

DIRECTOR OF COMMUNITY DEVELOPMENT

City of Irvine, CA





CITY OF IRVINE

The City of Irvine is located 40 miles southeast of Los Angeles and six miles from the ocean in Orange County, California. Irvine encompasses more than 66 square miles and has a current residential population of more than 267,000. Incorporated in 1971, Irvine is recognized as one of America's safest and most successful master-planned urban communities. Top-rated educational institutions, an enterprising business atmosphere, state-of-the-art transportation programs and systems, sound environmental stewardship, and respect for diversity all contribute to Irvine's enviable quality of life. The City is ideally located adjacent to John Wayne/Orange County Airport and close to many of Southern California's largest tourist attractions, numerous resorts, and some of the state's finest beaches.

Irvine has also been recognized as one of America's Best Places to Live, according to Money Magazine, and offers a wide array of for sale and for rent housing options to its residents. The City of Irvine also has the distinction of being one of the safest cities in the United States with a population of more than 100,000, based upon FBI statistics on violent crime.

The City employs more than 800 full-time and more than 500 part-time personnel and has an operating budget of \$191.7 million. The Irvine community features an array of entertainment and recreational opportunities, parks and open space, a nationally recognized school district, a vibrant business environment, and an exceptional quality of life that makes it one of the most desirable cities in which to live and work.

For additional information about the City of Irvine, visit: https://view.publitas.com/colorscape-graphics/irvinecitybrochure2016_v06finalsinglepgs_crops_digital

THE DEPARTMENT

The goal of the Community Development Department is to ensure that community values are reflected in the physical environment. The department focuses on planning and implementing standards that maintain the City's high quality of life as the City continues to develop and mature. The City encourages a balance of inviting and safe residential communities, vibrant commercial centers, and varied manufacturing and employment opportunities. The Department consists of three divisions:

Planning and Development Services

The Planning and Development Services Division is responsible for providing support to the community by interpreting and implementing the General Plan and Zoning Ordinance as adopted by the City Council. This consists of processing applications for land development including environmental assessment, landscaping review and sign requests. It is also responsible for annexations, advance planning, inter-agency and regional planning, and Transportation Development Review.

Neighborhood Services

The Neighborhood Services Division combines staff from Housing and Code Enforcement to proactively and comprehensively address the issues facing Irvine as it ages. By combining Community Development Block Grant, Residential Rehabilitation, affordable housing, and Code Enforcement, these neighborhood-based programs are designed to provide multiple strategies with a collaborative approach. Current resources from Public Safety, Community Services, and Public Works will be integrated to form a multi-departmental team to help guide and support neighborhood services.

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Building and Safety

The Building and Safety Division includes the City's Code Enforcement and Water Quality/NPDES program. This includes administering and enforcing all building codes and ordinances adopted by the City, field inspections, plan checking and permit issuance for new construction. The Department operates a Permit Processing Center designed to expedite the permit approval process while ensuring a high degree of review of incoming projects.

The Community Development Department staffs the Planning Commission and Community Service Commission and supports the Transportation Commission and Finance Commission as needed. The work of the Department is accomplished with a workforce of approximately 140 City employees and consultants.

THE POSITION

Irvine's Director of Community Development leads the daily operations of the Community Development Department. In addition to participating in strategic planning for departmental activities, the Director administers the City's General Plan; analyzes community needs; forecasts infrastructure requirements; and develops and monitors standards and service levels to maintain the City of Irvine's excellent quality of life.

With respect to administrative responsibilities, the Community Development Director provides assignments, guidance, training, and feedback to staff; develops and monitors the Department's annual budget, annual work plan, and a portion of the City's Strategic Business Plan; allocates resources to meet priorities; and identifies opportunities for improvement to ensure the efficiency and effectiveness of service delivery methods and procedures.

As a member of the City's executive leadership team, the Community Development Director interacts and participates in meetings with the City Manager's Office, City Council Members, Planning Commission members, other managers and staff from all departments, elected and appointed officials of outside agencies, citizen groups and the public. In addition, this person must have the ability to explain and justify Community Development Department programs, policies and activities, resolving sensitive, significant and controversial issues.

This opportunity is available due to the incumbent's planned retirement.

OPPORTUNITIES & CHALLENGES

Immediate goals for Irvine's next Community Development Director include:

- Completing the 2017 Irvine General Plan Update
- Leading cost-effective and timely improvements to the City's permitting and e-planning systems
- Ensuring that the newly created Neighborhood Services Division achieves its goal of maintaining high quality services for the City's neighborhoods
- Participating in planning activities for the build-out of the Irvine Business Center (IBC) and development of the Great Park

THE IDEAL CANDIDATE

The ideal candidate will be a person who thrives in a fast-paced environment and cherishes the opportunity to work for a City in which residents, business owners, and workers are strongly invested in maintaining the vitality, diversity and safety of the community. This individual will be assured and confident, but not overbearing. He/She will also be calm, thoughtful, and respectful under pressure and have experience working with policymakers. Candidates with placemaking and/or neighborhood revitalization experience will have a competitive advantage.

To guide the Department through anticipated staffing changes, the next Community Development Director will be an inspiring leader who is committed to employee development and succession planning. This person will have a proven track record of mentoring and coaching staff to maintain positive morale and achieve desired outcomes.

Finally, the ideal candidate will have excellent communications skills; will possess in-depth knowledge of the California Environmental Quality Act (CEQA); and will stay apprised of current trends, theory, practices, laws and regulations that pertain to the work of the Community Development Department.

Education and Experience

Minimum requirements include a Bachelor's degree in planning, public administration, engineering, social sciences or a related field and eight (8) years of progressively responsible experience in the fields of city planning, community development, redevelopment or a closely related field, including considerable supervisory and administrative experience. Candidates who have a combination of education and experience that provides equivalent knowledge, skills and abilities will also be considered. A Master's Degree is preferred.

Licenses and Certificates

Certification by the American Institute of Certified Planners (AICP) is desirable.

COMPENSATION AND BENEFITS

The City of Irvine offers a highly competitive compensation package. The salary range for the incoming Director of Community Development is \$134,804.80 - \$210,017.60 and is subject to qualifications. The City also offers an attractive benefits package including:

RETIREMENT

CalPERS 2% at 62 formula for new CalPERS members; or 2% at 55 formula for existing CalPERS members. City contribution of 2% of employee's base salary in a Retiree Health Savings Account.

MANAGEMENT INCENTIVE COMPENSATION

The City offers additional compensation in the amount of 3% above base salary.

CAR ALLOWANCE

The City provides a monthly car allowance of \$550.

CELLULAR PHONE ALLOWANCE

The City provides a monthly cellular phone allowance of \$100.

HEALTH PLAN

The City offers medical, dental, and vision insurance coverage for employees and their dependents. In addition, the City provides life insurance, a fully-paid vision plan, and a disability plan for employees.

LEAVE TIME

120 to 200 hours of annual vacation accrual, depending on years of service; 11 paid holidays per year; 96 hours of sick leave per year; 40 hours of administrative leave per year; and 71 hours of annual personal leave.

BENEFITS

Professional Development/Education Reimbursement up to \$1,300 per year; Flexible Spending Account that allows pretax dollars to pay for eligible medical and dependent care expenses; and a City Wellness program that includes an on-site fitness center.

HOW TO APPLY

Please **apply on-line** at <https://www.alliancerc.com/searches/current-recruitments> by **September 1, 2017**.

For questions and inquiries, please contact:

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