

CITY OF RIVERSIDE

City of Arts & Innovation



An Outstanding Career Opportunity

COMMUNITY DEVELOPMENT DIRECTOR

recruitment services provided by Ralph Andersen & Associates



THE OPPORTUNITY

The vacancy for the position of Community Development Director is due to the recent promotion of the previous Director to City Manager. The City of Riverside is recruiting regionally for a highly experienced professional to manage the day-to-day activities of the Community Development Department. The successful candidate will have a broad background in all aspects of urban planning with a public agency, and a strong track record of success in managing a multi-faceted department. The new Director will work closely with the City Manager's Office, and will be directly responsible for a Department of 72 full-time employees, with an operating budget of \$12 million. This senior-level executive will be results-driven, with well-grounded ethical decision-making skills, superior interpersonal and communication skills, and outstanding public speaking abilities.

THE CITY OF RIVERSIDE

The City of Riverside has a rich history that has played a part in shaping California's development as an agricultural leader. Riverside is the home of California's first naval orange trees in 1873, one of which still stands today and is a California Historical Landmark. The success of orange trees in Riverside made the new citrus industry a "second gold rush" for California, and during this time, Riverside was the wealthiest city per capita in the nation. Founded on the principles of education, culture, and beauty, Riverside was named one of the nation's Most Livable Cities in 2010. The City has grown to be the 12th largest city in the State, with a population of 303,871.

Stretching over 81-square miles, Riverside is also home to the University of California at Riverside as well as three other universities and colleges, including California Baptist University, La Sierra University, and Riverside Community College, along with several museums that celebrate art, history, technology, and culture. The City's scenic landscape includes hills, parks, and preserved open spaces. The Historic Mission Inn & Spa is the focus of the City's famous Festival of Lights, a six week-long festival of activities that include carriage rides, skating under the stars at an outdoor ice rink, live music, and of course, millions of lights to celebrate the holiday season. Other events held in Riverside include the Festival of Trees, the Dickens Festival, the Riverside Airshow, the International Film Festival, and the Riverside Arts Walk, which takes place the first Thursday of every month.

Riverside's location approximately 60-miles east of Los Angeles puts it within driving distance of Southern California's other attractions, like Disneyland, the Pacific Ocean and its beaches, Palm Springs, mountain resorts including winter recreation, and many area wineries. As the City of Arts and Innovation, Riverside is truly a marvelous place to live, work, and play.

CITY GOVERNMENT

Riverside was incorporated in 1870, and is governed by the council-manager form of government. The City Council is comprised of the Mayor, who is elected city-wide, and seven members who are elected by ward and serve four-year terms. The Mayor and City Council appoint the City Manager to oversee city operations, which include a budget of \$993 million, and staff of 2,497. The City of Riverside has won many awards and recognitions, including being listed as a Top 25 City for Business by Executive Outlook Magazine; an Emerald City designation by the State of California Department of Conservation for sustainable green initiatives and renewable energy, the first such designation given; one of America's 100 Best Communities for Young People by America's Promise Alliance; and the Number 3 "Can Do City" by Newsweek Magazine.

Mission Statement

The mission of the Planning and Building Divisions is to protect and enhance the City of Riverside's natural and manmade environment, its economic base, and its neighborhoods by providing our customers with timely and accurate planning and building services. Our core values are:

- Teamwork
- Professionalism
- Problem-solving
- Integrity
- Exceptional Customer Service
- Innovation and Creativity
- Treating others as we would like to be treated

THE POSITION

This at-will position is a key member of the City Manager's Executive Leadership Team and provides day-to-day management of the Community Development Department. The current structure of the Community Development Department consists of four (4) divisions: Planning (both current and long-range planning), Building and Safety (plan check and building inspection), Code Enforcement, and Administration.

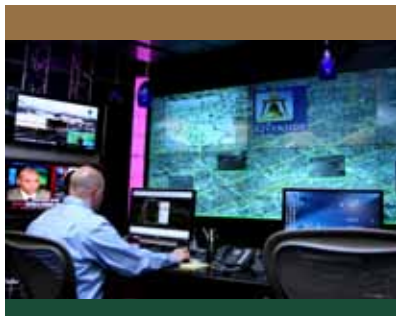
Key responsibilities of this position include:

- Provide leadership and overall direction to departmental staff;
- Coordinate community development activities with other City departments and regulatory agencies;

- Provide professional planning and land use advice to the City Council, Planning Commission, civic groups, and the general public;
- Promote and articulate a commitment to excellent customer service;
- Evaluate land use and growth management proposals to ensure compliance with applicable City, State, and Federal laws;
- Communicate official plans, policies, and procedures to staff and the general public;
- Respond to local citizens' inquiries relative to planning, zoning, and city ordinances;
- Assume fiscal responsibility for departmental and project-related budgets; and
- Select, supervise, train, and evaluate professional, para-professional, technical, and administrative support staff.

The Department has 72 full-time employees and a FY 2012 operating budget of approximately \$12 million. Other responsibilities of the Community Development Director include mentoring, coaching, and staff development; conducting public meetings to solicit responses; and preparing reports related to policy and project options. The Director will also oversee various special functional areas related to land use, zoning proposals, and code enforcement. As needed, the Director will also be involved in determining the need for priority studies dealing with housing, design review, transportation, and similar issues or concerns.

It is important to note that the Community Development Director works closely with all other City departments, including Economic Development. A close working relationship between departments is beneficial in serving the City's internal and external customers as efficiently as possible. As a result, it is essential that the next Community Development Director have a working knowledge of urban planning, economic development, and a wide array of municipal functions.



THE IDEAL CANDIDATE

The ideal candidate will have exceptional management, interpersonal, and communication skills, with a hands-on and proactive approach to addressing a broad range of urban planning and development related challenges. The successful candidate for the Director of Community Development will be a strategic and innovative thinker with a keen understanding of California planning laws, who is comfortable operating in a robust and dynamic planning environment.

This top professional planner will be a visionary and proactive leader in the field of planning, with the ability to facilitate discussion and collaboration between elected officials, and who feels comfortable and at-ease serving an active and involved citizenry. Acting as a facilitator and with a collaborative leadership style, the Community Development Director will welcome input and debate. Additionally, the Director will promote com-

munity meetings and other forms of civic engagement in the review and evaluation of planning and community development proposals.

Ideally, the Director will have a career history serving communities of similar size and complexity. Experience dealing with environmental issues, including California Environmental Quality Act (CEQA), is considered a plus.

The Director will also be a positive influence on day-to-day operations, have a "can-do" attitude, and is comfortable with a hands-on approach to all aspects of departmental procedures. The ideal candidate will have a natural interest in mentoring and guiding staff, having patience to not only explain strategy and procedures but also explaining how to effectively and efficiently achieve City-established goals with a pro-active approach versus a reactive response.

Additionally, the Community Development Director must be recognized as having the ability to provide the Department with the following:

Exceptional leadership skills

- Display outstanding character, integrity, and professionalism;
- Ability to build consensus and provide a positive example;
- Ability to embrace and effectively implement new ideas, and a genuine interest in the community and the broad range of issues facing the City of Riverside;
- Consistently communicate and implement the City's mission;
- The capacity to lead, promote, and articulate the Department's commitment to expansion of customer service; and
- The ability to maintain and foster relationships in the development and business communities.

Outstanding managerial skills

- Extensive knowledge of current trends and issues that affect and influence all aspects of design, planning, development, and redevelopment;
- Creative problem-solving capabilities, with the ability to analyze and resolve complex and sensitive issues, problems, and situations; and
- A proven track record of identifying and evaluating specific organizational needs.

A proven, effective communicator

- Display an outgoing, communicative style, one that is comfortable working with a variety of individuals at any level in the organization;
- A good listener; open and approachable with new ideas;
- Excellent writing skills, a highly articulate oral communicative style, and the ability to clearly explain complex issues to a wide variety of constituents;
- Proactive at providing information to the City Manager, City Council, and other City department directors; and
- Open, honest, and forthright in all communications.

In summary, the new Community Development Director must have achieved a notable level of success in the area of urban planning and community development.



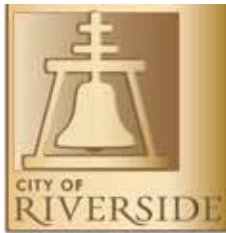
MINIMUM QUALIFICATIONS

Education: A Bachelor's degree from an accredited college or university with major course work in urban planning, public or business administration, or a closely related field of study is required. An advanced degree is highly desirable.

Experience: This position requires a minimum of six (6) years of progressively responsible administrative and supervisory management experience in community development, urban planning, redevelopment, or a closely related field. For further consideration, candidates must have a verifiable track record of success and a stable work history. Due to the City's size, scope, and complexities, broad management skills and a sophisticated approach to urban planning issues are essential.

Professional License: Membership in the American Institute of Certified Planners (AICP) is a plus but not required.

Final Selection and Appointment: The City Manager will select the most highly qualified candidates for consideration based on a combination of education, career experience, and accomplishments that best fit the needs of the City of Riverside.



TO BE CONSIDERED

This is a confidential process and will be handled accordingly throughout the various stages of the process. References will not be contacted until mutual interest has been established. The first review of resumes will take place on February 17, 2012. This position is open until filled; however, candidates are encouraged to apply early in the process for optimal consideration. Resumes will be reviewed and evaluated throughout the recruitment process.

To be considered, candidates must submit a:

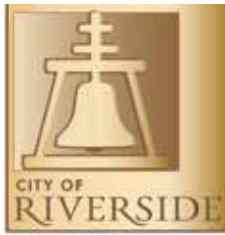
- Compelling cover letter;
- Comprehensive resume;
- Salary history; and
- Six (6) professional references.

An electronic version of all submittals is strongly encouraged. Interested candidates may apply via email to apply@ralphandersen.com.

Ralph Andersen & Associates will conduct the initial evaluation of submitted materials to determine the best overall match with the established criteria as outlined in this recruitment profile. The evaluation and selection process may consist of a supplemental questionnaire and/or written exercise(s) to further evaluate relative experience and overall suitability for this position. Ideally, the Community Development Director will join the City of Riverside in April 2012, or sooner.

Finalist candidates will be required to sign a release form to authorize preliminary reference calls and verifications to be conducted. Employment history, degrees obtained, and other certifications/accomplishments will also be verified.

Should you have any questions regarding this position or the recruitment process, please call Mr. Robert Burg or Ms. Heather Renschler at (916) 630-4900. Confidential inquiries are welcomed.



COMPENSATION AND BENEFITS

Compensation: The annual salary range for the Community Development Director is up to \$181,836. Placement within the range is negotiable and dependent upon qualifications (DOQ).

Health, Vision, and Dental Coverage: The City provides seven Health Plans, one Vision Plan, and three Dental Plans. Vision coverage is provided through Vision Services Plan (VSP) and is automatically included with all health plan selections.

Vacation and Sick Leave: Leave is accrued at the rate of 200 hours for vacation and 96 hours of sick leave annually.

Holidays: 11 paid holidays each year.

Life Insurance Coverage: A basic amount of Life Insurance equal to twice the annual salary, rounded to the next higher multiple of \$1,000 is provided, up to a maximum amount of \$700,000. The City pays 100% of the cost of basic life insurance. In addition, Accidental Death & Dismemberment (AD&D) coverage equal to the basic amount of Life Insurance is provided.

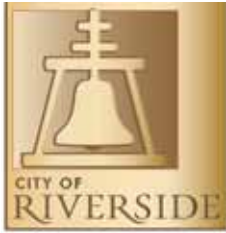
401(a) and 457 Deferred Compensation Plans: The City provides a **one-time** opportunity to enroll in a 401(a) Deferred Compensation Account. Employees may “irrevocably” defer a certain percentage or dollar amount of their salary on a pre-tax basis. The City offers two 457 Deferred Compensation Plans. Contributions are deducted on a pre-tax basis. A minimum contribution of at least \$10 per pay period must be made to participate.

LTD Coverage: The City offers a voluntary Long-Term Disability (LTD) Plan with coverage equal to 60% of the employee’s monthly pay, up to a \$7,000 maximum. The associated premium is paid by the employee on an after-tax basis. To qualify for benefits, employees must meet the plan’s definition of disability.

Retirement Plan: Employees are automatically covered under the City’s Retirement Plan, which is offered through CalPERS. The retirement benefit factor is 2.7%@55 years of age. For employees hired after October 19, 2011, employees pay 8% of the retirement plan cost.

Other Benefit Information: Employees may elect to waive the Health Insurance coverage offered by the City and receive a \$2,000 annual stipend under the “Health Opt-Out” program. Additional Life Insurance and Flexible Spending Account plans are available to all City employees for optional enrollment.





COMMUNITY DEVELOPMENT DEPARTMENT ORGANIZATION CHART

