



# DIRECTOR OF COMMUNITY DEVELOPMENT

\$124,239 - \$211,082

*Equal Opportunity Employer*



THE CITY OF  
RANCHO PALOS VERDES

## THE OPPORTUNITY

Are you the kind of professional that seeks to solve challenges through the use of innovative approaches? Do you apply both the right and left side of your brain in your everyday life? Do you thrive on being front and center? Are you looking to serve as a leader of a high performing and customer-service oriented organization? Are you a consensus builder that works well with members of a community including businesses, developers, and other stakeholders?

If so, read on, because the beautiful and serene City of Rancho Palos Verdes is excited to announce a recruitment for the position of Director of Community Development and we want you to apply.

# THE COMMUNITY

Situated atop the hills and bluffs of the Palos Verdes Peninsula in Los Angeles County, the City of Rancho Palos Verdes is a contract city that has maintained its low-tax, low density, semi-rural environment. The City enjoys expansive views of the Pacific Ocean, Catalina Island, and Los Angeles basin. The community, also known as “paradise” or a “place set apart,” enjoys 7.5 miles of Pacific coastline, the 1,500-acre Palos Verdes Nature Preserve, approximately 31 miles of trails, two beaches, and hundreds more acres of open space. Within the City's 13.6 square miles are historic landmarks and points of interest, including Wayfarers Chapel, Point Vicente Interpretive Center, Terranea Resort, Trump National Golf Club, and the Point Vicente Lighthouse.



City Hall is situated on a site that enjoys year-round unobstructed views of the Pacific Ocean and Catalina Island and is surrounded by over 75 acres of open space with multiple trails. It is an easy walk to the Golden Cove Shopping Center, where a plethora of restaurants serve lunch overlooking the Pacific Ocean and Catalina Island. And did we mention the colorful bursting sunset views?

# THE ORGANIZATION

Rancho Palos Verdes is a California General Law City and operates under a Council/City Manager form of government since its incorporation in 1973. Policy-making and legislative authority are vested in the City Council, which consists of five members elected at large on a nonpartisan basis, including the City Council designated Mayor and Mayor Pro Tem. Council members are elected to four-year staggered terms with two or three Council members elected every two years. The City is also a contract city that retains fire and law enforcement services from Los Angeles County.

The City has a long tradition of being fiscally sound with healthy annual budgets and reserves that are twice the recommended level for municipalities. Furthermore, the City's fund balance is twice the reserve amount, meaning that the City has a fund balance equal to one full year of a typical general fund operating budget. Beyond that, the Capital Improvement Program has a total reserve balance of approximately \$20 million. When other local government agencies are forced to reduce their workforce during difficult budget times, Rancho Palos Verdes stands strong on its decades of sound fiscal policy, and continues working!

The City Council recognizes the role that Staff play in maintaining its strong fiscal position and accordingly rewards employees, having recently instituted a program whereby the City Manager may issue merit awards of up to 5% of an employee's annual salary. In other words, the five member City Council fully supports its staff.



# THE DEPARTMENT



The Community Development Department is comprised of four (4) divisions: Building and Safety, Code Enforcement, Planning and Zoning, and View Restoration and Preservation. The purpose of the Community Development Department is to ensure the orderly physical development of the community by upholding the goals and policies of the City's General Plan through the issuance of land use entitlements and permits for improvements and development of private property.

For Fiscal Year 2022-23, the Department's operating budget is approximately \$10 million.

The Department is committed to providing exceptional customer service and relies on partnerships with City Council-appointed citizen committees including the seven-member Planning Commission as well as other stakeholder groups.

The Department delivers core services and programs including current and advanced planning projects primarily through in-house staff with support from consultants and contractors. There are 20 in-house staff positions within the department consisting of the Director, Deputy Director, Building Official, Building Inspectors, Code Enforcement Officers, Planners, Permit Technicians, and an Administrative Analyst.

# THE POSITION

The incumbent will be the public face of the Community Development Department, working with elected officials, Council-appointed advisory committees, regulatory agencies, leaders in other departments, and the general public. The Community Development Director is the staff liaison and secretary to the Planning Commission that meets the second and fourth Tuesday of each month.



This position reports to the City Manager and performs a variety of professional, administrative, technical, and supervisory duties related to planning, organizing, directing, controlling, and coordinating the planning, zoning, building, code enforcement, land development, community, and economic development functions of the city. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies including the Coastal Commission and state and federal wildlife agencies, and managing and overseeing the complex and varied functions of the department.

The Director of Community Development is accountable for accomplishing departmental planning and operational goals and objectives, and for furthering City Council goals and objectives within general policy guidelines. The work provides for a wide variety of independent decision-making, within legal and general policy and regulatory guidelines.

# THE IDEAL CANDIDATE

The City of Rancho Palos Verdes is seeking a hands-on, team-oriented professional with high energy and focus, as well as the ability to make decisions independently while keeping the City Manager informed. The incumbent will be hyper-focused on responding to resident issues with first-class customer service. Crucial to this position is the ability to communicate with diverse personalities at all levels of the organization including internal and external customers, while remaining flexible, proactive, resourceful and efficient, with a high level of maturity and professionalism.



The ideal candidate believes in an open door policy and engages with the department both as a leader and a mentor. Expert written and verbal communication skills, strong independent decision-making ability, exceedingly organizational ability, and attention to detail are also equally important. The successful candidate must assure that staff work is carried out, interrelated issues are addressed, and details are not overlooked. Successful performance of the work requires knowledge of public policy, municipal functions and activities, including the role of an elected City Council, and the ability to develop, oversee, and implement projects and programs in a variety of areas.



# EXPERIENCE & EDUCATION

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

Equivalent to graduation from an accredited four-year college or university with major coursework in community development, urban planning, civil engineering, or a related field; and,

Seven (7) years of management and/or administrative experience in community development, urban planning, and project administration within a public agency.

## TO APPLY

If you are ready to join a team committed to developing talented individuals to achieve their highest potential while providing the very best in public service, we invite you to apply for the Director of Community Development position with the City of Rancho Palos Verdes. This recruitment will be handled with strict confidentiality. References will not be contacted until mutual interest has been established.

In addition to the online application, attachments must include the following:

- Compelling cover letter;
- Comprehensive resume; and
- Five professional references

City of Rancho Palos Verdes Careers

[governmentjobs.com/careers/rpvca](https://governmentjobs.com/careers/rpvca)

