



CITY OF SAN DIMAS, CA

invites you to apply for the position of

DIRECTOR OF COMMUNITY DEVELOPMENT





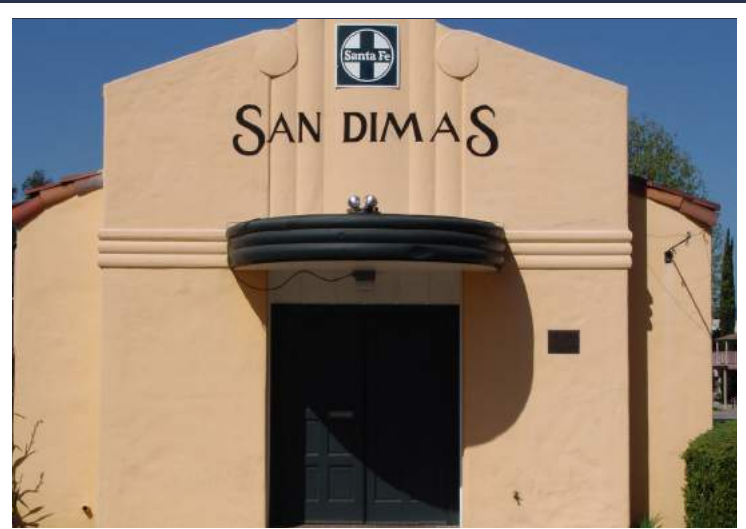
About the City

The City of San Dimas is located midway (about 25 miles) between Los Angeles and San Bernardino at the base of the San Gabriel Mountains. Superior access to the 10, 57 and 210 freeways offers a centralized location from which to enjoy Southern California's many excellent cultural, recreational and shopping activities. San Dimas is a blend of community amenities, wonderful parks and open space including Bonelli Regional Park, Raging Waters and a network of neighborhood parks and trails, an abundance of community events and activities and attractive development and retail centers. San Dimas has a rich history and the City takes pride in preserving and showcasing that history. One of its greatest assets is its small-town feel, with approximately 33,000 residents as they contribute to our great quality of life.



The Department

The Community Development Department's program objectives are to develop, implement and maintain a comprehensive land use plan, land development code, enforce the City's Building Codes and Municipal Codes, to ensure an accessible community. The Department is responsible for implementing City Council policies related to planning and managing the City's growth, matching development with service demands, and ensuring that new development is attractive, durable, and designed and constructed in a way which protects public health and safety. The Community Development Department is responsible for long-range planning; regional planning and coordination; development review, analysis, and compliance; historic preservation; economic development; planning and implementing programs to enhance and maintain open space; housing; and residential energy programs.



The Position

Key responsibilities include, but are not limited to the following:

- Directs staffing and work plan for the department; establishes department goals and determines policies, projects, and administrative work; reviews and approves performance development plans.
- Oversees the work of professional and managerial employees; checks work for acceptability and conformance with standards; plans, coordinates, and schedules employee assignments and projects.
- Meets with and negotiates with property owners and developers regarding major and sensitive planning projects.
- Attends and makes formal presentations at Planning Commission and City Council meetings and addresses policy questions and issues, including matters involving legal standards and historical precedents.
- Prepares, reviews and approves staff reports and correspondence pertaining to planning, building, and code compliance matters.
- Participates on the management team in order to review City-wide goals, policies, and issues. Represent the City in relations with the community, advisory committees, local, state and federal agencies, and professional organizations.



- Supervises consultants on various current planning, advance planning, and development projects.
- Prepares and oversees adherence to the department budget.
- Oversees the customer services needs of the department and City; attends to a broad range of projects or specialized issues and needed or assigned.

Ideal Candidate

- Plan, direct, organize, assign and evaluate projects and work assignments of departmental staff.
- Perform and oversee technical current, advanced, and project-planning activities, such as the collection, analysis, and preparation of reports and recommendations pertaining to complex issues.
- Interpret laws, policies, procedures, regulations, maps, specifications, census data, site and building plans, graphs, and other statistical data; understand a variety of complex wide-ranging issues and facilitate determination of appropriate policies regarding those matters



- Establish and maintain cooperative working relationships with City Council, Planning Commission, other officials, management, and the general public; represent the City effectively in meetings with commissions, community groups, governmental bodies, the media, and the public.
- Prepare clear, concise and complete technical planning documents, reports and correspondence; direct and conduct analyses and make accurate recommendations based on study findings.

The candidate will have knowledge of the following:

- Planning, building, and code compliance policies and community relations practices.
- Principles of management, budgeting, and supervision; project management practices; theories, principles, procedures, standards, practices, information sources and trends in the fields of current and advanced planning.
- Land use, physical design, demographic, environmental, and social/economic concepts; statistical analysis techniques related to municipal planning; application, modification, and inter-relationships among ordinances, policies, standards, procedures, and practices associated with the planning function.
- Applicable federal, state and local laws and regulations, including state planning laws, Subdivision Map Act, California Environment Quality Act, Surface Mining and Reclamation Act, Local Government Reorganization Act, and National Environmental Policy Act.
- Terminology, symbols, methods, and techniques used in planning and planning exhibits such as site plans, grading plans, and architectural elevations.
- Local government organization and the functions and practices of a municipal planning unit.
- Research methods and statistical techniques and applications; work for planning and organization.

Qualifications

Any combination of education and experience that would provide the desired knowledge and abilities.

A typical way to obtain knowledge and abilities would be:

Education: Equivalent to a Bachelor's degree in Urban Planning or a closely related field. Master's Degree in Urban Planning and/or equivalent certification and AICP is desirable.

Experience: Five or more years of professional planning, building and safety, and code compliance experience, including three years of management and supervision of technical management staff.

Licenses; Certificates; Special Requirements: A valid Driver's License issued by a state DMV.

Compensation and Benefits

Compensation: The starting salary for this position may be at any of the five steps in the salary range of \$11,283 - \$13,714 per month, depending on the appointee's qualifications. An appointee starting at other than the E step will be eligible for a step increase following the initial minimum six-month probationary period and annual merit increases are available thereafter.

Retirement: The City participates in the California Public Employees' Retirement System (CalPERS). New members of CalPERS or an agency with CalPERS reciprocity will be subject to the provisions of the Public Employee's Pension Reform Act of 2013 (PEPRA) and will receive the 2% @ 62 formula. The employee pays 50% of the normal cost rate on a pre-tax basis to be calculated by CalPERS.

Employees who are current members of CalPERS or an agency with CalPERS reciprocity or who have less than a six-month break in service between employment in CalPERS (or reciprocal) agency or who have previously been employed by the City of San Dimas will be enrolled in the 2% @ 55 formula. The employee pays 7% of CalPERS contribution.

Health Benefits: San Dimas provides a \$1,445 per month cafeteria plan for health, dental and vision insurance. The City also pays for long-term disability and life insurance programs for employees.

Leave Benefits: Vacation leave is accrued beginning at 112 hours per year and increases after every five years of tenure. Employees accrue 96 hours of annual sick leave. The City also provides 12 paid holidays and the position receives 80 hours annually of administrative leave.

Retiree Health Savings Account: The City has a program where employees can achieve a triple tax-free savings program for health insurance costs at retirement or separation.

Deferred Compensation: The City provides a deferred compensation match program for employees where the City will provide matching funds up to \$200 monthly for employee contributions to the offered Section 457 deferred compensation plans.

Car and Cell Phone Allowance: The position receives a monthly car allowance of \$300 and a monthly cell phone allowance of \$85.



How to Apply

A City of San Dimas application must be submitted and may be completed online by visiting the City website at www.sandimasca.gov. A cover letter and resume are desired and may be attached to the application, but do not substitute for a completed City application.

Questions may be directed to Human Resources at (909) 394-6211 or kfrey@sandimasca.gov.

The deadline to submit an application is Friday, August 2, 2019, at 4:30 p.m.