

# DIRECTOR OF COMMUNITY DEVELOPMENT

City of Lynwood, CA





## THE CITY

Lynwood is a small, progressive city located approximately 13 miles south of downtown Los Angeles. The 70,000 people who call Lynwood home enjoy mild weather year-round, quaint neighborhoods, and easy access to shopping, dining and daily services.

## THE CITY GOVERNMENT

The City of Lynwood is a general law city pursuant to California law and operates under the Council-Manager form of government. Five City Council Members are elected at large to four-year, staggered terms. The Mayor and Mayor Pro Tem are selected by their peers for one-year terms. Other elected officials include the City Clerk and City Treasurer. While most of the municipal operations and services are encompassed within the City, Lynwood contracts with the County for public safety services through the Los Angeles County Sheriff and Fire Departments. The County also operates the popular Lynwood Library located within the Civic Center. In addition, City Attorney services are provided contractually by a private firm specializing in local government. The City Council is supported by the four Commissions and Boards: Community Development Block Grant Advisory Board, Public Safety/Traffic & Parking Commission, Personnel Board, and Planning Commission.

City Departments include:

- City Manager's Office
- City Attorney
- City Clerk
- City Treasurer
- Community Development
- Finance & Administration
- Human Resources
- Public Works
- Recreation & Community Services
- Technology & Media Support Services

Lynwood's FY 2017-2018 budget totals \$105.9 million (including CIP). The City has a workforce of 270 and employees are represented by two associations/bargaining groups, the Lynwood Employees' Association (LEA), and the Lynwood Employees Management Group (LEMG).

For more information, visit <http://lynwood.ca.us>.

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## THE DEPARTMENT

The Community Development Department aims to promote and enhance the quality of life for the residents and businesses of Lynwood while creating an inviting physical environment for visitors. The Department leads future land use planning activities, manages the development process, supports community development and beautification projects, and protects the welfare of animals and people by ensuring compliance with traffic safety and the Lynwood Municipal Code. Its core mission is to facilitate well planned neighborhoods, healthy environments, and a strong local business economy.

The Community Development Department consists of three divisions:

- Planning, Building and Safety
- Housing and Community Development
- Public Safety

For additional information about the Department's activities, visit [http://lynwood.ca.us/development\\_compliance\\_enforcement\\_services/](http://lynwood.ca.us/development_compliance_enforcement_services/).

## THE POSITION

The Director of Community Development directs, plans, organizes, manages, and provides administrative direction and oversight for the City's planning (including urban design and design review), building and safety (including permit services administration), neighborhood services (including code enforcement, parking, animal control, and education/outreach), community development, economic development, and housing functions. In addition, this person prepares and administers the department's budget; plans, organizes and directs the implementation of city-wide Health, Fire and Life-Safety standards in accordance with Federal and State laws; directs the development of local ordinances related to the safe design, construction, use and occupancy of all commercial, industrial and residential development; and plans, organizes and directs the development and maintenance of the General Plan in accordance with State laws. This is an At-Will position.

## THE IDEAL CANDIDATE

The ideal candidate will be an experienced municipal planner/code enforcement official with the ability and enthusiasm to bring the City's vision for the future to life. This person will foster cooperative working relationships among City departments and various community and regulatory agencies. In addition, he/she will provide expert professional assistance to the City Council and City Manager. The successful candidate will be a good writer and presenter who thrives in a fast-paced, team-oriented environment. Finally, this individual will train and motivate staff to perform at the highest professional level.

### Education and Experience:

Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to qualify is graduation from an accredited university with a Bachelor's degree in Urban Planning, Civil Engineering, Architecture, Public or Business Administration or a closely related field; 7 years of increasingly responsible experience in municipal planning, community development, redevelopment, building and safety or housing; and at least 5 years experience in a California municipal or county setting. A Master's degree is highly desirable.

### Licenses, Certificates & Special Requirements:

- Possession of an appropriate California driver's license issued by the State Department of Motor Vehicles.

- Certification as a member of the American Institute of Certified Planners is highly desirable.
- International Code Council (ICC) Certification in administration is highly desirable.
- Bilingual communications skills (English/Spanish) will be advantageous but are not required.

## COMPENSATION & BENEFITS

The salary range for the Director of Community Development is \$130,000 to \$160,000, DOQ. In addition, the City of Lynwood offers the following benefits:

- Retirement - CalPERS 2% @ 62 benefit formula for new employees; 3% @ 60 benefit formula for current members of CalPERS (or reciprocal agency) and individuals who have less than a six month break in service.
- All employees are required to pay the 8% Employee Paid Member Contribution (EPMC).
- Medical Insurance - The City contributes up to \$1,128.40 per month towards any medical plan selected by the employee and his/her eligible dependents.
- Dental/Vision Insurance - The City will contribute up to 80% of the family premium for dental and vision insurance.
- Life Insurance - Life, AD & D covered at 100% by the City.
- Deferred Compensation - The City offers a choice of two deferred compensation providers.
- Vacation - Accrued at two weeks each year with increases based on years of service
- Sick Leave - 96 hours annually
- Management Leave - 90 hours annually
- Holidays - 11 paid holidays and 4 days floating holidays annually
- 4/10 Work Schedule
- Additional Benefits may include: Longevity Pay, Education Incentive, Bilingual Pay, an Employee Assistance Program, and opportunities for Citywide Training and a flexible schedule.

## HOW TO APPLY

**Apply immediately** at [www.alliancerc.com](http://www.alliancerc.com). For questions and inquiries, please contact:

Cindy Krebs

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or Sherrill Uyeda

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