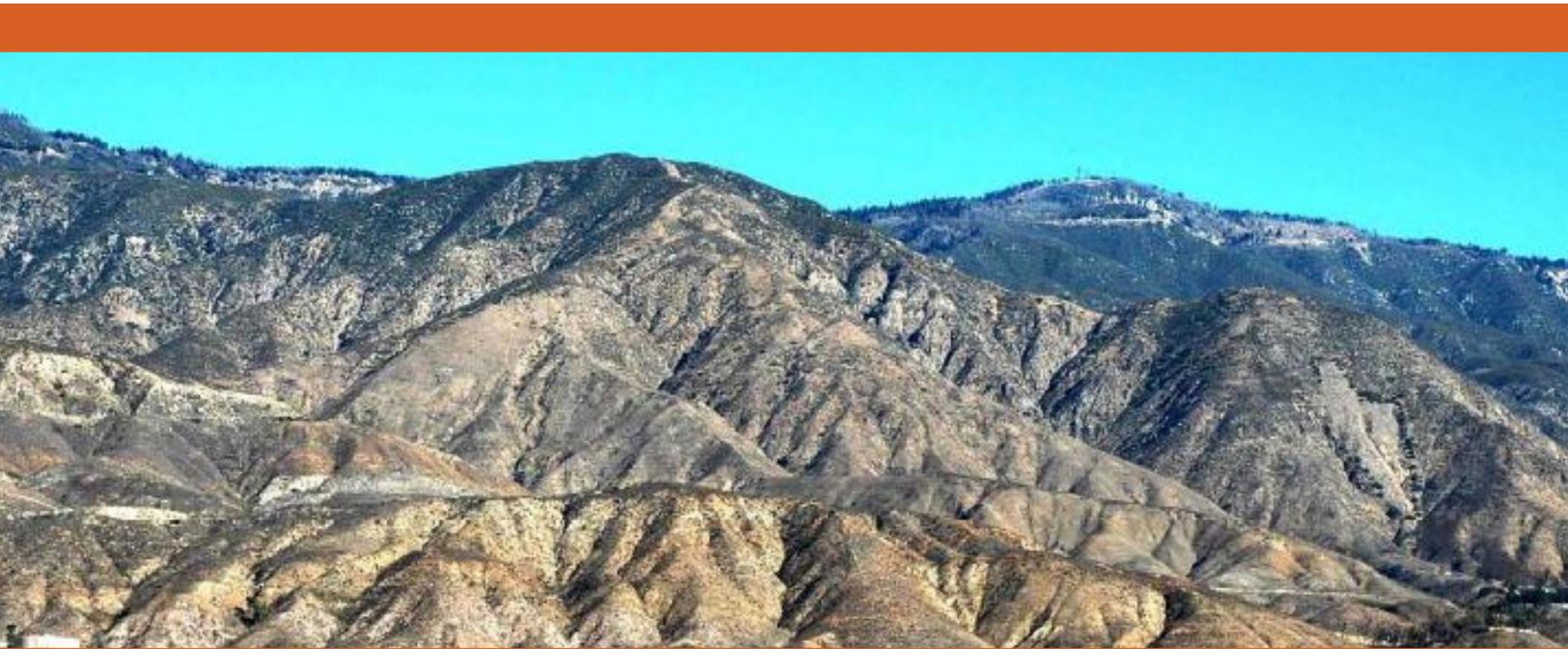




The City of

SAN BERNARDINO

California



invites applications for the position of

**DIRECTOR OF COMMUNITY &
ECONOMIC DEVELOPMENT**

RECRUITING SERVICES PROVIDED BY



THE COMMUNITY

Located in the Riverside-San Bernardino metropolitan area of Southern California (often referred to as the Inland-Empire), the City of San Bernardino serves as the county seat of San Bernardino County. It spans 81 square miles and has a diverse population of over 222,000.

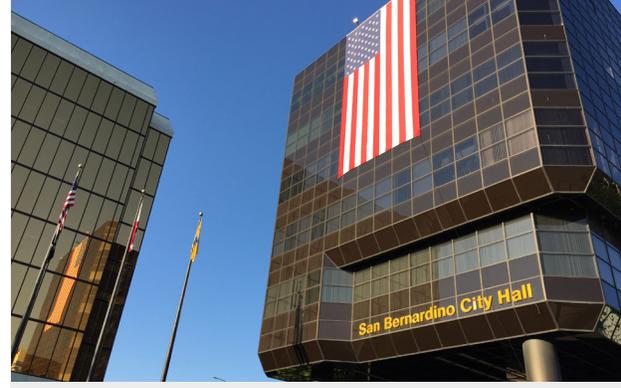
Several highly regarded educational institutions are located within or in the nearby area. California State University, San Bernardino is located in the northwestern part of the City. San Bernardino Valley College is also located within the City. The City is also home to the San Manuel Gateway College & Loma Linda University Health, an innovative new higher education resource that integrates training programs in health careers with clinical experience.

San Bernardino is also home to the Little League Western Region Headquarters and hosts the regional playoffs each year with 14 teams from 13 western states playing for the chance to advance to the Little League World Series for the national title. Another sports venue is the San Bernardino Soccer Complex, one of only a few premier soccer facilities in Southern California. The 50-acre complex offers 17 full-size soccer fields, including 4 lighted championship fields. The City is home to multiple art, performing art, and concert venues including the historic California Theater, Sturges Center for the Arts, Roosevelt Bowl, National Orange Show Events Center, Glen Helen and the Garcia Center for the Arts. The City's historic California Theater, which opened its doors in 1928, hosts Broadway plays and musicals that light up the stage each year. The theater is also the home of the San Bernardino Symphony Orchestra. Today, the Orchestra, one of the oldest and most prestigious in the region.

CITY GOVERNMENT

In 2016, the citizens voted to change the City Charter, choosing to be Governed by a Council-Manager form of government. Today, the governance structure is comprised of an at-large elected Mayor and seven Council Members elected by constituents in a specific ward. Each elected official serves a four-year term. The Mayor and Council appoints the City Manager, who serves as the Chief Executive Officer overseeing all departments, including Community and Economic Development, Finance, Human Resources, Information Technology, Parks, Recreation & Community Service, Police, and Public Works Departments.

The City's FY 2020/21 General Fund budget is \$186.4 million with a Capital Improvement Program budget of \$25.7 million and it employs 700 full-time employees. Fire Services are provided through a contract with the County Fire Protection District. The City also operates a Water Department and Library which, by charter, is governed by a separate oversight Board.



THE POSITION

Director of Community & Economic Development Department. Incumbent is responsible for directing, managing, and integrating the functions, programs, and activities of the Planning Division, Building Division, Code Enforcement, Economic and Housing Development. Responsibilities are broad in scope and involve highly sensitive and publicly visible operations, projects, and processes that require a high degree of policy, program and administrative discretion and high ethical standards. Provides advice and strategic leadership to the City Manager, Mayor, City Council, and other department directors in the development of short- and long-term plans to meet service delivery objectives in a manner consistent with the City's financial resources. The incumbent reports directly to the City Manager and collaborates with a broad range of officials both internal and external to the organization, business leaders, development professionals, and the general public to achieve the cities goals and objectives.

QUALIFICATIONS

EXPERIENCE: At least ten (10) years of progressively responsible experience in community development and engineering services, including planning, building, economic development and housing; at least five (5) years of which were in a management capacity.

EDUCATION: Bachelor's degree in public or business administration urban planning or closely related field.

DUTIES

The duties listed below are intended only as illustrations of the various types of work that may be performed:

- Plans, organizes, directs, encourages, mentors, and evaluates the work of the Community and Economic Development department; establishes operational plans and initiatives to meet department goals; coordinates and integrates functions and responsibilities to achieve optimal efficiency and effectiveness; develops and monitors performance against the departmental budget.
- Plans and evaluates the performance of managers, supervisors, and staff; establishes performance requirements and personal development targets; provides or recommends compensation and other rewards to recognize performance; takes disciplinary action up to and including termination, address performance deficiencies.
- Creates and implements economic development strategies, plans, projects, and policies which capitalize on existing City and community assets and identifies new development opportunities for maximum economic vitality and value.
- Collaborates and engages with the City Manager, elected officials, and other managers in establishing strategic plans for the City; sets overall management and policy goals and objectives for a department within the framework of the City Manager and City Council policies and mandates; coordinates department program and policy issues with managers on a City-wide basis.
- Identifies existing business assets, needs, and concerns and provides outreach and strategies to facilitate development consistent with those opportunities; ensures the protection of the City real property assets, managing City surplus, and enterprise real properties.
- Directs and oversees services provided by the Planning and Building & Safety Division; monitors general plan compliance, regional planning, environmental planning, and related programs, as well as building and safety code inspection, plan checking, permitting, and building inspection programs.
- Directs and oversees the HOME Investment Partnerships Program, Storm water Pollution, Community Development Block Grant (CDBG), Emergency Solutions Grants (ESG) and related projects and programs and administers special funds, programs, and projects.
- Negotiates, administers, and measures third-party entity performance related to contracts and agreements; performs selection processes for consultant services and contracts and development agreements to ensure fiscal compliance and delivery of desired results; writes and researches grants and performs administration.
- Develops and reviews reports of findings, alternatives, and recommendations involving a broad range of complex planning, land development, building safety and code issues, economic development efforts, affordable housing, and asset management issues.
- Makes presentations before the City Council, other agencies, community groups, and the media on the City's development services operations and initiatives, economic development, affordable housing and asset management initiatives; ensures that the documentation required for consideration by the Mayor and City council and other boards are timely and thorough; tracks the preparation of staff reports for City Council consideration.



SALARY & BENEFITS

Salary Range - \$172,572.96 - \$209,754.48 Annually

Retirement - Participation in the California Public Employees Retirement System (CalPERS). Classic members with less than 6 months separation: CalPERS 2% at 55, single highest year plan. New members, CalPERS 2% at 62, three highest year average plan.

Health Insurance - The City contribution is \$1,125.00 for employee only, \$1,289.00 for employee plus one, and \$1,724.00 for employee plus family for Medical, Dental and Vision Care Insurance Plans.

Leave - Vacation beginning at 80 hours after one year, 96 hours of sick leave annually, 12 holidays, plus 18 hours of floating holiday time and administrative leave of 80 hours per fiscal year.

Car Allowance - The City provides a car allowance of \$725 per month.

Life & Accidental Death and Dismemberment Insurance - The City provides Term Life and Accidental Death & Dismemberment (AD&D) Insurance.

Other - Optional Deferred Compensation Plan, flexible benefits plan, pre-tax childcare plan, and employee assistance program.

APPLICATION AND SELECTION PROCESS

OPEN UNTIL FILLED

FIRST REVIEW DATE: APRIL 15, 2022

To apply for this exciting career opportunity, please send a compelling cover letter and your detailed resume electronically to apply@bobhallandassociates.com.



Please contact Bob Hall at (714) 309-9104 should you have any questions regarding this position or the recruitment process.

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 will include phone interviews with the most qualified candidates, panel interview, and final interview with the Assistant City Manager. Appointment is subject to completion of a thorough background and reference checks, and pre-employment medical exam.

IDEAL CANDIDATE

The ideal candidate is a dynamic, strategic leader and excellent communicator who can represent, promote, and market the City through participation with various local, state, and regional business groups and has experience in leading a successful community and economic development team. The successful candidate will possess a high level of technical proficiency and be a collaborative and inspiring staff manager with the desire to mentor and develop new employees while fostering a team-oriented working environment.

The ideal candidate will be a hands-on manager with the demonstrated ability to direct and manage multiple priorities while exercising sound independent judgement, flexibility to adapt to changing priorities, and have the emotional fortitude, astute political awareness, and interpersonal skills to build solid staff and business relationships. The ideal candidate will have a passion for public service, especially serving an underserved community; an entrepreneur who recognizes this opportunity to assist in creating and establishing strategies for branding, reinventing, and stimulating the City of San Bernardino of the future.

