

OUTSTANDING EMPLOYMENT OPPORTUNITY DEPUTY COMMUNITY DEVELOPMENT DIRECTOR- OPERATIONS



THE COMMUNITY & ORGANIZATION

Here at Thousand Oaks, we have much to be thankful for – an exceptional California community with family-friendly amenities that are the envy of cities across the region. Fifty years of achievement have made Thousand Oaks one of the most sought after places in California to live, work, recreate, and raise a family. The City of Thousand Oaks, incorporated in 1964, is located in beautiful Ventura County, 12 miles inland from the Pacific Ocean, nestled against the Santa Monica Mountains. Within the City's 56 square miles, over 15,500 acres are publicly owned open space, containing 120 miles of trails for hiking, biking, or equestrian uses. Another source of pride in our community is the Thousand Oaks Civic Arts Plaza, a beacon in the region featuring world-class entertainment, musicals, concerts, plays, children's shows, ballet, and much more.

A balanced family-oriented community of 127,873 with a strong local economy, Thousand Oaks is home to excellent schools, outstanding parks, and numerous retail shopping opportunities. We have adopted a balanced budget with appropriate reserves throughout our history due to conservative management and adherence to long-term financial strategic plans. City Departments include City Manager's Office, City Attorney's Office, City Clerk, Human Resources, Finance, Community Development, Cultural Affairs, Library and Public Works. Police and Fire services are provided by Ventura County.

We are in the midst of an exciting workforce transformation, with renewed commitments to financial resiliency, diversity and inclusion, and technology investment and innovation. The COVID-19 pandemic created unexpected and fundamental changes to our work landscape. Through the challenges, we evaluated and reshaped our processes and methods to become more innovative, efficient, and productive. As we transition to a post-pandemic, hybrid work environment, we are focused on maximizing new and innovative solutions in our service delivery and providing employees with the resources to support their professional development and growth.

THE COMMUNITY DEVELOPMENT DEPARTMENT

The Community Development Department, with a staff of 48 employees, is responsible for providing progressive, comprehensive community planning, building inspection, plan review, code compliance, housing, and permit services. The Department also manages the City's affordable housing program, and Community Development Block Grant program. Community Development is also the lead department in the City's partnership with the Conejo Recreation and Park District to acquire and manage the Conejo Valley's publicly owned open space system and trail network.

The Fiscal Year 2020/2021 Department operating budget is \$9.7 million.

It is an exciting time to work in Thousand Oaks. The organization is in the midst of a far-reaching "People Strategy" that seeks to align our resources for the service delivery needs of the future. We are anticipating significant employee turnover in the next four years due to anticipated retirements and efforts are underway to ensure that we are prepared for these significant changes. Across the organization, we are striving to ensure that services are delivered in the most effective, collaborative, and efficient manner possible.



We're looking for you.

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THE POSITION

We are seeking an innovative and proactive Deputy Community Development Director with a positive, forward-thinking perspective. The Deputy Community Development Director - Operations will manage process improvement initiatives department-wide, one of which is for the City to be a leader in e-planning and e-permitting through a new land management system implementation. This Deputy will also be responsible for code compliance, open space planning, CDBG/housing, budget, and administrative services. This Deputy will serve as back-up liaison to the Planning Commission.

The Deputy Community Development Director will assist in integrating the City's vision, goals, and people strategy with the business strategy of the Community Development Department; directing, planning and organizing Community Development services, programs, and operations; developing and implementing policy; crafting and accomplishing department and City objectives, goals, and performance metrics within guidelines established by the City Council and City Manager. The Deputy Community Development Director must exercise a high degree of judgment and discretion along with political acumen and an understanding of the needs of the business community.

The successful candidate must possess:

- A Bachelor's degree from an accredited college or university with major course work in public or business administration, engineering, architecture, urban planning or a related field. A Master's degree is highly desirable. Certification by the American Institute of Certified Planners (AICP) is desirable.
- Seven years of increasingly relevant, responsible, progressive, comprehensive experience. Related work experience includes urban planning, economic development, environmental analysis, building inspection, plan review, code compliance, housing and permit processing services, including five years of management/supervisory responsibility.
- Knowledge of, and experience with, development of mixed-use projects, e-planning and e-permitting are desirable
- Possession of, or the ability to obtain, a Class C California driver's license is required.

Core Competencies

- Effective Communicator
- Strategic Thinker
- Problem Solver and Decision Maker
- Planner and Organizer
- Interpersonally Effective
- Skill and Career Development Coach
- Technically Knowledgeable

MAJOR INITIATIVES

The City is experiencing a high volume of development applications, including residential, commercial, assisted living, and industrial projects. There is also significant interest in downtown revitalization, including mixed-use projects. Some key initiatives on the horizon for the Deputy Director include:

- Implementation of the Thousand Oaks Boulevard Specific Plan, which is a downtown revitalization project that includes mixed-use development and focuses on an attractive, dynamic, and pedestrian-oriented environment
- Administration of process improvement initiatives, including e-planning and e-permitting
- Leading staff to be innovative, collaborative, excel in community outreach, promote continuous improvement and continue moving forward in an enthusiastic and professional manner
- Shaping and positively influencing the Community Development Department environment by supporting a culture of collaboration and project ownership by employees
- Identification, development and promotion of innovative strategies and technological solutions to maximize service delivery. Working across department lines to promote collaboration in order to improve efficiencies
- Development and implementation of key performance metrics to measure operational effectiveness, identify areas of success and areas for improvement
- Planning and executing staffing and operational strategies to provide high quality, cost-effective services to external and internal customers

Annual salary range:
\$138,568 to \$207,852

Excellent benefits package

FILING DEADLINE:
Open Until Filled

To apply visit the City Website at www.toaks.org/jobs

We're looking for you.

The City of Thousand Oaks (pop. 127,873) is adjacent to the Pacific Ocean and scenic Santa Monica Mountains, surrounded by more than 15,080 acres of natural open space. Incorporated in 1964, this master planned community offers a wide variety of cultural and recreational activities and an award-winning school system. Thousand Oaks is a general law City with a total budget of \$179 million.

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QUALITIES OF THE IDEAL DEPUTY COMMUNITY DEVELOPMENT DIRECTOR - OPERATIONS

Leadership and Managerial Courage

- Exhibits effective command and resilience
- Is able to confront difficult issues, encourage engagement and debate, find common ground
- Questions practices and norms; integrates with a focus on the future
- Is politically astute and practical in moving an organization forward
- Identifies talents in others; and is able to articulate their strengths and limitations
- Is able to effectively promote new initiatives

Strategic Thinker, Planner, and Innovator

- Shapes and drives a vision for the future
- Accurately anticipates prospective consequences and trends
- Has strong understanding of the dynamics and dimensions of service in the public realm
- Provides exceptional service delivery in the variable landscape of community needs, new technologies and fiscal resources
- Values an organizational culture that is dedicated to continuous improvement
- Is an accomplished problem solver who deals well with ambiguity
- Creates an environment where ideas are generated and sound judgment is applied

Skilled Communicator

- Is an effective facilitator who can engage others with varied interests
- Understands and strategically applies many facets of communication in order to lead others through continual change
- Is an active listener with preference for open, honest communications
- Uses dialogue-based methods of engagement to build bridges and facilitate ideas
- Clearly outlines a vision and effectively leads others in its implementation

Technical Skills & Professional Experience

- Well-rounded experience and proven track record in successfully leading and managing community development activities
- Progressive knowledge of current trends and best practices in community development; strong technical skills in the community development field

Business Acumen

- Forms partnerships within, and outside of, the City organization to ensure business operations of community development are managed proficiently
- Is responsive to the community, staff, and related Boards/Commissions
- Understands and integrates municipal government and business practices with community development
- Is informed, responsible, and accountable in government systems that affect community development: financial, budgetary, human resources, legal, facilities, and information technology

Team Builder

- Is an active contributor to the City's leadership team with ability to incorporate the City's vision and mission while building, inspiring, and motivating teams
- Models key "soft skills" in interpersonal relationships demonstrating self-awareness, empathy, appreciation, and a service orientation
- Promotes a climate of engagement and inclusion with Community Development employees
- Identifies and implements new ways to partner with the community and other organizations
- Proactively manages the impacts of change on Community Development personnel and services
- Equips Community Development employees with essential information about, and during, organizational change

We're
looking
for you.

Watch our video [HERE!](#)

For more information please contact
Human Resources Staff at (805) 449-2144



PARTICIPATING IN CITY OF THOUSAND OAKS BENEFIT PLANS

Who Can Enroll

You are eligible to enroll in the City's benefits as a full-time or designated part-time (DPT) employee. Your eligible dependents include your legal spouse, registered domestic partner, and dependent children up to age 26.

When Coverage Begins and When You Can Enroll

Your benefits are effective the first of the month following your date of hire.

New Hires have 30 calendar days to enroll in benefits. If you do not complete your enrollment by this deadline, you will default in City-paid benefits, with employee only coverage. All other benefits will be waived, including medical and Flexible Spending Accounts.

Changes to your benefit elections can be made only during the Open Enrollment period or if you have a qualified life event during the year, such as marriage, divorce, birth, adoption, etc. You must notify Human Resources and make your elections by the deadline, 30 days after the qualifying event. The effective date of coverage is the first of the month following the date the request is received by Human Resources.

For more information, please contact Human Resources at (805) 449-2144.

What Is the City's Defined Benefit Retirement Plan

CalPERS uses your years of service, age at retirement, and highest average annual compensation during any consecutive 12- or 36-month period of employment and a set formula to determine your pension benefit. City of Thousand Oaks retirement formulas are:

"Classic" Members 2% @ 55 – highest consecutive 12 month average

"New" Members 2% @ 62 – highest consecutive 36 month average

Classic members shall pay 7% of the employees' normal contribution to PERS. Classic members are employees who do not meet the definition of "new member" under the California Public Employees' Pension Reform Act of 2013.

Employees hired on and after January 1, 2013, deemed to be "new members" as defined in Government Code § 7522.04, shall individually pay an initial Member CALPERS contribution rate of 50% of the normal cost rate for the Defined Benefit Plan in which said new member is enrolled, rounded to the nearest quarter of 1%, or the current contribution rate of similarly situated employees, whichever is greater (PEPRA, Government Code section 7522.30).

For more information, please visit <https://www.calpers.ca.gov>, Local Miscellaneous Benefits.

City Benefits:

- Medical
- Dental
- Vision
- Basic Life and Dependent Life Insurance
- Long Term Disability (LTD) Insurance
- Employee Assistance Program (EAP)
- Retirement

City of Thousand Oaks

2100 Thousand Oaks Blvd.
Thousand Oaks, CA 91362

Tel. (805) 449-2144

<https://www.toaks.org/>



2021 BENEFITS AT A GLANCE

Full-time Supervisory, Senior Management and Confidential Employees

Benefit	Description								
Total City/Employer Contribution	\$1,315/month (\$435 City medical contribution + \$880 Cafeteria dollars); cash back available depending upon options selected.								
Medical and Prescription Drug Coverage	The City contracts with CalPERS to provide medical benefits coverage: <ul style="list-style-type: none"> ▪ (3) Anthem PPO plans ▪ (8) HMO plans including Anthem HMO Select, Anthem HMO Traditional, Blue Shield Access+, Blue Shield Trio, HealthNet Salud y Mas, HealthNet Smart Care, Kaiser CA, and United Healthcare, depending on eligibility zip code. 								
Dental Benefits - Delta Dental PPO	<ul style="list-style-type: none"> ▪ 70% to 100% coverage based on years of utilization ▪ Maximum \$2,000 per-person each calendar year ▪ No deductible if you visit a Delta Dental PPO dentist ▪ \$50 per person per lifetime deductible if you visit a Non-Delta Dental PPO dentist 								
Vision Benefits – MES Vision	<ul style="list-style-type: none"> ▪ One Comprehensive Vision Exam, one pair of frames and lenses or contact lenses every 12 months 								
Flexible Spending Accounts (FSAs)	<ul style="list-style-type: none"> ▪ HealthCare FSA – up to \$2,750/year*; Carryover – up to \$300 ▪ Dependent Care FSA – up to \$5,000/year* 								
Disability Insurance	Long-Term Disability (LTD) Plan covers 66 2/3% of the first \$12,000 of monthly predisability earnings, reduced by deductible income (\$100/month minimum-, \$8,000/month maximum benefit).								
Life and AD&D Insurance	Basic Life Insurance \$100,000 employee, \$5,000 dependent coverage								
401(a) Plan	The City contributes to a 401(a) Deferred Compensation Plan 3% of annual salary and match an additional 0.5% contribution for a total City contribution of 3.5%.								
Deferred Compensation	Voluntary employee investment participation options to 457 plan, Roth and/or Traditional IRA accounts*								
Retirement Health Savings (RHS)	\$400 contribution will be made in July of each year.								
Annual Leave	Annual Leave is in lieu of vacation or sick time and is accrued on a pay period basis. Accrual rates are based on years of service as follows: <table style="margin-left: 20px; border: none;"> <tr> <td>0 – 3 years of service, 190 hours/year</td> <td>18 – 22 years of service, 290 hours/year</td> </tr> <tr> <td>4 – 8 years of service, 230 hours/year</td> <td>23 – 28 years of service, 306 hours/year</td> </tr> <tr> <td>9 – 13 years of service, 254 hours/year</td> <td>29+ years of service, 322 hours/year</td> </tr> <tr> <td>14 – 17 years of service, 270 hours/year</td> <td></td> </tr> </table>	0 – 3 years of service, 190 hours/year	18 – 22 years of service, 290 hours/year	4 – 8 years of service, 230 hours/year	23 – 28 years of service, 306 hours/year	9 – 13 years of service, 254 hours/year	29+ years of service, 322 hours/year	14 – 17 years of service, 270 hours/year	
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Administrative Leave	Forty (40) hours Administrative Leave shall be credited annually. For employees hired after July 1, administrative leave shall be prorated based on date of hire.								
Holidays	110 hours of holiday pay annually. City observed holidays are: New Year's Day, Martin Luther King Jr. Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Holidays, Christmas Holidays.								
Employee Assistance Program (EAP)	Available to you, your dependents (including children to age 26) and all household members, 24 hours a day/7 days a week. Referrals for up to 6 free, in-person confidential assessment and counseling sessions per issue.								
Travel Assistance	Available to you, your spouse and children through age 25 when you travel more than 100 miles from home or internationally for up to 180 days for business or pleasure.								
Supplemental Insurance Plans	Additional Life Insurance and AD&D, Critical Illness, Universal Life, Cancer Care, etc.								
Tuition Reimbursement	Eligible after successful completion of probationary period. Reimbursement for tuition, books and lab fees up to \$1,000 per fiscal year for Associate Degree and up to \$5,000 per fiscal year for Bachelor or Masters degree; restrictions apply.								

*subject to IRS limits

