



# CITY OF LA VERNE

3660 D Street, La Verne, California 91750

## **COMMUNITY DEVELOPMENT DIRECTOR**

**SALARY RANGE:** \$123,258 – \$149,821 annually.

**THE POSITION:** Under the administrative direction of the City Manager, the Community Development Director plans, directs, organizes, and reviews the current and advanced and related community planning and development services of the City and provides highly responsible professional and technical staff assistance.

**QUALIFICATIONS:** Experience and Education: The successful candidate will have any combination equivalent to a bachelor's degree from an accredited college or university with major coursework in planning, architecture, or a related field. A master's degree in a related field is highly desirable. A minimum of five (5) years of progressively responsible experience in municipal planning and community development is required. At least two (2) years' experience in a supervisory level position (e.g., Senior Planner or equivalent) is highly desirable.

Knowledge of: principles and practices of urban planning and technical building inspection services; economics, statistics, and elementary demographics; research methods and sources of information related to urban growth and development; Uniform Building Code and other codes and ordinances enforced by the department; laws and practices underlying general plans, environmental matters, zoning, land divisions, and redevelopment; principles of organization, administration, budget, and personnel management; grant funding sources and related rules, regulations, and procedures for obtaining and administering program grants; administration of economic development programs.

Ability to: plan, prioritize, assign and coordinate the work of professional, technical, and clerical personnel; delegate authority and responsibility for projects; schedule and program on a long term basis; interpret planning, zoning, and building inspections programs to the general public; communicate clearly and concisely orally and in writing; identify, coordinate, and resolve a wide variety of interests in the development of land use policy; establish and maintain effective relationships with City officials, other governmental agencies, citizens, and the public.

**APPLICATION PROCESS:** A detailed résumé and letter of interest must be submitted to the Personnel Office at [hr@ci.la-verne.ca.us](mailto:hr@ci.la-verne.ca.us) **by 5 p.m. Monday, February 6, 2017**. Only electronic submissions will be considered.

As required by state law, the City provides consideration for veterans who served during military actions. Eligible veterans should notify Personnel **in writing** at the time of application.

In compliance with the Americans with Disabilities Act (ADA), if special assistance to participate in the recruitment is needed, contact the Personnel Office.

The City recruits and hires without regard to race, color, religion, physical disability or condition, sex, age, or national origin, except in those instances whereby a bona fide occupational qualification demands otherwise. The City of La Verne hires only United States citizens or lawfully authorized aliens.

The provisions of this bulletin do not constitute an express or implied contract. Any provision contained in this bulletin may be modified or revoked without further notice.

**BENEFITS:**

- 4-day, 36-hour workweek; Monday – Thursday
- Fully paid medical insurance plan (includes dependents) with contribution toward dental plan
- 2.8 to 5 weeks vacation
- 10 paid holidays annually
- 96 hours sick leave annually
- Administrative leave at the discretion of the City Manager
- Auto and cell phone allowance
- CalPERS Membership

Classic Members: 2.5% @ 55 (employee contributes 8% of salary)

New members: 2% @ 62 (employee contributes 6.25% of salary)

- City paid life and accidental death and dismemberment insurance
- City paid long term disability insurance
- Up to \$1,700 tuition reimbursement annually for continuing education
- Ability to qualify for City paid contributions toward paid retiree health insurance

***PERSONNEL OFFICE (909) 596-8726***

***Website: [www.ci.la-verne.ca.us](http://www.ci.la-verne.ca.us)***

***Equal Opportunity Employer***