



CITY OF SOUTH GATE
invites applications for the position of:

Director of Community Development

SALARY: \$12,181.00 - \$14,806.00 Monthly
\$146,172.00 - \$177,672.00 Annually

OPENING DATE: 02/03/21

CLOSING DATE: 04/08/21 05:00 PM

ABOUT THE POSITION:

COMMUNITY DEVELOPMENT DEPARTMENT

The Community Development Department performs a variety of services intended to improve the built environment and the quality of life for current and future residents, businesses and visitors. We are able to achieve these goals by exploring new ideas, valuing differences of opinion, engaging our community in discussions and building consensus with stakeholders on planning and development issues.

The Community Development Department consists of five divisions:

Economic Development: Works to provide an integrated approach to attracting, retaining and expanding a diversity of businesses in the city. Stimulate economic activity which grows the tax base; position the entire community to better compete in an evolving economy.

Planning: Ensures all development adheres to the long term goals and objectives of the City's General Plan and Zoning Codes.

Building & Safety: Ensures that new and remodeled construction conforms with state law and city ordinances that relate to structural, fire, health and life safety requirements.

Code Enforcement: Works together with residents and the business community to preserve clean and safe neighborhoods.

Housing Authority: Its mission is to provide safe, decent and sanitary housing conditions for all spectrums of affordable income levels.

THE POSITION

South Gate is seeking an energetic individual with excellent management skills to lead the Community Development Department and be a key member of the City's Executive Management Team. The Director of Community Development reports to the City Manager and is responsible for the management and direction of all economic development, planning, building & safety, code enforcement and housing authority activities.

DESCRIPTION

Under the direction of the City Manager, the Director of Community Development plans, organizes and directs the activities of the Community Development Department to design and implement economic development and marketing strategies and programs that will attract, retain and expand the City's commercial, retail and business base, as well as manage and oversee the

day-to-day operations of the housing, planning, code enforcement and building & safety activities of the City.

Class Characteristics

The Director of Community Development is responsible for the management and direction of all community development, housing, planning, code enforcement, and building & safety activities. The Director of Community Development is a member of the Executive Management Team of the City.

Supervision Received

Works under the general administrative direction and supervision of the City Manager.

Supervision Exercised

Exercises direct supervision over all divisions of the Community Development Department, including Housing, Planning, Code Enforcement, and Building & Safety.

EXAMPLES OF ESSENTIAL FUNCTIONS:

THE IDEAL CANDIDATE

Is a problem solver who seeks input and strategically leads and manages. The individual will provide clear direction and embrace a team environment that motivates others, including peers, to perform at the highest level. The Director of Community Development must be an advocate for Customer Service - both internally and externally. The individual can think outside the normal course of business norms to help the community achieve its dreams safely and efficiently.

The following functions are typical for this classification. The incumbent may not perform all of the listed functions and/or may be required to perform additional or different functions from those set forth below to address business needs and changing business practices.

Assume full management responsibility for all department services and activities including planning, organizing and directing all internal support functions for all of the divisions within the Community Development Department; recommend and implement policies and procedures.

Set goals and objectives consistent with City Council and Successor Agency policies and directives;

Assist new and existing businesses, developers and other public and private entities in the investment in or expansion of operations within the City;

Establish and administer the budget of the Community Development Department;

Prepare action plans and work schedules and ensure their timely implementation;

Direct the agenda and activities of all employees of the Department, including those responsible for City Housing, Planning, Code Enforcement, and Building & Safety;

Evaluate or review evaluations of staff's performance against established goals and objectives; make all decisions regarding the hiring, discharge, discipline, promotion and transfer of Community Development staff.

MINIMUM & DESIRABLE QUALIFICATIONS:

Education and Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary. A typical way of obtaining the knowledge and abilities would be: graduation

from an accredited college or university with a Bachelor's degree in public or business administration, urban planning, or related field and five (5) years of professional management experience in directing urban planning, economic development or housing programs, preferably in a public or similar organization providing such services. A Master's Degree in Public Administration of Business Administration is desirable.

License/Certification/Special Requirements

Possession of a valid California Class C Driver's License and a satisfactory driving record is required at time of appointment and throughout employment in this position.

Knowledge, Skills, and Abilities

Knowledge of: the demographics, economic and social concerns of the City, combined with effective management and administrative skills; budget preparation and expenditure control, are also essential. Fluency in oral and written Spanish, in addition to English, is highly desirable.

Skill and Ability to: be an effective public speaker with the ability to present information to the City Manager, City Council, Successor Agency, commercial retail and business leaders and representatives; possess effective problem solving and reconciliation skills; be able to lead and motivate others, and to set manageable goals and objectives.

OTHER IMPORTANT INFORMATION:

Benefits

The City of South Gate offers an attractive benefits package:

- 2.7% @ 55 CalPERS for "classic members"
- Auto Allowance - \$475 monthly
- Life Insurance - \$100,000
- Medical, Dental & Vision Insurance
- Vacation Leave
- Sick Leave
- Administrative Leave

South Gate also offers a 4/10 workweek and a holiday week off between Christmas Eve and New Year's Day, in addition to other holidays observed by the City throughout the year.

California Department of Motor Vehicle (DMV) Pull Notice System

An incumbent appointed to this position is subject to enrollment in the California DMV Pull Notice Program. The Pull Notice program provides information on the incumbent's driving record and Driver's License status on a periodic basis to the City of South Gate. An employee assigned a City vehicle must acknowledge receipt and understanding of City Administrative Regulations covering the use of City vehicles.

Physical Demands and Work Environment

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. The noise level in the work environment is usually quiet in the office and moderately loud when outdoors. Incumbents are not substantially exposed to adverse environmental conditions.

Application Packets Must Include

A fully completed online employment application which:

- Covers at least the past 10 years of employment history (or longer if you have other relevant experience).
- Must be specific in describing your qualifications for this position. Failure to state all pertinent information may lead to elimination from consideration. Stating "See Resume" is

not an acceptable substitute for a completed application.

- Individuals who require a reasonable accommodation to participate in any phase of the application or selection process must advise Human Resources and make such a request during the application process. Every effort will be made to provide a reasonable accommodation where requested.

Selection Process

The applicants will be screened and those possessing the most desirable qualifications will be invited to continue in the selection process. Prior to employment, the prospective candidate must successfully complete a thorough medical examination, including drug screen and fingerprinting. A select group of candidates will be asked to provide references once it is anticipated that they may be recommended as finalists; references will only be contacted following candidate approval.

Hiring of Relatives

Relatives of existing employees by blood or marriage will not be eligible for employment with the City if potential supervision, safety, security, or morale problems exist; or if potential conflicts of interest exist. Relatives include an employee's parents, children, spouse, brothers, sisters, in-laws, and step relationships.

Equal Opportunity Employer

The City of South Gate is an Equal Opportunity Employer. In compliance with all applicable Federal and State laws, it does not discriminate on the basis of race, color, national origin, ancestry, marital status, age, religion, disability (mental or physical), medical condition, genetic characteristic or information, sex (including gender, gender identity, gender expression, or pregnancy), sexual orientation (including homosexuality, bisexuality, or heterosexuality), or military or veteran status in its employment actions, policies, procedures, or practices.

The City of South Gate

Located in the heart of the Los Angeles Metropolitan Area, the City of South Gate is a busy urban community consisting of residential, commercial and industrial development spread over 7.4 square miles. It currently ranks as the 73rd largest city in California and is known for its outstanding city services, remarkable parks and recreation facilities and family-friendly environment.

The provisions of this announcement do not constitute an expressed or implied contract and any provisions contained in this announcement may be modified or revoked without notice.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.cityofsouthgate.org/>

Position #202100207
DIRECTOR OF COMMUNITY DEVELOPMENT
HB

Human Resources Office, City of South Gate
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