



# Community Development Director

CITY OF LAGUNA NIGUEL, CALIFORNIA

Application Deadline: October 12, 2018



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**Laguna Niguel (Population 66,000)** is a beautiful, safe, vibrant and dynamic community to live, work and play. Nestled in the coastal foothills of south Orange County, the City is home to 34 parks and 80 miles of scenic hiking, biking and equestrian trails. The City of Laguna Niguel was incorporated on December 1, 1989, and is a General Law City with a City Council/City Manager form of government. The City outsources several services including street and landscape maintenance, water services, residential solid waste collection, street-sweeping, police services, fire services, and building services.

## THE POSITION

Due to retirement, now is your chance to make a difference in a remarkable community. With a team of 13 full-time city employees augmented by contract employees, the Community Development Department is responsible for current and advance planning, building, grading, code enforcement and CDBG administration.

As Director, you will create opportunities to pursue innovative solutions and be able to offer alternatives to help facilitate successful outcomes. The department prides itself on offering concierge level services and having a positive and proactive approach in responding to residents and the business community in a timely fashion.

Developing a comprehensive, robust economic

development program to ensure a thriving community is a critical department activity. In addition to directing operations, you will provide staff support to the City Council and Planning Commission.

Reporting directly to the City Manager, the Community Development Director provides the strategic vision and budgetary oversight for the entire Community Development team, serving as a role model in delivering excellent and professional results to both City staff and a community with high service expectations.

## THE IDEAL CANDIDATE

We are looking for an experienced, hands-on, detail-oriented manager with strong leadership skills as well as a proven record of implementing ideas that increase collaboration, performance, innovation, and accountability of the department team. The Community Development Director should be a creative, strategic thinking team player who is comfortable working with elected officials, consultants, residents and staff at all levels.

The ideal candidate will be an innovative, inspiring and energetic leader who will take initiative and will work to ensure the Department's operations and priorities are focused on achieving results effectively and efficiently. Our next Community Development Director will have strong technical



skills combined with the ability to manage, motivate and inspire staff as well as build effective working relationships with residents, businesses, contractors and developers.

Experience in complex entitlement projects, specific plan implementation, mixed-use development, and professional services and contract staff administration is desirable. Knowledge of building and fire codes, CDBG administration, traffic modeling, and implementation of new technology will also be beneficial to the success of the Director.

Expert experience in budgeting, managing finances and utilizing City resources wisely is a must. The selected candidate will have excellent

organizational, communication, presentation and interpersonal skills and be able to effectively represent the City. Our next director will demonstrate the ability to work independently; prioritize, delegate and manage tasks; be an active member of the Executive Team; and enjoy working in a customer-focused environment.

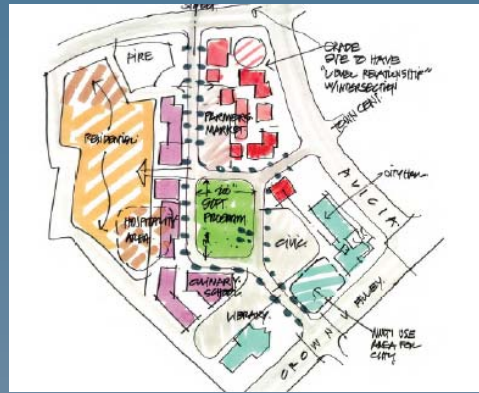
We take great pride in providing excellent customer service to an engaged and participative community. We look for people who want to have a hand in shaping the future of this remarkable city.

## QUALIFICATIONS

*Please apply only if you have at least the minimum qualifications listed below.*

This position requires at least five years of increasing responsible professional urban planning experience, including two years of administrative and supervisory responsibility, preferably in the public sector. Possession of a Bachelor's degree from an accredited college or university with major course work in Urban & Regional Planning, Public Administration, or a related field is required; AICP Certification and/or Master's degree in a related field is highly desirable. A valid California class C driver's license with an acceptable driving record is required.





## COMPENSATION AND BENEFITS

The annual salary range for this position is \$140,532 to \$175,668. Beginning salary is dependent upon qualifications and experience of the selected candidate. This is an at-will, exempt position in the City's Executive Management Group. The City of Laguna Niguel offers a generous benefit package including:

**Health Benefits:** Choice of health plans is available through CalPERS Health Program, Principal Dental and EyeMed Vision plans. The City provides the following contributions toward health, dental and vision premiums:

<u>Coverage</u>	<u>Monthly Contribution</u>
Employee Only	\$ 708.00
Employee + 1	\$1,396.00
Family	\$1,782.00
Medical Opt Out	\$ 476.00

**CalPERS Retirement:** 2% at 60 formula for qualified "classic" members who contribute 7% of base salary. New CalPERS members participate in the 2% at 62 formula and contribute 6.25% of base salary. The City participates in Medicare, but does not participate in Social Security.

**457 Deferred Compensation:** The City contributes \$0.50 for every \$1 of salary contributed by the employee, up to 3% of the employee's annual salary.

**Flexible Spending Account (IRS Section 125 Plan)**

**Life Insurance:** \$50,000 City-provided life insurance.

**Disability:** City-provided short-term and long-term disability plans.

**Auto Allowance:** \$400 per month.

**Holidays:** The City provides 15 paid eight-hour holidays per year, including 16 hours of floating holiday time.

**Vacation Leave:** Minimum accrual of 10 days per year. Up to 60 hours of accrued vacation may be converted to cash per year.

**Sick Leave:** 12 days annually.

**Administrative Leave:** After one year of service, 56 hours of administrative leave is credited on January 1 of each year.

## APPLICATION PROCEDURE

Required application forms may be obtained online at [www.cityoflagunaniguel.org](http://www.cityoflagunaniguel.org); or by calling (949) 362-4300. Email completed application, cover letter and resume to [HResources@cityoflagunaniguel.org](mailto:HResources@cityoflagunaniguel.org) or submit, in person or by mail, to City Hall, attention Human Resources. Completed applications must be received by 5:00 p.m. on October 12, 2018. Applicants possessing the most suitable qualifications will be requested to continue in the recruitment process. All applicants will be notified of the results of the selection process by email.

**City of Laguna Niguel**  
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