Assistant Director of Community Development – Planning
THE COMMUNITY

One of the many attractive features of the fourth largest city in Los Angeles County include its incredible walkability which is not only found in Glendale’s thriving downtown, but in each of the City’s neighborhood districts such as the charming old town Montrose, Kenneth Village, Adams Hill, or Sparr Heights. Glendale (pop. 201,748) is proud of its big city amenities as well as its small town feel. Given the City’s ranking as the 3rd safest municipality in the state and 6th in the country, its popularity as an excellent place to live, work and explore is no surprise.

In terms of urban quality of work life, it doesn’t get any better! The Civic Campus is within walking distance to Glendale’s vibrant downtown. From morning through late evening, Brand Boulevard is home to boutique gyms, eclectic coffee shops like Philz Coffee, taverns, top names in retail like Bloomingdales and Nordstrom, casual dining hotspots like Shake Shack and Halal Guys, fine dining options such as Michael Mina’s Bourbon Steakhouse, and numerous exciting new urban living options. Downtown Glendale also offers a number of unique cultural offerings with the Antaeus Theatre, Museum of Neon Art, newly renovated Downtown Central Library, and the historic Alex Theatre.

The City is conveniently located approximately 9 miles north of downtown Los Angeles and close to freeways that provide quick access to business, recreational and other locations throughout Southern California. Known for being a progressive community, it truly offers optimal urban-suburban living. The community is also known for its outstanding public educational system with students consistently outscoring the local, state and national averages. A variety of well-regarded private schools are also located in the city and the local area. Glendale Community College, one of California’s largest two-year colleges, also enjoys a statewide reputation for excellence. Several notable four-year colleges and universities are within a short distance from city limits including CalTech, Occidental College, and ArtCenter College of Design.

The City is home to many large companies such as Walt Disney Imagineering, DreamWorks, Public Storage, DineEquity, and LegalZoom to name a few. The Glendale Galleria, one of Southern California’s largest retail shopping malls, further adds to the community’s attractiveness and economic strength. The Americana at Brand, an upscale retail, entertainment and housing complex, is also a major attraction that forms the City’s “town square”. In addition, banking plays a major role in the community’s business climate with more than two dozen financial-related institutions. With three outstanding hospitals, Glendale is also known for its exemplary medical care. Adding to the convenience of its locale, the City is also part-owner of the Hollywood Burbank Airport. With several major airlines now in service, the airport offers direct flights to major hubs across the country and the Pacific Rim. In 2016, voters overwhelming approved Measure B that will support the replacement of a 14-gate terminal (originally built in 1930) plus other promising modernization efforts.

CITY GOVERNMENT

Glendale is a charter city governed by a City Council/City Manager form of government. Five Councilmembers are elected at-large and serve 4-year staggered terms, with elections taking place every odd-numbered year on the first Tuesday in April. Each year, the Mayor’s position is rotated amongst the five Councilmembers. Other elected officials include the City Clerk and City Treasurer, while the City Manager and City Attorney are appointed by the City Council. Glendale is a full-service municipality with its own Police, Fire, and Water & Power Departments.

A variety of Boards, Commissions, and Committees volunteer their time to assist the City Council in serving the Glendale community. The Planning Division is responsible for staffing the Planning Commission, Design Review Board, and Historic Preservation Commission.

COMMUNITY DEVELOPMENT DEPARTMENT

The Community Development Department captures the community’s vision for its future quality of life and translates it into a well-coordinated, internally consistent, streamlined work program according to the mission of the City Council. The Department is currently organized across six divisions: Administration, Neighborhood Services, Building & Safety, Economic Development, Planning, and Housing.
The Urban Design and Mobility Division recently merged with Planning to create one comprehensive Planning Division. With the merger came the opportunity to design the new, upper-management position of Assistant Director to lead the expanded division. This Assistant Director will oversee current and long-range planning, historic preservation, urban design, and mobility planning. The new Assistant Director will lead a staff of approximately 25 professionals responsible for providing the vision of Glendale’s future while maintaining exceptional customer service and the highest level of ethical standards, both internally and to Glendale constituents. This position is also responsible for overseeing the preparation of the Planning Division budget of $3.3 million—utilizing general funds combined with local, state, and federal grants.

**MAJOR PLANNING INITIATIVES**

- Complete the [South Glendale Community Plan](#) and start the East-West Glendale Plan. These plans are intended to shape positive community change and foster sustainable land use patterns, while balancing the unique character of the community with citywide policies and regional initiatives as Glendale has embarked on a goal to develop several community plans as part of the City’s overall General Plan.
- Initiate [small lot subdivision ordinance](#) to promote infill, increase housing choices and provide opportunities for home ownership affordable to the Glendale workforce.
- Negotiate [rail connectivity scope and plan](#) with Metro and CA High Speed Rail Authority that is cost-effective and enhances the regional mobility. An integral part of this strategy will be a local streetcar running through the heart of the city joining the Larry Zarian Transportation Center and the Hollywood Burbank Airport.
- Complete [Space 134 technical studies](#) which promise to transform 1.25 miles over the 134 Freeway into 30 acres of open space in the heart of Downtown Glendale. This long-term project's goal is to create new open space and reconnect two parts of the city that were split during freeway construction.

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**THE IDEAL CANDIDATE**

Glendale is seeking a contemporary planning professional with a keen eye for urban design and quality development. The individual selected will have the rare opportunity to autonomously lead the Planning Division with support from a visionary council, strong management team, and engaged public who are committed to achieving the City’s vision and corresponding objectives.

The ideal candidate will be a progressive planning professional with a track record of distinguished accomplishments and impressive credibility. He/she will be an empowering people manager and mentor with an adaptable style that is suitable for a multi-generational workforce. Known for encouraging creativity and embracing constructive change, this manager will have a history of fostering energizing environments where employees thrive and make meaningful contributions.

The ideal candidate will be a forward-thinking leader capable of generating excitement around possibilities for a community as well as for his/her team. He/she will be a well-spoken and highly engaging communicator who easily connects with various stakeholders. Given that the Assistant Director is “the face” of the Planning Division, he/she must enjoy making presentations and interacting with constituents on a regular basis.

Along with being an effective verbal communicator, the individual selected must also demonstrate good writing abilities as the Assistant Director position is responsible for developing and presenting reports, preparing City Council agenda items, as well as reviewing and summarizing occasional studies and surveys. The ideal candidate will also bring solid administrative skills that include developing and managing budgets, negotiating and managing contracts, and ensuring that resources are properly deployed and utilized.

This confident manager will display a superior customer orientation and be empathetic towards the customer experience. His/her notable critical thinking skills will be instrumental in identifying opportunities for streamlining and modernization. To that end, the ideal candidate will be knowledgeable regarding contemporary best practices, tools and technologies that may add value in Glendale.
The Assistant Director is expected to exhibit a sophisticated understanding of local government. In addition, he/she must be accustomed to working with various divisions within a Community Development Department and navigating the overall complexities of municipal government. Further, it is imperative that he/she understands the importance of economic development and how sound planning principles and practices contribute to the sustainable economic vitality of a community.

Comprehensive management level experience in a comparable organization is required. Highly qualified candidates will possess approximately eight years of urban planning-related experience that typically includes serving in the capacity of a Planning Manager, Principal Planner, or similar role. Experience serving as an Assistant Director or equivalent in a smaller municipality will also be considered favorably. A Bachelor’s degree from an accredited college or university is required. A Master’s degree in a related field is highly desirable.

COMPENSATION & BENEFITS

The City of Glendale offers an excellent compensation and benefits program. The salary range for this position is $125,600 - $182,700. Placement within the range will be dependent upon the qualifications of the selected candidate. The City’s benefits program includes:

- **CalPERS Retirement**: 2.0% @ 55 for Classic PERS participants. 2.0% @ 62 for new PERS participants. The City does not participate in Social Security.
- **Medical Insurance**: The City offers four options for medical coverage through Anthem Blue Cross and Kaiser Permanente.
- **Dental Insurance**: Three different dental plans are available.
- **Vision Insurance**: The City provides the Vision Service Plan (VSP) for employees and their eligible dependents at no cost to the employee.
- **Long-term Disability**: City provided; replaces 66.67% of monthly income up to $15,000 monthly maximum less deductible income.
- **Supplemental Life Insurance**: Available to employees and eligible dependents.
- **Vacation**: Accrual rate based on years of service ranging from 6.667 hours per month to 13.33 hours per month. Credit for previous years of service will be considered.
- **Sick Leave**: Employees accrue eight (8) hours per month.
- **Holidays**: 12 days annually; 10 designated and 2 floating holidays.
- **Deferred Compensation**: 457 plan available.

Additional Benefits Include: Employee assistance program (EAP), flexible spending account (FSA), interest free computer loans, tuition reimbursement, and management physical fitness plan.

APPLICATION & SELECTION PROCESS

The closing date for this recruitment is just prior to midnight on **Sunday, December 10, 2017**. To be considered for this opportunity, upload cover letter, resume and list of six (6) professional references using the “Apply Now” feature at www.tbcrecruiting.com.

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Following the closing date, resumes will be screened in relation to the criteria articulated in this brochure. Applicants with the most relevant qualifications will immediately be granted preliminary interviews by the recruiters. Candidates deemed to be the best qualified will be invited to the oral examination with the City of Glendale in January 2018. The City anticipates making an appointment shortly thereafter following the completion of extensive background, which includes Livescan fingerprinting and physical examination, along with reference checks. Please note that references will not be contacted until the end of the process and, at that time, will be done so in close coordination with the candidate impacted.