

DIRECTOR, COMMUNITY DEVELOPMENT AGENCY

Alameda County, CA





THE COMMUNITY

Alameda County is the geographic center of the San Francisco Bay Area, located on the east side of the Bay across from the San Francisco Peninsula. Commonly referred to as the “East Bay,” the region has been the fastest growing in the San Francisco Bay Area for more than two decades. The East Bay is popular because of its desirable location, incredible diversity, ideal climate, broad economic base, welcoming communities, and business opportunities. The County itself is one of the most culturally diverse regions in the country.

Alameda County offers a variety of popular destinations including theatre, world-class symphony performances, dining, and many top-rated accommodations. The County is also home to many popular attractions including, The Oakland Museum, Chabot Space and Science Center, the Oakland Athletics, and Livermore and the Tri-Valley Wine Country. In addition, there are numerous parks, trails, and championship golf courses to enjoy. The University of California, Berkeley and California State University, East Bay are just two of the distinguished academic institutions serving Northern California. Urban transportation options are extremely accessible including the Oakland International Airport, the Bay Area Rapid Transit (BART) system, and the San Francisco Bay ferry system.

THE COUNTY

Established in 1853, Alameda County has a population approaching 1.6 million residents making it the second largest county in the Bay Area and the seventh largest in the State. The County encompasses 14 cities including Alameda, Albany, Berkeley, Dublin, Emeryville, Fremont, Hayward, Livermore, Newark, Oakland, Piedmont, Pleasanton, San Leandro, and Union City as well as 6 unincorporated communities and rural areas that span a total of 738 square miles.

Alameda County employs approximately 9,000 employees working in 21 different agencies and departments and has an annual budget of over \$3 billion. As a major urban County, Alameda delivers a full spectrum of services, including general government and internal services, health care, social services, public works, criminal justice, and other public safety services for its community.

The County celebrates the rich diversity of its workforce, which in large measure, is a reflection of the cultural and ethnic diversity of the community it serves.

The County's mission is to enrich the lives of its residents through visionary policies and accessible, responsive, and effective services. Its vision is to be recognized as one of the best counties in which to live, work, and do business.

For more information, visit <https://www.acgov.org>.

THE DEPARTMENT

The Community Development Agency's Mission Statement is: To enhance the quality of County residents and plan for the future well-being of the County's diverse communities; to balance the physical, economic, and social needs of County residents through land use planning, environmental management, neighborhood improvement, healthy/affordable housing, and community/economic development; and to promote and protect agriculture, the environment, economic vitality, and human health.

The five divisions within the Community Development Agency (CDA) are:

- **Agriculture/Weights & Measures** - Promote and protect marketplace equity, agriculture, human health, and the environment by enforcing federal, state, and local laws pertaining to the introduction and spread of injurious pests, pesticide use, fruits and vegetable commodity standards, and the regulation of commercial weighing, measuring, and point-of-sale devices.
- **Housing & Community Development** - Provide community planning and funding for affordable housing development, low-income community infrastructure, efforts to end homelessness, and promote fair housing. Expand and preserve affordable housing opportunities for low and moderate-income residents and persons with special needs, including homeless populations.
- **Healthy Homes** - Increase awareness of the link between housing conditions and health, including lead poisoning, and home safety; achieve early intervention to mitigate dangerous and unhealthy housing conditions; and provide training and education to prevent residential health and safety hazards.
- **Neighborhood Preservation & Sustainability** - As the Lead Agency under the State of California's Surface Mining and Reclamation Act (SMARA) and Alameda County's Surface Mining Ordinance (SMO), the Community Development Agency's (CDA) Neighborhood Preservation and Sustainability Department (NPS) is charged with managing and administering the review and permitting of new and existing surface mines on unincorporated lands.
- **Planning** - Provide planning, environmental, and development services; oversight of infrastructure, new development, and land use policies; monitor and enforce the County Zoning, Subdivision, Neighborhood Preservation, and other ordinances for the unincorporated areas of the County.

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- **Economic & Civic Development/Successor Agency** - Promote and implement economic development and community investment in the unincorporated areas of the County. Activities include: public/private partnerships; business attraction, retention, and expansion; small business education and technical assistance; customer attraction; site selection; promoting community identity and commercial beautification; coordinating implementation of capital public investments planned by the former Redevelopment Agency (RDA); and serve as staff to the Alameda County Successor Agency.
- **Surplus Property Authority** - Generate funds through land sales, promote property development, and create employment opportunities that will enhance Alameda County and contribute to the financial stability of the County.

The CDA is budgeted for 171.2 FTEs.

THE POSITION

Under appointment by the Board of Supervisors and reporting through the County Administrator, the CDA Director plans and directs the work of the Alameda County Community Development Agency which includes a broad range of community development functions and functional departments such as Planning, Housing and Community Development, Redevelopment Successor Agency, Lead Poisoning Prevention, Neighborhood Preservation and Sustainability, Agriculture/Weights and Measures, Surplus Property Authority, Bonds and Finance, and Administration/Operations; solicits community cooperation and support for County community development programs; and performs other duties as required.

Typical duties of the position include:

- Plans, organizes, and directs the activities of the Community Development Agency; develops land use policies and ordinances upon consultation with the Board of Supervisors and various commissions; formulates Agency operating policies and procedures; and delegates responsibility to appropriate subordinates.
- Develops and presents proposed plans; plans revisions, programs, ordinances and other recommendations to various commissions and the Board of Supervisors; and acts as community development adviser to the various commissions and the Board of Supervisors.
- Directs the research, analysis, and formation of plans and programs for the development of physical, natural, human, economic and governmental resources consistent with approved Board of Supervisor policies and goals.
- Oversees and provides direction to prepare and administer the annual budget for the Community Development Agency; reviews and evaluates current programs and anticipates future needs; and presents the Agency budget to the Planning Commission and the Board of Supervisors.
- Directs, through subordinate supervisors, the appointment, dismissal, transfer, or promotion of personnel; and directs a comprehensive program of staff development for the Agency.
- Directs the preparation of reports, including graphic and statistical information and recommendations for community development activities and other matters submitted to various commissions and the Board of Supervisors.
- Works with other jurisdictions and other County departments to promote a coordinated and comprehensive County community development program; keeps informed of the activities of these agencies; works with community groups and civic organizations to promote interest in and support of community development programs; and attends and speaks at meetings and otherwise provides information to the public.
- Keeps informed regarding current trends, concepts and practices in community development; reads professional literature; and participates in and makes presentations to professional associations.

Additionally, the next CDA Director will embrace the opportunity to enhance the work-life balance of its workforce in that they will:

- Develop and implement key strategies that address the needs of a workforce in a post-COVID-19 workplace environment.
- Be proactive and strategic in recruiting and retaining top talent for the workforce.
- Review and revise policies, procedures and processes to ensure effective service delivery.
- Introduce best practices in the areas of emergency preparedness, infrastructure maintenance and optimization and IT improvements.
- Promote a diverse and inclusive workplace culture that attracts and retains top talent.

The position is open due to the retirement of the incumbent.

THE IDEAL CANDIDATE

Alameda County is a highly respected organization known for its strong, stable, ethical and transparent leadership. The County seeks a seasoned, strategic and innovative leader with a track record of providing outstanding community development to be its next CDA Director.

The ideal candidate will lead a dynamic and diverse agency in the areas of comprehensive planning, transportation management, environmental planning, code enforcement, community development, revitalization and economic development, surplus property conversion, housing, neighborhood preservation, sustainability, lead poisoning prevention, agriculture, weights and measures, and census/demographic programs.

Minimum Qualifications

Requires the following combinations of education and experience:

- Experience: The equivalent of two years of full-time experience as a Deputy Director, Community Development Agency or equivalent or higher-level class in Alameda County classified service; **OR**
Possession of a bachelor's degree from an accredited college or university, **AND** the equivalent of eight years of full-time, increasingly responsible professional experience in community and economic development that included the equivalent of four years of responsible supervisory and administrative experience; **OR**
Any combination of training, education and experience that is equivalent to one of the patterns listed above and will provide the required knowledge and abilities.

- A master's degree in city, regional, or urban planning from an accredited college or university, based on a two-year curriculum may be substituted for the equivalent of two years of the non-supervisory experience, OR a master's degree in architecture, landscape architecture, engineering, economics, public health and social sciences may be substituted for the equivalent of one year of the non-supervisory experience.

Must be willing to participate in evening meetings.

COMPENSATION

The salary for this position is within an established annual range of \$199,700 to \$260,686 and will be dependent upon the qualifications and experience of the selected candidate. In addition, Alameda County offers a comprehensive and competitive benefits package that affords wide-ranging health care options to meet the different needs of a diverse workforce and their families. These benefits include but are not limited to:

For Health & Well-Being

- Medical Insurance – HMO Plans
- Dental Insurance – HMO & PPO Plans
- Vision Insurance Plans
- Share the Savings
- Basic Life Insurance
- Supplemental Life Insurance (with optional dependent coverage)
- Accidental Death & Dismemberment Insurance (with optional dependent coverage)
- County Allowance (Employer Credit)
- Flexible Spending Accounts - Health, Dependent Care and Adoption Assistance
- Short-Term Disability Insurance
- Long-Term Disability Insurance
- Voluntary Benefit Plans - Accident, Critical Illness, and Hospital Indemnity
- Employee Assistance Program

For Financial Planning

- Retirement Plan - (Defined Benefit Pension Plan)
- Deferred Compensation Plan (457 Plan or Roth Plan with County contribution)
- Employee Retirement Plan (401a Plan with County contribution)

For Work/Life Balance

- Car Allowance
- 11 paid holidays
- Floating Holidays
- Vacation and sick leave accrual
- Vacation purchase program
- Management Paid Leave
- Catastrophic Sick Leave
- Group Legal Plan
- Group Auto/Home Insurance
- Pet Insurance
- Commuter Benefits Program
- Guaranteed Ride Home
- Employee Wellness Program (e.g., At Work Fitness, Incentive Based Programs, etc.)
- Employee Discount Program (e.g., theme parks, cell phone, etc.)
- Child Care Resources
- 1stUnited Services Credit Union

Eligibility is determined by Alameda County and offerings may vary by collective bargaining agreement. This provides a brief summary of the benefits offered and can be subject to change.

HOW TO APPLY

Please apply **on-line** by **August 1, 2022** at www.alliancerc.com. For questions, inquiries or candidate recommendations, please contact:

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