



Director of Community Development

THE COMMUNITY

The City of Bell is a warm and friendly town composed of young families, small businesses, and an industrial district located on the east bank of the Los Angeles River in southeast Los Angeles County. Bell is known as the key to industry, given it is located in the heart of the central Los Angeles industrial market.

Its convenient location and close proximity to transportation corridors including Interstate 5 (Santa Ana Freeway), Interstate 710 (Long Beach Freeway) and the Union Pacific Railroad make Bell an ideal venue for business interests. Bell is nestled between the San Gabriel Mountains and the port of Long Beach in the Los Angeles basin. It is only minutes away from Downtown Los Angeles, as well as cultural and sports attractions including Dodger Stadium, Staples Center, and the Walt Disney Concert Hall.

With a population of approximately 35,800, Bell is a vibrant community proud of its ethnic diversity with immigrants from throughout Latin America and a growing Lebanese American immigrant community.

If you take a stroll through the town you will find beautiful parks filled with families, tree-lined streets, and lots of unique shops and businesses. Bell is quite proud of the clean and safe community and is a great place to locate and a great place to call home.



THE ORGANIZATION

The City of Bell Administration, including its department heads and public employees, are under the direction of its City Manager, who reports directly to the five-member Bell City Council. The City Council appoints the City Manager, City Treasurer, and the City Clerk. The City currently contracts for legal services. The City of Bell is a Charter City. The City's Charter defines the way the City governs and administers its municipal affairs. The City of Bell's Charter spells out the responsibilities of the City Council, the City Manager, as well as City Officers and Employees. In addition, the Charter details information about Personnel, Fiscal Administration, Elections and other important functions. For a city to be under the rule of a charter, its local electorate must approve the implementation of a charter by way of a vote. In 2005, the City of Bell held a special municipal election to establish Charter rule and replace the former General Law City rule. In 2015 the City's residents voted to amend the City Charter and to create a new Citizen Planning Commission.





THE DEPARTMENT

The Community Development Department encompasses Economic Development, Building and Safety, Code Enforcement, Engineering, Planning, Bell Housing Authority, Community Development Block Grants, and the Successor Agency (Community Redevelopment Agency). The Director serves as an advisor to the City Manager and City Council; and performs related duties as assigned.



THE POSITION

The Director of Community Development plans, directs, manages, coordinates, and supervises programs, functions and activities for the Community Development Department encompassing Building and Safety, Code Enforcement, Engineering, Planning, Economic Development and the Community Redevelopment Agency; conducts strategic planning for the department; develops and implements departmental policies and procedures; develops and manages the department's annual budget; provides highly complex technical and administrative support, and serves as an advisor to the City Manager and City Council; and performs related duties as assigned.

A sense of civic engagement and a strong sense of public service will serve the candidate well. The Director will be implementing the City's economic development goals & additionally the city is working on a new general plan.

IDEAL CANDIDATE

The ideal candidate will be a dynamic and strategic team-oriented leader who will oversee the City's Economic Development Strategy to revitalize the City's core. The successful candidate will have a track record of attracting new business to a diverse community, and be able to build on the community's current assets to attract new industry at all levels. Candidates that stand out will have a strong customer service orientation; be energetic and results-oriented, with the ability to assess business needs, facilitate change, and communicate effectively with staff, executive leadership, elected officials, and the general public. Must possess a proven track record in public sector requirements and protocol to provide vision, and ensure and improve best practices in providing economic and business development services for the City.

Key Attributes and Characteristics

- Creative and visionary leadership.
- Excellent verbal, written, and interpersonal communication skills.
- Strong customer service and business acumen, with the ability to carefully evaluate and improve the organization's efficiency, effectiveness, and productivity.
- Understand and able to work in a political environment, and be apolitical.
- The ability to develop staff, and provide for backup and training opportunities.
- Collaborative problem solver; able to form consensus and build a team-oriented working environment. Must be organized and prepared.
- Strong personnel management and employee relations skills; able to delegate authority and responsibility while promoting individual accountability.
- Calm under pressure, possessing a positive attitude and a good sense of humor.
- An active listener.

Skills and Knowledge

- Operational characteristics, services, and activities of a comprehensive Community Development and Redevelopment program.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Modern and complex principles and practices of program development and administration; advanced principles and practices of municipal budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Pertinent Federal, State, and local laws, codes, and regulations including State Subdivision Map Act, and CEQA; and safe driving principles and practices.

MINIMUM REQUIREMENTS

- Bachelor's degree in Urban Planning with an emphasis in economic development, or a related field, is required.
- Master's degree preferred, and AICP desirable.
- Seven (7) years of progressively responsible administrative and supervisory management experience in community development, planning or redevelopment.



COMPENSATION AND BENEFITS

The City has a comprehensive compensation program. The Annual Salary range for the Community Development Director is \$137,917 - \$154,467 depending on qualifications, with an excellent benefits package. Benefits include:

- **Retirement** – 2.7% @ 55 California Public Employees' Retirement System (CalPERS) retirement formula for "classic" employees; 2% @ 62 for non-classic employees.
- **Medical** – The City participates in the CALPERS health benefits program and life insurance.
- **Dental** – The City provides coverage thru Delta Dental.
- **Life Insurance** – The City provides a term life insurance policy for employees.
- **Vision** – City paid VSP vision insurance for employees.
- **Vacation** – Annual accrual 96 hours (increases w/years of service).
- **Sick leave** – 96 hours annually.
- **Holidays** – 13 days annually.



APPLICATION PROCESS AND RECRUITMENT SCHEDULE

The final filing date for this position is Monday, September 30, 2019. To be considered for this exceptional career opportunity, please submit your cover letter, resume and six work-related references (who will **not** be contacted in the early stages of the recruitment.) Resumes should reflect years **and** months of employment and positions held. Please go to our website to apply: <https://executivesearch.cpsr.us/JobDetail?ID=549>



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Resumes will be screened on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant. The City will then select finalists to be interviewed. Candidates deemed most qualified will be invited to participate in a final interview process that includes comprehensive reference and background checks.