



THE CITY OF SEAL BEACH

INVITES YOUR
INTEREST IN
THE POSITION OF

DIRECTOR OF
COMMUNITY
DEVELOPMENT

THE COMMUNITY

Located on the coast of Southern California, Seal Beach enjoys a well-informed and engaged community. Seal Beach is well known for its historic wooden pier that juts out into the blue Pacific and a view and climate that is a weekend draw for the greater Southland. With a population of approximately 25,000, Seal Beach is nestled between Long Beach and Huntington Beach in Orange County, and has retained its quaint "village-by-the-sea" ambiance.

Seal Beach is comprised of five distinct, desirable communities melded into one - with a council member elected from each district. The Old Town area, with its Main Street, pier and sandy beaches, attracts nearly 1.5 million visitors each year. Restaurants, shopping and year-round activities make the Old Town area an ideal tourist destination.

The first Leisure World community, a planned senior development with a population of about 9,000, is located in Seal Beach. The "Hill" neighborhood is located just above Pacific Coast Highway, and the two bedroom communities near the 405 Freeway, "College Park East" and "College Park West," make up the remainder of a vibrant and diverse community.

The Naval Weapons Station, which provides ordnance and logistics support to our nation's Naval and Marine operation forces, is also home to the 1,000 acre Seal Beach National Wildlife Refuge. The Naval Station employs 530 civilian and 150 military personnel. Boeing International headquarters is also located in Seal Beach with over 1,000 employees.



CITY GOVERNMENT

Seal Beach is a Charter City operating under the Council/Manager form of government. The City organization provides service to its residents and businesses through the departments of: City Clerk, Community Services, Finance, Community Development, Public Works, Police and Marine Safety. The City contracts with the Orange County Fire Authority for fire and emergency medical services.

The City currently maintains a workforce of 94 full-time employees, supported by a dedicated team of part-time, volunteer, and contract employees.

THE POSITION

The position of Director of Community Development is designated as an "at will" position. Under direction of the City Manager, plans, organizes, manages the Community Development Department, including planning, housing, building and safety, and code compliance; directs and administers the planning and building operations activities of the City, which include current, advance, and environmental planning, building plan check, permitting and issuance, inspection, and historic preservation activities; plans, organizes, manages, and provides administrative direction and oversight of the Community Services Department including Main Street cleaning, Street sweeping and janitorial cleaning, development,

THE POSITION – CONTINUED

operations, and maintenance of the City's recreation and parks programs and facilities; coordinates assigned activities with other City departments, officials, outside agencies, and the public; fosters cooperative working relationships among City departments, intergovernmental and regulatory agencies and various public and private groups; provides highly responsible and complex assistance to the City Manager. The Director of Community Development is a member of the City Manager's Executive Management Team.



- Assumes full management responsibility for all Community Development Department and Community Services programs, services, and activities, including current, advance, and environmental planning, building plan check, permitting, inspection, historic preservation, and code compliance activities.
- Manages and participates in the development and administration of the departmental annual budgets; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.
- Meets with developers, engineers, property owners, contractors, and other agencies to discuss merits and concerns of development proposals; provides various parties with guidance on how to proceed; oversees negotiations and agreements regarding environment-related issues, rights-of-way, and open space easements, and financial participation; discusses status of development projects with applicants.
- Directs, coordinates and reviews amendments to the General Plan; provides general plan and code interpretation as needed; provides analysis, recommendations, and implementation of policies and procedures; develops and presents recommendations on a variety of permits, maps, ordinances, zone changes and applications.
- Plans, organizes, manages, controls, and evaluates through subordinate management staff all of the construction, maintenance, and repair activities assigned to the Community Services department including landscaped areas, parkways, open spaces, pavilions, athletic fields, park amenities, and facilities to assure the safety and security of City patrons.
- Represents the Community Development and Community Services departments to other City departments, elected officials, and outside agencies; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Participates in, makes presentations, and serves as liaison to the City Council, Planning Commission, Historic Resource Commission, Environmental Quality Control Board, and a variety of other boards and commissions; attends and participates in professional group meetings; stays abreast of new trends, innovations, and other services as they relate to the areas of assignment.

IDEAL CANDIDATE

Education/Training/Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited 4-year college or university with major coursework in community development, urban planning, civil engineering, business or public administration, or a related field and seven (7) years of management and/or administrative experience in community development, urban planning, and project administration. Possession of a Graduate degree from an accredited college or university is highly desirable.

Licenses, Certificates, Special Requirements:

Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

Ability to work extended hours in order to complete projects, attend meetings.

Knowledge of:

Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff; budget and contract administration, risk management; organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, and operational needs; theories, principles, and contents of the General Plan and the Municipal Code as well as land use, zoning, subdivision, and urban planning regulations, natural resource protection, and environmental laws; principles and techniques of conducting site planning, architectural review, subdivision design, land use, and other analytical studies, evaluating alternatives, and making sound recommendations; methods, materials, and techniques used in community services; principles, procedures, and practices for planning; maintaining a variety of recreation and leisure activities and programs through community participation.

IDEAL CANDIDATE—CONTINUED

Ability to:

Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the assigned departments and program areas; provide administrative and professional leadership and direction for the departments and the City; prepare and administer large and complex budgets; allocate limited resources in a cost effective manner; interpret, apply, explain, and ensure compliance with applicable Federal, State, and local laws, rules, regulations, policies, and procedures; plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility; select, train, motivate, and evaluate the work of staff and train staff in work procedures; administer special projects with contractual agreements and ensure compliance with stipulations; effectively administer a variety of community development and community services programs and administrative activities; conduct effective negotiations and effectively represent the City and the departments in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations; conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports; establish and maintain positive and effective working relationships with those contacted in the course of work.

COMPENSATION AND BENEFITS

- Salary: \$11,722.97—\$14,249.35 per month
- Health, Vision, and Dental Insurance: Section 125, various plans available. The City offers a full flex cafeteria plan for health care, dental, and vision.
- Term Life Insurance: \$50,000 policy, 100% paid by City
- Long Term Disability: 100% paid by City
- Holidays: 12 Holidays per year
- Retirement: CalPERS Classic members 2% at 55 CalPERS New members 2% @ 62
- Vacation: 120 hours after one year of continuous service
- Administration Leave: 48 hours per year
- Paid Sick Leave: Accrued eight hours per month of service
- Retiree Health Savings Account (HSA) available.
- Executive Medical Exam/Wellness Program \$850 per year.
- Deferred Compensation: The City participates in the International City/County Management Association Retirement Corporation (ICMA-RC) 457 plan, with City-paid contributions of 3.5% of salary
- Tuition Reimbursement: Reimbursement is capped each calendar year at the rate of California State University system for up to 2 semesters of full-time undergraduate enrollment



APPLICATION PROCESS AND RECRUITMENT SCHEDULE

Filing Deadline is March 22, 2018. To be considered for this opportunity, please submit a City application, cover letter, and resume that reflects scope of responsibility and significant accomplishments, and six professional references.

Please visit www.CalOpps.org to submit your application on-line. However, if you are unable to complete your application on-line a printable version of our employment application may be downloaded from our City's website at www.sealbeachca.gov.

For additional information regarding this opportunity, contact: Nancy Ralsten at (562) 431-2527, Ext. 1301 or by e-mail at: nralsten@sealbeachca.gov

Application materials will be screened in relation to the criteria described in this brochure. Candidates deemed to be the most highly qualified will be invited to participate in the selection process. The selection process may include any or all of the following: outside interview panel, internal interview panel, and final interview with the City Manager.

Appointment is subject to any or all of the following: completion of a thorough background and reference checks, and pre-employment medical exam.

Any qualified individual with a disability must provide reasonable notice to the City prior to the testing process that reasonable accommodation is required. Seal Beach is an Equal Opportunity Employer.

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