



The City of Fullerton, California

invites your interest in
the position of

Director of Community Development

City of Fullerton Community Development

The Community Development Department provides services designed to ensure orderly and safe development within the City and provide for future growth. Current development projects include the implementation of the Fullerton Transportation Plan and the development of a "College Town" Specific Plan in partnership with California State University, Fullerton and Hope University.

The Department currently has 27 regular employees and is divided into five divisions:



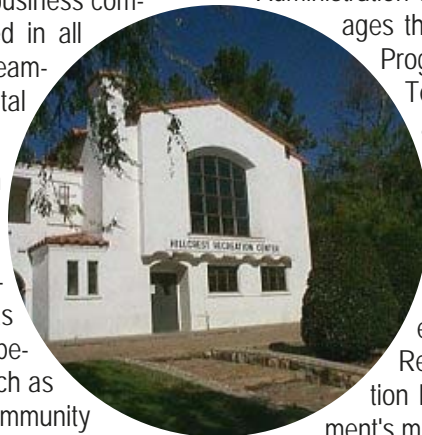
Administration provides direction and is responsible for monitoring and administering the other divisions within the Community Development Department. It also provides support and direction to all department staff

Recycling activities, Sustainability and Green design planning policy and staff support for the Energy and Resource Management Committee. *Environmental Planning* also provides CEQA review for all development proposals. *Development Services* includes streamlining the department's permit process, servicing customers at the Public Counter, and interfacing with Building & Code Compliance Staff.

Building & Safety provides services in support of the construction industry by providing building-related services including plan check review, permitting of new construction, and inspection of new constructions.

who serve the City committees for which this department is responsible, acts as liaison to Fullerton citizens and the business community when assistance is requested or required in all areas of the department's responsibilities and streamlines, refines and displays leadership to achieve total customer satisfaction.

Planning & Development Services focuses on four broad subprograms: Advanced Planning, Current Planning, Environmental Planning and Development Services. *Advanced Planning* includes Community Planning activities (such as updating the City's Zoning Code, and preparing Specific Plans, Community Involvement programs (such as conducting public workshops and meeting with community organizations), and Community Design efforts (such as preparing Design Guidelines and conducting urban design studies). *Current Planning* includes Project Management of development proposals citywide, staffing the Planning Commission and Design Review Committee. *Environmental Planning* includes compliance with South Coast Air Quality Management District regulations, citywide



Housing & Neighborhood Services consists of two subprograms: Administration and Housing Rehabilitation. *Administration* manages the Community Development Block Grant (CDBG) Program, the HOME Program, the HOME-funded Tenant Based Rental Assistance (TBRA) Program, and set-aside affordable housing projects. This includes coordination of the Community Development Citizens' Committee (CDCC) and the Single-Room Occupancy (SRO) Committee. The *Housing Rehabilitation Program* provides grants and loans to preserve and improve the City's existing housing stock. With the dissolution of Redevelopment in 2011-12, the Housing Tax Allocation Bond debt service was transferred to this department's maintenance and support budget.

Code Enforcement provides for the investigation and resolution of citizen complaints relating to substandard/dangerous building, vehicle abatement, signs, property maintenance, public nuisance, animal control, home occupations, and zoning. This program also administers the Weed Abatement Program and animal control contract.

The Fullerton Community

Approximately 22 square miles in size and the seventh largest city in Orange County, Fullerton is a dynamic and diverse community of 135,000 residents who enjoy 900 acres of parks and trails, and a revitalized historic downtown area.

Fullerton's historic buildings, tree-lined streets, specialty shops and restaurants, and the Downtown Fullerton Market all contribute to a small town atmosphere while a myriad of recreational, cultural and educational opportunities are available through 52 parks and 28 miles of hiking, biking and equestrian trails, two 18-hole golf courses, five universities and colleges, two public libraries, an arboretum, and a number of cultural and community centers. Fullerton is home to one of Southern California's most vibrant historic downtowns, including a major transportation center serving 3,000 rail and bus passengers daily – the center focus of our award winning plan to create a mixed use, transit-oriented community to further enhance the appeal our of downtown.

The Position



The Director of Community Development serves as a key member of the Executive Management Team and is appointed by and reports directly to the City Manager. The Director is responsible for all activities of the Community Development Department, including development/environmental review, planning, building and safety, code enforcement, housing and community development. The incumbent will support all activities related to the management and governance of the department and promote progressive programs and services.

The Director supervises a professional and administrative support staff and through them, all Department employees. The incumbent is responsible for the department's approximate \$8 million operating budget, goals, objectives and performance measures. This position has continuing interaction with the City Council, the Planning Commission, other City department heads, management staff, developers, civic groups, consultants and representatives of other public and private agencies.

The Ideal Candidate

The City seeks a Community Development professional with a Bachelors Degree in Urban Planning, Regional Planning or a related field from an accredited college or university; an appropriate graduate degree is desirable as is at least eight years of recent, continuous, progressively responsible professional community development experience, including three years at the mid-management/supervisory level or higher in an organization comparable to Fullerton. The ideal candidate:

- Has a strong foundation in city planning.
- Is a dynamic, committed, enthusiastic individual who sees opportunities and has the ability to turn them into reality.
- Has vision, is creative and understands and communicates the role of Community Development in the overall community: residential, business, economic development, and government.
- Has an entrepreneurial approach, knows how to negotiate and is adept at protecting the City's interests while finding the right match with the interests of the community,
- Is a problem solver who is able to provide viable solutions to complex and challenging assignments.
- Projects a strong leadership presence.
- Is an effective communicator orally, in writing and in presentations before the City Council, commissions, boards, community groups and committees.
- Is skillful in establishing positive working relationships with a variety of stakeholders including the City Council, City management staff, community groups, residents and business representatives; is a team player.
- Is politically astute with an ability to work effectively with a large and diverse set of stakeholders.
- Has a collaborative and engaging style; is outgoing and approachable
- Is highly skilled in conflict resolution.

Located just 20 miles south of Los Angeles with access to two major freeways, Fullerton is also a short drive from beaches, mountains and the desert. Major nearby attractions include Disneyland, major sports facilities for the Angels and the Ducks, water and theme parks, and performing arts centers.

Fullerton is a General Law city and operates under the Council-Manager form of government, and has approximately 630 employees and a budget of \$165 million.





Salary and Benefits

The salary control point is \$161,461. The City offers a competitive benefits package including:

- Personalized benefits alternatives, including a tax-free reimbursement plan, choice of health insurance coverage with Blue Cross (HMO or PPO) or Kaiser and dental insurance. Employees may choose to forego the City's medical benefit and receive a cash payment in lieu thereof.
- City-paid long-term disability insurance.
- Eleven holidays, vacation benefits and nine days of executive leave each year.
- Tuition reimbursement of up to \$2,500 for job-related education.
- Up to \$750 per year for a comprehensive medical examination and/or wellness program.
- A vehicle allowance of \$350 per month.
- Participation in the California Public Employment Retirement System.
- City-paid life insurance equal to annual salary.

**FOR AN APPLICATION
PACKET, PLEASE
CONTACT:
Human Resources
Department**

**Fullerton City Hall
303 W. Commonwealth Ave.
Fullerton, CA 92832**

**Phone:
(714) 738-6361**

**Email:
HumanResources
@cityoffullerton.com**

**Web:
www.cityoffullerton.com**

**Questions may be directed
to Gretchen Beatty,
Director of Human
Resources,
at
GretchenB@cityoffullerton.com
or at the above
telephone.**

Selection Procedure

In order to participate in the selection process, a completed City application, resume and supplemental questionnaire must be received in the Human Resources Department by January 3, 2013. A resume will not be accepted in lieu of any portion of the City application.

Application packets will be thoroughly reviewed. Those candidates whose applications clearly show they most closely meet the needs of the city in terms of training, experience, education and other job-related characteristics will be selected to continue in the recruitment process. This process may include a writing exercise, assessment center, oral board or other testing instruments.

The finalists will be subject to an in-depth background and reference check. The appointee must pass a City paid medical examination before the appointment can be confirmed. The final selection will be made by the City Manager.

