

Community Development Director



Photo:
Grant Park



Photo: Tyler Young



CITY OF
VENTURA



Photo: Brenda Madrigal

THE COMMUNITY

Ventura is home to the 9th and last mission in California, San Buenaventura, founded in 1749. The City of Ventura is a California coastal community frequently considered one of America's most desirable places to live. With a phenomenal moderate climate, friendly people, and spectacular coastline. In 2017, *Sunset Magazine* called Ventura "the off-ramp to paradise" and "the best Southern California city to live in." *Men's Journal*, *Livability.com*, and the *Washington Post* have all agreed, featuring the area in their own "Best Of" lists in recent years.

Ventura is part of California's "Gold Coast Region," located just 30 miles south of Santa Barbara and 60 miles northwest of Los Angeles. Miles of golden beaches, a beautiful historic Downtown district, and a variety of arts, culture, and entertainment options make the City a popular tourist destination. The City's 32 parks and historic sites, over 800 acres of open green space, and state-of-the-art aquatic center provide recreation opportunities for individuals of all interests. Biking, hiking, kayaking, paddle-boarding, sailing, and surfing are all popular activities with both residents and visitors. The Channel Islands National Park is also accessible from Ventura Harbor, while championship golf, world-class shopping, wine tours, a thriving cultural scene, and more can all be enjoyed here.

With a population of 110,790, the City of Ventura is proud to be the home of engaged citizens who actively participate in improving the community and who banded together to rebuild following the highly destructive 2017 Thomas Fire. Ventura's public schools are characterized by award-winning, National Blue Ribbon, and California Distinguished Schools ratings, and the City's educational opportunities are rounded out by numerous private school options and five higher-education campuses.

CITY GOVERNMENT

The City of Ventura incorporated in 1866 and is a Charter city operating under a Council/Manager form of government. The City Council is comprised of seven Members who serve overlapping four-year terms. In November 2018, the City moved from at-large to by-district elections: four Councilmembers were elected by District that month, with the

remaining three Members to be elected by District in 2020. Until then, those positions are still at-large. The Mayor and Deputy Mayor are both chosen from among the Council to serve two-year terms, and the Council appoints both the City Manager and City Attorney.

Last October, the City Council unanimously selected Alex McIntyre to be Ventura's City Manager. Alex has a distinguished career in local government and most recently served as City Manager in Menlo Park, California. Alex is building a new executive team focused on organization excellence, positive progress, respect for the past, and outstanding community services.

A full-service City, Ventura is organized across ten major departments: City Manager; City Attorney; Finance & Technology; Human Resources; Community Development; Parks, Recreation & Community Partnerships; Fire; Police; Public Works; and Ventura Water.

Approximately 640 staff members deliver key services to businesses, residents, and visitors to ensure that Ventura remains a fiscally stable, economically vibrant, safe, clean, and attractive community. The City is supported by a FY 2018-19 General Fund budget of \$118.5M. The Operating Budget is \$231M and the Capital Improvement Budget exceeds \$75M for the current fiscal year.

The Director will oversee Community Development Department efforts for setting the community vision to initiate the General Plan Update to 2050, and for the City's iconic coastline and harbor, updating the Local Coastal Program; focused evaluation of the City's development review process for system efficiencies, refinement of form based codes, and departmental operations serving numerous commissions/committees; funding and partnering for targeted investment in community groups and businesses in the CDBG/HOME program; fostering the "Safe and Clean" program with expanded code enforcement services; and continued critical rebuilding of residential neighborhoods lost from the Thomas Fire.

For more information on the City, visit <http://www.cityofventura.net>.



Photo: Sharon Demele



COMMUNITY DEVELOPMENT DEPARTMENT

The Community Development Department is responsible for the City's long-range planning policy, development review and zoning, building and safety, code enforcement, housing, and redevelopment. The department works to ensure that new construction and additions to existing structures meet the policies and guidelines that have been established for public safety, zoning, and development and that all development is consistent with State Law, Building Codes, the General Plan and Development Code.

Department staff work together to protect life and property, while improving quality of life and the environment and provide support to the Planning Commissions, Design Review Committee, Historic Preservation Committee, Local Appeals Board/Housing Appeals Board. Currently organized across 4 divisions (Planning, Building & Safety, Safe & Clean, and Administration) the Department is supported by 42 FTEs and a FY2018-19 budget of \$ 11.5M.

THE IDEAL CANDIDATE

The ideal candidate will be a progressive and visionary professional with tremendous depth in contemporary urban planning principles and practices. A high-profile position reporting to the Assistant City Manager, Ventura's Community Development Director plays a key leadership role in Ventura fulfilling its commitment to be a national role model for smart growth, accountable government, and civic engagement.

The individual selected will exhibit an entrepreneurial and resourceful nature and have a proven history of thoughtfully leading change that resulted in tangible improvements to functions and positive outcomes for customers and staff. In conjunction with using results of a department assessment currently underway, this new member of the executive team will have the rare opportunity to offer a fresh perspective to the Department's structure, systems, and processes. Hence, he/she will be known for presenting new ideas and constructive solutions. The Community Development Director will stay current on planning and historic preservation best practices and be an advocate of technology which helps to simplify

transactions, increase access to information and project delivery. Previous experience with major software conversions and business practice modernization will be considered favorably.

The ideal candidate will be an exceptional manager of people with the demonstrated ability to inspire and motivate. He/she will be an influential mentor with a track record of investing in the careers of staff and maximizing their potential. A history of building high performing and cohesive teams is required. To that end, this professional will offer impressive success with recruiting, developing, and retaining superior talent, and be a role model in creating supportive and collegial cultures characterized by a commitment to excellence, responsiveness, and world-class service.

Outstanding communications and interpersonal skills coupled with uncompromising integrity are prerequisites for thriving in this vibrant coastal city. The ideal candidate will be comfortable interacting directly with the community and be familiar with leading-edge civic engagement tools and strategies that attract participation and interaction from the broadest spectrum possible. He/she will be politically astute and have the proven ability to anticipate and respond to issues with admirable adeptness and ease. In addition, this department head will embrace opportunities to employ innovative approaches to maximizing citizen participation in decisions concerning the direction of their community.

Displaying a strong partnership orientation, this new member of Ventura's executive team will be known for building sound relationships with other city departments, elected and appointed officials, community members, and other stakeholders. Such a resilient professional will be open to the idea of others and not be deterred by criticism or a diverse range of opinions in advancing the goals of the City Council.

Six years of progressively responsible community development experience, including at least two years of administrative/management experience, along with a bachelor's degree





Photo: Visit Ventura

in planning, architecture, engineering, or public or business administration are required. A master's degree is preferred. A track record that reveals consistent success in managing numerous large-scale priorities with ease and enthusiasm will be expected. Experience serving in a community with similarities to Ventura will be considered favorably.

COMPENSATION & BENEFITS

The salary range for this position is \$146,752 - \$196,649. Placement within the range will be DOQE. **A 2.25% salary adjustment will be effective on 7/13/19.** In addition to salary, Ventura offers a competitive benefits package that includes, but is not limited to:

- **Retirement:** CalPERS Retirement Plan - New members 2% at 62 as defined under PEPRA; Classic members hired 7/23/11 or later - 2% at 60 with three-year final compensation; Classic members hired by the City prior to 7/23/11 - 2% at 55 single highest year. Employees make a 7% contribution.
- **Holidays/Administrative Leave/Vacation:** 4 weeks/year paid vacations; 12/year paid holidays; 80 hours/year administrative leave (no rollover or cash out).
- **Sick Leave:** 96-hour bank upon employment and additional accrual of 4 hours semi-monthly after 6 months of employment.
- **Retirement Health Savings Plan:** executive managers contribute 1% of salary.
- **Medical and Dental Insurance:** monthly employee contribution toward a selection of plans for employees and their dependents. There is an optional benefit, which may be applied toward medical insurance premiums.
- **Vision Insurance:** City-paid coverage provided for employees and their dependents.
- **Medicare:** employees participate only in the Medicare portion of Social Security; there is 1.45% payroll deduction for this benefit.
- **Deferred Compensation:** City contributes \$2,245/year to a 457 Plan and will match \$1,000/year contribution by the employee, for a total benefit of \$3,245/year.
- **Auto Allowance:** \$350/month.

- **Flexible Workweek:** 9/80 workweek.
- **Other Benefits:** life and disability insurance, executive physical exam, employee assistance program, optional Section 125 plan, cell phone allowance, tuition reimbursement, and a wellness program.

APPLICATION & SELECTION PROCESS

The closing date for this recruitment is midnight on **Sunday, March 31, 2019.** To be considered for this opportunity, upload cover letter, resume and list of six 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 one of the consultants. Candidates deemed to be the best qualified will be invited to interview in Ventura on May 2nd and 3rd. The City Manager anticipates making an appointment shortly thereafter, following the completion of thorough background and 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.



Photo: Mark Corcoran