

# Assistant Community Development Director



CITY OF  
**VENTURA**



## 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 management 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 Assistant Director will be involved in the Community Development Department's efforts relating to setting the community vision to initiate the General Plan Update to 2050 as well as updating the Local Coastal Program; supporting numerous commissions/committees; modernizing overall departmental operations including enhancing the efficiency of the City's development review process; and continuing with the critical rebuilding of residential neighborhoods lost in the 2017 Thomas Fire.**

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





## 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 and Safety, Code Enforcement and Administration), the Department is supported by 42 FTEs and a FY2018-19 budget of \$11.5M.

## ASSISTANT COMMUNITY DEVELOPMENT DIRECTOR – THE IDEAL CANDIDATE

The Assistant Director essentially serves as the “right hand” and key business partner for the Director in overseeing the diverse range of activities in the Department. The precise responsibilities associated with the role will be determined by the new Director in consultation with the candidate selected after assessing his/her experience and interests in alignment with Department priorities.

The ideal candidate will be a high energy professional who is comfortable leading and managing in a dynamic environment. Offering impressive depth in contemporary urban planning principles and practices, he/she will be an outstanding mentor and people manager who is committed to continuous improvement and exceptional customer service. Previous experience with streamlining

and simplifying processes and enhancing customer experiences will be considered favorably.

This talented professional will have the demonstrated ability to assist the Director with creating and maintaining an energized culture committed to excellence in the delivery of services and work products. A keen sense for efficient resource allocation, workload distribution and sound policies and procedures is desirable. Previous involvement in managing change related to the modernization of processes, systems and procedures will be considered favorably.

The individual selected will be very well-versed in contemporary urban planning principles and practices. General knowledge of the building and safety and housing functions will also be necessary for a seamless transition into the role. Previous experience working with elected and appointed officials, community members, developers and other external stakeholders is a prerequisite for success in this new position.

The ideal candidate will be an exceptional verbal and written communicator with outstanding interpersonal skills and sophisticated political acumen. An approachable professional who welcomes community engagement and interaction, he/she will also be a highly skilled facilitator who is adept at exploring possibilities and guiding collaborative problem solving. A history of building productive internal and external relationships that support organization goals will be expected. In order to ensure success in Ventura, the Assistant Director will convey credibility and a genuine commitment to the community.

Five years of increasingly responsible experience in urban planning, community development, or related field that includes at least two years of administrative and supervisory experience is preferred. A bachelor's degree in planning, architecture, engineering, or public or business administration is required. A master's degree is desirable. Any combination of experience and education that would likely provide the required knowledge and abilities will be considered qualifying.





## COMPENSATION & BENEFITS

The salary range for this position is \$122,415 - \$164,037. 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 PEPRRA; 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:** 3 weeks/year paid vacation increasing to 4 weeks after 5 years; 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 monthly after 6 months of employment.

**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 \$441/year to a 457 Plan and will match \$1,650/year contribution by the employee, for a total benefit of \$2,091/year.

**Auto Allowance:** \$250/month.

**Flexible Workweek:** 9/80 workweek.

**Other Benefits:** life and disability insurance, management physical exam, employee assistance program, optional Section 125 plan, cell phone allowance may be available, tuition reimbursement, and a wellness program.

## APPLICATION & SELECTION PROCESS

The closing date for this recruitment is midnight on **Sunday, June 23, 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](http://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 in July. An appointment is anticipated 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.

