Mission Statement

Team RC delivers superior service to all who live, work and play in our community.

The City Government

Incorporated in 1977 as a general law city, Rancho Cucamonga operates under the Council/Manager form of city government. City officials will be elected by district beginning with the 2018 election and include the Mayor and four City Council members, a City Clerk, and a City Treasurer. The City Council also serves as the Board for the Fire Protection District. The Mayor and City Council appoint the City Manager and City Attorney.

The City provides quality services to the community by blending the talents of a staff of 487 FTE's with the utilization of other agencies. City departments include Finance, Human Resources, Planning, Building & Safety, Public Works Services, Animal Care & Adoption Services, Community Services, Library Services, and Department of Innovation & Technology (DoIT). Fire, medical aid, and emergency preparedness services are provided by the Rancho Cucamonga Fire Protection District, with the members of the City Council serving as the District's Board of Directors. The Rancho Cucamonga Police Department is provided by contract with the County of San Bernardino, while water and sanitation are provided by other specialized agencies. The City's general fund budget is approximately \$65 million with an additional \$57.5M for special funds including the CIP, \$4.1M for Library Services, and \$28.4M for the Fire Protection District. The total operating budget is over \$94 million.



About the Department

The Deputy City Manager of Economic and Community Development will lead and coordinate the Development Services Group consisting of Planning, Engineering, Public Works, and Building & Safety. The Directors of each of these departments will report to the DCM and work together to facilitate, coordinate, and promote development efforts with the goal of providing a unified, efficient, effective and timely development process. A key initiative for the DCM is to initiate, promote, and encourage economic development efforts throughout the City. As such, the DCM will be heavily involved in the City's strategic efforts to remain competitive, as well as improve and enhance the City's reputation and visibility within the business community. The City, as part of Team RC, operates across departments and divisions utilizing a cross-functional team approach to facilitate development and economic development.



The Position

The Deputy City Manager of Economic and Community Development (DCM) is distinguished from other director level positions in that it has line authority over a number of City departments that are part of a service group. This position has a broader decision-making accountability and greater external interfaces with the Mayor, City Council and outside private and public agencies, than the department directors and division heads under its direction. Example of work typically performed by the DCM/Economic and Community Development include:

- Assists the City Manager and the City Council in establishing the City's short and long-range goals involving the City's economic and community development services; anticipates and resolves organizational issues, concerns, and opportunities.
- Advises and provides strategic advice to the City Manager, department heads, and other City management staff in addressing a wide variety of complex daily operational challenges related to development and economic development.
- Provides policy, strategic, and operational direction and oversight to interdisciplinary project teams comprised of designated City staff, consultants, and other parties.
- Oversees services provided by the Engineering Department, including private development, public capital improvement projects, grading and engineering inspection, and transportation engineering planning programs and initiatives.
- Oversees services provided by the Planning and Building Department, including General Plan compliance, regional planning, environmental planning, and related programs, as well as building and safety code inspection and plan checking programs.
- Oversees services provided by the Public Works Department, including preventative maintenance, work services, needs assessments, capital expenditures, and facility upgrades.
- Represents the City in relations with the community, advisory committees, local, state, and federal agencies, and professional organizations; acts as liaison for departments working with local and state agencies on administrative matters.



Team RC Spirit Values

Service ~ People ~ Individual Excellence ~ Rancho Way ~ Innovation ~ Team Work

The Ideal Candidate

- ✦ **Service** – *A commitment to providing a superior level of service to internal and external customers including accountability for follow up and follow through as well as fiscal and resource stewardship.*
- ✦ **People** – *A respect for and focus on people that is demonstrated by empowering and valuing others, while using communication to enhance openness and create trust.*
- ✦ **Individual Excellence** – *A proven track record of individual excellence including a strong work ethic, integrity, honesty and commitment to the larger whole.*
- ✦ **Rancho Way** – *Striving to work toward the highest levels of professionalism, with a results oriented approach that focuses on creative problem solving.*
- ✦ **Innovation** – *The ideal candidate should embrace technology, innovation, and creativity in a genuine and enthusiastic manner.*
- ✦ **Teamwork** – *Rancho Cucamonga highly values teamwork through collaboration, communication and leadership at all levels.*

The Deputy City Manager of Economic and Community Development will be a positive influence on day-to-day operations, have a “can-do” attitude, and be comfortable with a hands-on and proactive approach to all aspects of Departmental procedures; have a natural interest in mentoring and guiding staff, explaining strategy, procedures and how to effectively and efficiently achieve City-established goals; possess a strong background in economic development and specific experience in at least one of the operational areas; experience in multiple areas including coordination of joint projects and programs is highly desirable. Additionally, the ideal candidate must possess exceptional management, interpersonal, and communication skills, and be a strategic and innovative thinker. The ideal candidate will be recognized as having the ability to provide the Department with the following:

Exceptional leadership and management skills:

Display outstanding character, integrity, and professionalism;

Ability to build consensus and provide a positive example;

Ability to develop, embrace and effectively implement new ideas, and a genuine interest in the community and the broad range of issues facing the City of Rancho Cucamonga;

Consistently implement the City’s mission, vision, and values; and

Creative problem-solving capabilities, with the ability to analyze and resolve complex and sensitive issues, problems, and situations;

A proven, effective communicator:

Display an outgoing communicative style; one that is comfortable working with a variety of individuals at any level in the organization;

A good listener; open and approachable with new ideas;

Excellent writing skills; a highly articulate oral communicative style, and the ability to clearly explain complex issues to a wide variety of constituents; and

Proactive at providing information to the City Manager, Deputy City Managers and other City department directors.

Minimum Qualifications

Education and/or Experience:

Graduation from an accredited college or university with a Bachelor's degree in civil engineering, urban planning, or closely related field. Eight years of responsible professional, supervisory, budgeting, and managerial experience involving a broad range of community development and engineering services, including planning, building, and public works planning projects and operations, or any combination of training and experience that provides the desired knowledge and abilities. Additional education equivalent to a Master's degree from an accredited college or university with major course work in public administration, business administration, or a related field, or equivalent training and certification, is highly desirable.

Knowledge, Skills and Abilities:

It is expected that the Deputy City Manager will have strong knowledge in the following key areas:

- Knowledge of Federal and State laws, regulations, programs and practices including infrastructure funding methods and opportunities.
- Economic development practices and principles including business attraction and retention, strategic and community planning, permit and process streamlining, marketing and advertising, and strategies to develop efficient, productive and profitable ventures and programs within the context of the community's social, cultural and political values; experience with the integration of economic development practices and the delivery of development related services is highly desirable.
- Uniform Building and Safety Codes, and principles, practices and local codes and ordinances related to land use, engineering services, planning, building construction, and public works
- Civil engineering design and maintenance principles and practices related to street infrastructure, traffic management and control, capital facilities, construction development and management, property maintenance standards; land use planning and community building.
- Leadership and management principles; financial planning and budgeting practices; information systems need and applications; methods of research, program analysis, and report preparation; project management and program evaluation practices; customer service principles; ability to assess City needs in the context of long- range development and financial plans and economic stability; development of departmental goals, objectives, and performance measures.
- Lead, coach, and guide management personnel and maintain effective relationships with staff, the City Council, contractors, consultants, vendors, and other public officials; articulate and train staff on the importance and community value of economic development within the Engineering, Public Works, Building and Planning sections; address issues with an understanding of the economic benefit to the community balanced with the long-term character of the community; analyze and solve administrative, financial and organizational problems.

Compensation and Benefits

The successful candidate will receive a competitive salary with an excellent benefits package including:

Annual salary range of \$135,456 to \$192,060. Placement within this range will be dependent upon qualifications.

- **Retirement** – California Public Employee’s Retirement System (CalPERS) with the following formulas and contributions:
2% @ 55 for classic members; employee pays 1% of employee portion and 6% of employer portion
2% @ 62 for new members; employee pays half the normal cost (currently 6.25%)
- **Medical** - \$1,000/month City paid. City provides dental and vision plans
- **Executive Wellness Plan** - Up to \$2,000 reimbursement towards an approved executive physical per fiscal year
- **Deferred Compensation** - 6% City paid. The City will match up to an additional 4 %
- **Automobile allowance** - \$500 per month
- **Administrative Leave** - 100 hours per fiscal year
- **Vacation** - 80 hours per year increasing to 180 hours after fifteen years of service. Buyback option of up to 120 hours per fiscal year (employee must maintain 80 hours accrued).
- **Sick leave** - 120 hours of sick time per year
- **Holidays** - 14 paid holidays (including three discretionary holidays) per year
- **Personal Leave** – 40 hours of sick leave or vacation time may be used for personal leave per fiscal year
- **Bereavement Leave** - 5 days paid bereavement leave as needed.
- **Life Insurance** – City contributes 100% of the normal base salary plus \$75,000; Employee can elect additional life insurance for self, spouse, and children
- **Work Week** – City operates on a 4/10 work schedule; however other staff and facilities operate 7 days a week
- **Long-Term Disability (LTD)** – Provided by City
- **Flexible Spending Account (FSA)** – Medical and Dependent Care available
- **Voluntary Employee Benefit Association (VEBA)** – Employee pays mandatory \$100 fee on a bi-weekly basis
- **Tuition Reimbursement** - \$2,300 per fiscal year

To Be Considered

Candidates must complete a City employment application AND supplemental questionnaire on the City's website www.cityofrc.us.

Additionally, all candidates must email the following items to Jenifer Phillips, Human Resources Manager - Jenifer.Phillips@CityofRC.us by no later than 5:00 p.m. on Friday, September 29, 2017.

- Cover Letter
- Comprehensive resume
- Salary history
- Four (4) Professional References

An electronic version of all submittals is strongly encouraged. Should you have any questions regarding this recruitment please contact Jenifer Phillips at (909) 477-2700, extension 2411.

Interviews are currently scheduled for the week of October 9, 2017, the second round of interviews are scheduled for the week of October 16, 2017; please plan accordingly.



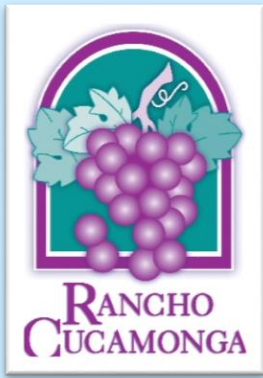
Team RC Vision Statement

Team RC exceeds expectations of those we serve with pride in the delivery of quality services and programs in an environment of employee excellence and innovation, empowered by inspired leadership, opportunity and a collaborative spirit.

&Ø

The City of Rancho Cucamonga is an Equal Opportunity Employer.

The City of Rancho Cucamonga is an Equal Opportunity, Affirmative Action Employer. In addition, the City of Rancho Cucamonga abides by a nepotism policy which may preclude you from being hired if the City employs a relative. The City of Rancho Cucamonga makes reasonable accommodations for disabled persons, considering each situation on an individual basis. Please make direct requests for accommodation to Human Resources. For more information on Employee Rights under the Family and Medical Leave act, please visit www.dol.gov. There is a no smoking policy in effect in all City Offices and vehicles. Finally, please note that the provisions of this bulletin do not constitute a contract expressed or implied and any provisions contained in this bulletin may be modified or revoked without notice.



**CITY OF RANCHO CUCAMONGA
DEPUTY CITY MANAGER
ECONOMIC AND COMMUNITY DEVELOPMENT
SUPPLEMENTAL QUESTIONS**

The supplemental questions are designed to gather information from applicants about their knowledge, skill and ability to perform the essential functions of the position. Responses will be evaluated to help determine which candidates are the most qualified for the position. All applicants must complete this questionnaire and submit it with their application in order for the application to be considered complete.

Please provide a written response to the following questions. Individual responses to each question should be no more than one page.

1. Do you believe green building and healthy communities principles are important to a suburban community like Rancho Cucamonga, and if so why?
2. What are the major challenges with development mixed use projects from a planning and engineering perspective?
3. In your experience, what does or what should it mean for a community to truly call itself business friendly, and is it relevant to economic development?
4. What do you foresee as the major trends in economic development for local public agencies over the next ten (10) years?
5. What is one thing in Economic and Community Development that Rancho Cucamonga does well, and what is one thing the City could do better? Please explain in detail.