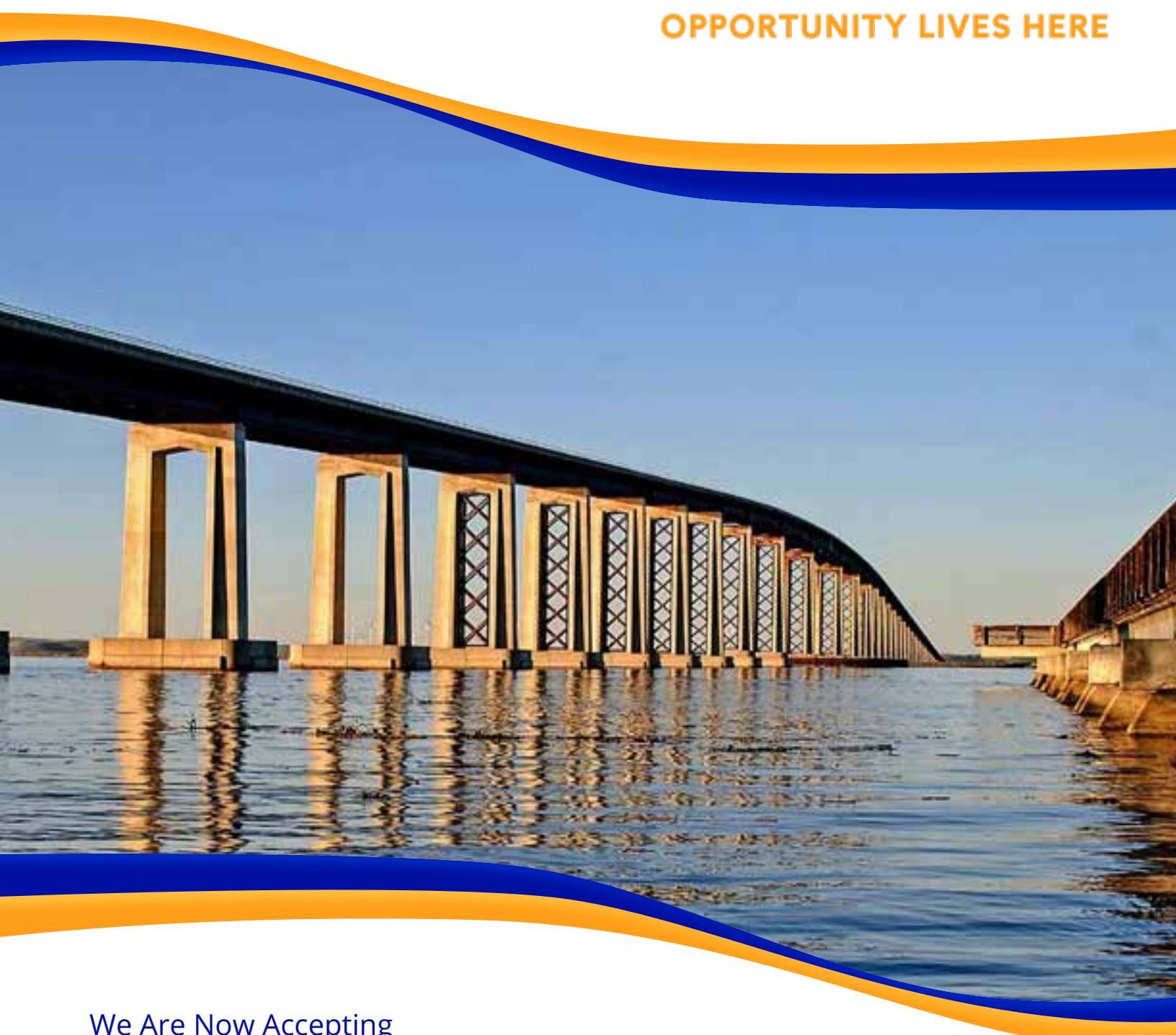


The City Of  
**Antioch**  
California

**ANTIOCH**  
CALIFORNIA  
OPPORTUNITY LIVES HERE



We Are Now Accepting  
Applications For The Role Of

**COMMUNITY & ECONOMIC  
DEVELOPMENT DIRECTOR**

**BH**  
Bob Hall & Associates



## THE ORGANIZATION

The City of Antioch was incorporated in 1872 as a General Law City operating under the City Council / City Manager form of government. The City Council is responsible for adopting ordinances, resolutions, and the budget, appointing commissions, and committees, and hiring the City Manager and City Attorney. The City Manager is responsible for implementing the council's policies, ordinances, and directives, overseeing the City, and appointing the directors of the City's departments. Antioch is a suburban city providing quality police, water, streets, parks, engineering, planning, and administrative services. The City of Antioch has a population of approximately 115,000 and covers roughly 30 square miles. Antioch is the second largest city in Contra Costa County.

## QUALIFICATIONS

**EDUCATION/TRAINING** - A Bachelor's degree from an accredited college or university with major course work in public administration, business administration, planning, economics, or a related field.

**EXPERIENCE** - Six years of increasingly responsible community development experience, including three years of management and administrative responsibility.

**LICENSE OR CERTIFICATE** - Possession of an appropriate, valid driver's license.

## THE CITY

Joining the City of Antioch's executive team offers a unique opportunity to be part of a vibrant, forward-thinking community dedicated to shaping its future. As a key member of the team, you'll play an integral role in driving meaningful change and fostering growth in a city with rich history and exciting potential. Antioch is committed to enhancing quality of life for its residents, with a focus on sustainable development, public services, and community engagement. By working alongside passionate colleagues and leaders, you'll have the chance to make a lasting impact, influence policy, and contribute to the city's vision of a thriving, inclusive, and innovative future. It's an exciting time to join Antioch—where your leadership and expertise can truly make a difference!

## THE POSITION

Under general administrative direction, plans, directs, manages, and oversees the activities and operations of the Community and Economic Development Department. This includes land use planning, building inspection, housing and neighborhood improvement, environmental programs, and economic development initiatives to promote community vitality and expand the local economy; Coordinates assigned activities with other departments and outside agencies; and provides highly responsible and complex administrative support to the City Manager.





## DUTIES & RESPONSIBILITIES FOR THIS POSITION

- Assume full management responsibility for all department services and activities including land planning, building inspection, code enforcement, housing, CDBG, environmental programs, economic development, and business attraction and retention.
- Develop and implement departmental goals, objectives, policies, and priorities for each service area.
- Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
- Direct and coordinate the department's work plan through subordinate staff; assign projects and areas of responsibility; review and evaluate work methods and procedures.
- Select, train, motivate, and evaluate personnel; provide coaching and professional development; implement disciplinary procedures as needed.
- Manage negotiations and agreements related to development and redevelopment projects.
- Prepare and administer the department budget; forecast funding needs for staffing, equipment, materials, and supplies; authorize expenditures and adjustments.
- Plan, direct, and coordinate, through subordinate level staff, the Community and Economic Development Department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with key staff to identify and resolve problems.
- Lead economic development strategies, including business retention, attraction, marketing, and redevelopment activities.
- Act as liaison to the business community, Chamber of Commerce, neighborhood associations, and community organizations.
- Oversee preparation of grant applications and administration of funding for housing, infrastructure, and revitalization projects.
- Direct and oversee special studies; prepare and present reports and recommendations to the City Manager and City Council.
- Represent the department to internal and external stakeholders; coordinate activities with other City departments and public agencies.
- Respond to and resolve sensitive inquiries, complaints, and issues from the public and community groups.
- Participate in and support community outreach, marketing, and communication strategies to promote development initiatives.
- Partner with educational institutions and workforce agencies to align workforce development with local business needs and emerging industries.
- Attend and participate in professional meetings and conferences; stay informed of trends, technologies, and legislative updates affecting planning and development.



## BENEFITS & RETIREMENT

Monthly Salary - \$14,811-\$18,004

- **Retirement:** 2.7% @ 55 for Classic CalPERS participants (employee cost share is 8%) and 2% @ 62 for new CalPERS participants (employee cost share is 50% of the normal cost as determined by Cal PERS which is currently 6.5%).
- **Social Security** - The City participates in the Medicare portion only. Employee pays 1.45% of salary with matching contribution paid by the City.
- **Deferred Compensation Program** - City offers a 457 Plan. City contributes 5% of base salary per month.
- **Health & Welfare** - Cafeteria-style benefits plan with medical offered by PERS and options for dental and vision for employees and dependents. The City pays 100% of the Kaiser rate and 100% of the most populated dental plan.
- **Vacation** - 15 to 30 days per year depending on length of service.
- **Administrative Leave:** 96 hours annually, pro-rated based on start date.
- **Sick Leave** - Accrue 12 days per year
- **Holidays** - City observes 13 paid legal holidays, plus up to three floating holidays each year.
- **Automobile Allowance** - \$350 per month.
- **Remote work** – up to two days remote work allowed per week with City Manager approval.
- Flexible schedule available with City Manager approval.
- The City offers an array of additional benefits including life and LTD insurance, EAP, bereavement and jury leave programs, gym/health club reimbursement, sick leave conversion, vacation buy-back up to 80 hours with City Manager approval, and medical after retirement.



## APPLICATION PROCESS

**CLOSING DATE | June 20, 2025**

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

Should you have any questions regarding this position or the recruitment process, please contact **Joe Gorton** at (707) 628-6846.

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 interviews, and final interviews with the City Manager. Appointment is subject to completion of a thorough background and reference checks, and pre-employment medical exam.

**Apply today and be a part of an amazing team!**