

THE CITY OF BALDWIN PARK

is accepting applications for the position of

DIRECTOR OF COMMUNITY DEVELOPMENT



THE HUB OF THE SAN GABRIEL VALLEY

Located roughly 20 miles east of Los Angeles and measuring less than seven square miles, the City of Baldwin Park can trace its origins back to the mid-1800s as a sleepy-town agricultural region. The City was part of cattle grazing land belonging to the San Gabriel mission, and in 1906 became known as Baldwin Park after wealthy landowner, Elias J. "Lucky" Baldwin. In 1956, the City was incorporated under the general laws of the State of California becoming the 47th incorporated city. Today, this suburb of more than 75,000 residents is considered the hub of the San Gabriel Valley and is the 24th largest city in the Los Angeles County.

The City of Baldwin Park is at the forefront of healthy living, partnering with HEAC, Healthy Eating Active Communities, to reduce disparities in obesity and diabetes by improving nutrition and physical activity areas within our community. The No Smoking Ordinance, the Adopted Healthy Eating Active Living Resolution, and the Moratorium on Drive Thru Restaurants are some of the many policies that have been implemented to support our goal of providing our children with a healthy future.

BALDWIN PARK CITY GOVERNMENT

The City of Baldwin Park is a General Law City governed by a five-member City Council, with the Mayor and Council members being elected at-large. The Mayor serves a two year terms and Councilmembers serve four year terms. City Council members also serve as the City's Community Development Committee, Housing Authority and Public Financing Authority. In addition, the City has several advisory commissions and encourages public involvement in City activities. The annual general fund budget is approximately \$27 million with 165 full-time and 150 part-time staff.

THE POSITION

The City of Baldwin Park is looking for an experienced professional with a high level of technical competence, a strong planning background, in-depth knowledge of economic development and housing authority programs, and possess a proactive attitude towards seeking new opportunities. This position will have overall responsibility for the various division comprising the Community Development Department which include Economic Development, Building and Safety, Planning, and Housing Authority. The position will serve as a key member of the City's executive management team and will lead a staff of 23. The City Council has established a high priority for community enhancement and is proactive in attracting businesses that will solidify the economic base of the City to meet the needs of the community. The Director will be responsible to ensure that these priorities are achieved. This position shall serve at the pleasure of the City Council and will report directly to the Chief Executive Officer.

Under general direction, duties of the Director may include, but are not limited to, the following:

- Plans, manages and oversees all program areas of planning and zoning, building and safety, economic development and municipal housing.
- Directs and participates in the development and implementation of goals, objectives, policies and priorities for development, housing programs, grant programs, planning and zoning, building and safety services for the City.
- Plans, designs, prepares and submits applications for a variety of federal grants on behalf of the Housing Agency, Local Development Corporation and City.
- Oversees and participates in the development and administration of the Community Development budget.
- Consults with and advises the Chief Executive Officer, department directors, City Council, division managers, and other boards, committees and commissions on department programs and regulations.
- Attends City Council, Agency, Commission, and Board meetings as required.
- Participates in the selection of, trains, motivates, supervises and evaluates assigned personnel.
- Supervises and participates in the development of department systems and procedures.
- Represents the Community Development Department to other departments, elected officials, and outside agencies and organizations.
- Performs related duties as assigned.

In addition to having a strong planning background, the successful candidate will possess a professional history that demonstrates the following strengths and abilities:

- Knowledge of municipal community development administration; applicable Federal, State & local laws, regulations, ordinances & policies concerning community development and housing.
- Principles and practices of planning and zoning, building and safety, and code enforcement administration.
- Principles, practices and methods of public administration, including budgeting, organization, grand development and personnel management.
- Knowledge of developing and maintaining an operating budget consisting of a number of funding sources.
- Ability to plan, organize, assign and coordinate the activities of professional, technical and clerical staffing.
- Ability to delegate authority and responsibility and to schedule and program work on a long-term basis.
- Ability to meet and work effectively with a variety of policy boards, commissions and committees, as well as the general public.
- Demonstrated knowledge and ability in administrative skills including: attention to detail, organization, problem solving, multi-tasking and strong interpersonal and leadership skills.

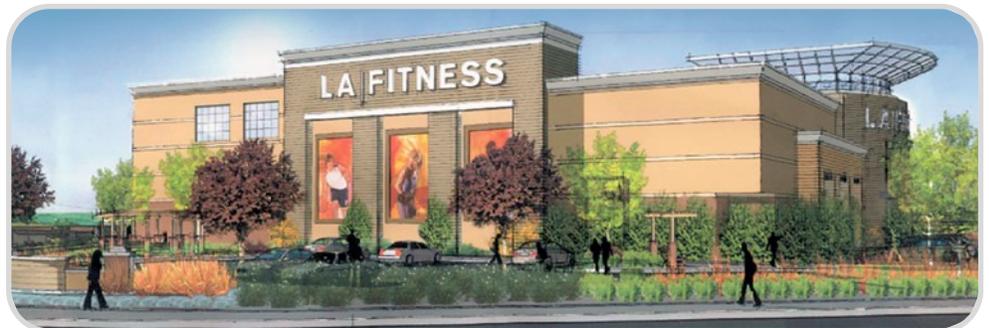


THE IDEAL CANDIDATE

The ideal candidate will excel at multi-tasking on tight deadlines and have an impressive history of effectively overseeing economic development, housing programs, grant programs, planning and zoning, and building and safety services. This professional will also be a successful leader who has strong management and administrative skills with a proven track record of managing staff, and working collaboratively with all levels of the organization.

Possess a combination of experience, education, and training that would likely provide the required knowledge and abilities is qualifying. This could include:

- At least five years of progressively responsible experience in the administration of community development, economic development, planning, building and safety and housing authority
- Possess significant supervisory and management experience
- Possess a Bachelor's Degree in Business or Public Administration, Urban Studies, Planning or closely related field
- Possession of a Master's Degree is desirable
- Possess and maintain a valid California Class C Driver's License





BENEFITS AND COMPENSATION

Compensation	Annual Salary: \$129,422 or starting salary will depend on qualifications, prior experience and skills.
Retirement	Participation in California Public Employees Retirement System (CalPERS) CalPERS Retirement Plan: 2.7% @ 55 for classic or 2% @ 62 for PEPRA, depending on member status. CalPERS employee contribution: 8% for classic members or 5.5% for PEPRA members.
Health/Life Insurance	Group life, medical, dental, vision and long term disability insurance programs are provided. \$1,700.00 per month for Health and Dental insurance, excess may be received as taxable income, or may be placed in our deferred compensation program. \$34.05 per month for Vision insurance \$100,000 Group term life insurance/AD&D
Additional Pay	Phone allowance of \$100/mo., vehicle allowance of \$400/mo. (or a take home vehicle), Administrative Leave of 72 hours per fiscal year, and City contributes \$100.00 per month into a City sponsored deferred compensation plan of employee's choice.
Group	Executive Management / Contract At-will
Retiree Health	CalPERS Health contribution of single party coverage based upon the employee's years of service with the City
Work Week	4/10 Work Schedule
Leaves	Vacation: Employees initially accrue 96 hours per year. Hours increase based on length of service. Sick: Employees accrue 96 hours per year. All City employees are eligible to participate in the Sick Leave Incentive Program. Holiday: 9 fixed holidays per year, plus 20 floating holiday leave hours
Other	Optional programs available to employees include: Aflac/FSA/DCC; Additional Life Insurance; Computer Purchase Program; Education Tuition Reimbursement Program; and choice of two (2) deferred compensation plans.

THE SELECTION PROCESS

Apply immediately! The recruitment is open until the needs of the City are met. The initial review of applications is the week of December 19, 2016.

To be considered for this opportunity, please submit a completed and signed City of Baldwin Park employment application accompanied by a cover letter, resume, current salary, and five professional references. Applications may be submitted electronically via email, postal mail or in person to: City of Baldwin Park, Attn: Human Resources Department at: 14403 East Pacific Avenue, Baldwin Park, CA 91706, or via email to: ebigley@baldwinpark.com

All applications will be reviewed in detail and the most highly qualified applicants will be invited to continue in the selection process. Failure to state all pertinent information may lead to elimination from competition. The successful candidate will be required to undergo a background check which includes fingerprinting, credit check, pre-employment medical examination, including a drug/alcohol screening; and must be able to establish both work authorization & identity.

Employment applications are available through our website: www.baldwinpark.com, or may be picked up at Baldwin Park City Hall, Human Resources Department, 3rd floor. For more information regarding this opportunity, contact our office at (626) 813-5207. Business hours are Monday through Thursday from 7:30am to 6:00pm.

The City of Baldwin Park is an Equal Opportunity Employer

The City of Baldwin Park is committed to promoting equal employment opportunity to all without regard to political affiliation or opinion, age, race, color, national origin, ancestry, religious creed, marital status, disability, medical condition, gender, pregnancy or pregnancy related condition. Please note: If you require an accommodation during the selection process, please notify the Human Resources Department.

*The provisions of this bulletin do not constitute an expressed or implied contract for employment.
Any provision contained in this bulletin may be modified or revoked without notice.*