



**San Gabriel**  
CITY WITH A MISSION



Invites you to apply for  
**Community  
Development  
Director**

\$11,537 - \$14,024  
per month



## *Imagine...*

*...the opportunity to work in one of the most historic and beloved settings in Southern California, home to the fourth of the 21 California missions, at a time when tremendous growth and diversity combine to make San Gabriel one of Southern California's prime destinations.*

### **The Community**

Founded by Father Junipero Serra in 1771 and located 10 miles northeast of Los Angeles, San Gabriel is the birthplace of the greater metropolitan region. Today, San Gabriel has a population of 40,000 and is comprised of beautiful and historic neighborhoods, outstanding schools, excellent public amenities, and a diverse and engaged community. The heart of San Gabriel is its Mission District, a culturally rich and historic center that blends the charm of early California with a modern-progressive experience. The Mission District is home to the San Gabriel Mission and Mission Playhouse and host of several festivals and events that attract patrons from all over the region, including the annual Dumpling & Beer Festival and Lunar New Year Festival. All of this and much more make San Gabriel a great place to live, work, and play.

### **The Organization**

San Gabriel is led by a visionary City Council that reveres the historical significance of the City and works to seamlessly blend the City's past with its vision for the future. The City operates under the Council/Manager form of government and the Council is elected at-large to four-year overlapping terms, with the Mayor appointed by majority vote of the City Council. The City has a general fund operating budget of \$43.9 million for FY 2021-22 and is staffed with approximately 200 full-time employees.

### **The Department**

The Community Development Department is comprised of three main divisions – Planning Division, Economic Development Division, and Building Division – and has an operating budget of \$3.1 million and is staffed by 16 full-time employees. In addition to providing planning, economic development, building and safety, and neighborhood improvement services, the department leads several community-wide events and festivals throughout the year, including the aforementioned Dumpling & Beer and Lunar New Year Festivals. The department also provides staff support to the City's Planning Commission, Design Review Commission and Historical Preservation Commission.

## The Executive Team

The Community Development Director is a member of the City's executive team. The executive team is comprised of a diverse, collaborative and innovative group of individuals who provide direct support to the City Manager and lead a City Department. The Community Development Director oversees all aspects of the Community Development Department and is primarily responsible for leading the development activities of the City and advancing the economic and planning initiatives of the City Council.

## The Ideal Candidate

The City of San Gabriel is seeking an engaging and knowledgeable Community Development Director who embraces a hands-on approach, has a strong work ethic, is an exemplary leader, is tactful, and is astute. Qualities necessary for the position include:

- **Leadership** – one who leads by example, promotes collaboration and teamwork, and inspires organizational excellence.
- **Judgement** – one who has sound judgment and is able to make good decisions in highly complex and difficult situations.
- **Communication** – one who can accurately gauge an audience and effectively communicate in oral and written form.
- **Customer Service** – one who is driven to provide excellent customer service, is empathetic and understanding of customer concerns and needs, and is focused on achieving outstanding customer service outcomes.
- **Public Service** – one who has a strong desire and commitment to work in local government and seeks to make a positive impact on the community.
- **Compassionate** – one who has a sincere sense of compassion and understanding for others.
- **Ethical** – one who can manage and resolve difficult issues with integrity, fairness, and impartiality.
- **Experience in one or more of the following areas:**
  - **Economic Development** – one who has experience and knowledge of marketing, branding and retail recruitment;
  - **Planning** – one who has experience and knowledge of CEQA, planning and subdivision laws, updating general and specific plans, analyzing complex construction projects, and reviewing architectural plans;
  - **Building & Safety Services** – one who has experience and knowledge of local building and safety codes, permitting processes, and compliance.

Additionally, the Community Development Director will need to have great appreciation and skill for working with a diverse community comprised of Asian/Pacific Islander, Anglo, Hispanic, and Native American populations.

## Qualifications

Any equivalent combination of training and experience that provides the required knowledge, skills and abilities could be considered qualifying. A typical way to obtain the knowledge, skills, and abilities would be a bachelor's degree in public administration, business administration, urban planning, civil engineering or a closely related field, with a master's degree and advanced

professional certifications highly desirable, plus seven years of increasingly responsible experience in municipal community development, with at least three of those years served in a supervisory capacity. *Certification by the American Institute of Certified Planners (AICP) and proficiency in a second language such as Cantonese, Mandarin, Vietnamese, or Spanish is also desirable.*

## **Compensation & Benefits**

San Gabriel provides excellent compensation and benefits. The current monthly base salary range for the Community Development Director is \$11,537 - \$14,024. The City also offers an outstanding benefit package including:

- **Retirement:** CalPERS Retirement System (2%@60 for “classic” PERS members; 2%@62 for new PERS members (participating San Gabriel employees will remain in their existing tier).
- **Health Benefits:** The City contributes up to **\$1,568 per month** toward employee medical, dental and vision insurance premiums. The City offers a choice of multiple medical plans (HMOs and PPOs through CalPERS), two dental plans (Delta HMO and Delta PPO), and VSP vision.
- **Other Benefits:**
  - City-paid Life Insurance (2x annual salary);
  - Long Term Disability;
  - Employee Assistance Program;
  - Education Tuition Reimbursement Program (based on current CSU quarterly rates).
- **457 Deferred Compensation:** City provides a 457 investment plan for employees. Enrollment is optional and the City makes no monetary contribution to the plan.
- **Supplemental Insurance:** City provides employees with supplemental insurance plans through Colonial. Enrollment is optional and the City makes no contribution towards premiums (employee covers all premium/out-of-pocket costs associated with the plans).
- **Paid Leaves:**
  - 60 hours of Administrative Leave per calendar year;
  - 96 hours of Sick Leave per year;
  - 80 hours of Vacation Leave per year (annual accrual rate increases to 160 hours based on years of service accrual schedule);
  - 104 hours of paid Holiday Leave per year.
- **Annual Leave Cash-Out Options:**
  - Sick Leave Buy Back – In November of each year, employees may opt to cash-out up to 50% of unused sick leave accrued in the preceding 12-month period (November through November period).
  - Vacation Buy Back – In November of each year, employees may opt to cash-out up to 40 hours of unused vacation leave.
  - Holiday Buy Back – In January of each year, employees may opt to cash-out up to 8 hours of unused holiday leave.
- **Alternative 9/80 Work Schedule:** Optional 9/80 work schedule with alternating Fridays off.

- **Professional Memberships:** Paid membership to select community development organizations and conferences.
- **Vehicle allowance of \$450/month**

### Application Instructions

Candidates must complete a City of San Gabriel online application before closing. Applications must be thoroughly prepared and include the following three items as attachments: (1) cover letter directed to City Manager Mark Lazzaretto, (2) professional résumé, and (3) copies of all professional certifications applicable and/or required for the position. Failure to submit a thoroughly prepared application along with items 1-3 may be disqualifying. To apply, please visit [jobs.sangabrielcity.com](http://jobs.sangabrielcity.com).

### Tentative Application Deadline & Recruitment Schedule

The deadline for submitting applications is tentatively scheduled for **August 5, 2021 at 4pm**. The City may close the application period sooner or later depending on the volume and quality of applications submitted. The most qualified candidates will be invited to an oral interview. **Oral interviews are tentatively scheduled for the week of August 9.** *Faxed, emailed, and/or hard copy applications will not accepted.*

The provisions of this bulletin do not constitute an expressed or implied contract. Any provisions contained in this bulletin may be modified or revoked without notice. Applicants with legal disabilities, who require special testing accommodations, must contact the City of San Gabriel Human Resources Department at least five days prior to the examination date.

All qualified candidates are encouraged to apply; the City of San Gabriel is an Equal Opportunity Employer.

鼓勵所有的合格候選人提出申請 聖蓋博市是平等機會的雇主

Tất cả ứng cử viên hội đủ điều kiện nên nộp đơn. Thành Phố San Gabriel là một sở làm có tôn chỉ tạo cơ hội bình đẳng.

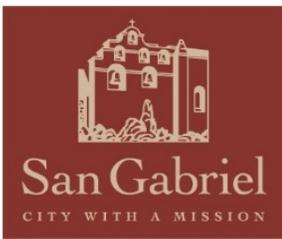
La ciudad de San Gabriel ofrece la igualdad de oportunidades en el empleo, apoyamos a los candidatos calificados a aplicar.

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#### HUMAN RESOURCES DEPARTMENT

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JobID-193



## **CLASSIFICATION SPECIFICATION COMMUNITY DEVELOPMENT DIRECTOR**

### **JOB SUMMARY:**

Under general supervision of the City Manager, the Community Development Director oversees all operations of the Community Development Department including economic development, planning, building, neighborhood improvement services and serves as a member of the city's executive team; and performs other related duties as assigned

### **CLASS CHARACTERISTICS:**

The Community Development Director reports directly to the City Manager and is responsible for the overall planning, organization, and administrative of the Community Development Department. This classification serves as a member of the City's executive team and participates actively in addressing issues of concern to the City, which, at times, may not have a direct impact on their area of specialization.

### **EXAMPLES OF DUTIES:**

Duties may include, but are not limited to, the following:

- Coordinates the administrative and business management functions of the Community Development Department, including oversight of the building, economic development, planning and neighborhood improvement services the process and preparation of budget, grants, capital improvement and personnel functions.
- Plans, organizes directs and manages all activities of the Community Development Department including development/environmental review, planning, building and safety, zoning, community preservation.
- Directs and participates in the preparation of a wide variety of surveys, plans specifications, request for proposals, studies, reports, contracts, agreements, agenda, reports, correspondences, resolutions and ordinances in accordance with applicable state and federal laws and local codes and standards.
- Attends a variety of City Council, Commission, other public meetings and civic functions and represents the city.
- Actively recruits and assists businesses with relocation and those who wish to develop in the City.
- Provides supervision and training for subordinate staff; prepares work schedules; determines work procedures and issues written and verbal instructions; and prepares and administers performance evaluations.
- Performs other related duties as assigned.

## **EMPLOYMENT STANDARDS:**

### **Knowledge of:**

- Knowledge of principles and methods of economic development; familiarity with the fundamentals of real-estate analysis including financial and economic review processes; knowledge of laws and practices affecting City planning, engineering, building and safety and techniques of supervision and training.
- Principal of financial analysis including financial terms and cost benefit analysis; principles and practices of municipal budget preparation and administration; and pertinent federal, state, and local laws, codes, and regulations,
- Correct English usage, spelling, grammar, and punctuation; business letter writing and other document preparation; and modern office methods, procedures, and equipment including the use of a computer, copier, facsimile machine, scanners, calculator, and various computer applications and software packages.
- Principles of fiscal, statistical, and administrative research and report preparation; records management principles and procedures including record keeping and filing principles and practices; methods and techniques of proper phone etiquette; and customer service and public relations methods and techniques.

### **Skills/Abilities:**

- Perform the full range of responsible and difficult analytical and administrative work using independent judgement and personal initiative, and correctly interpret and apply complex federal, state, local laws, codes, and regulations.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals; prepare clear and concise technical and administrative reports including accurate tables, schedules, summaries, and other materials in narrative form; and establish and maintain various data collection, record keeping, tracking, filing, and reporting systems.
- Plan organize train, and manage the work of assigned staff; resolve grievances and complaints; communicate clearly and concisely both orally and in writing, which includes using tact and discretion when dealing with the public, elected officials, and City staff, and establish and maintaining an effective working relationship with fellow employees, the public , elected officials, and other departments and outside agencies. Plan, organize, train, and manage the work of assigned staff; resolve grievances and complaints; and establish and maintain an effective working relationship with fellow employees, the public, elected officials, and other departments and outside agencies.

### **Education and Experience:**

Any combination of experience and education may be considered. A typical way to obtain the knowledge, skills, and abilities would be:

- Bachelor's degree in public administration, business administration, urban planning, civil engineering, or a closely related field.

- Seven years of increasingly responsible experience in community development, with at least three years of experience in a supervisory or lead capacity.
- Master's Degree in a related field is highly desirable.

**Licenses and Certifications:**

- Possession of a valid Class C California Driver's License and ability to maintain a satisfactory driving record are required.

**PHYSICAL DEMANDS:**

- Ability to lift up to 10-15 pounds or more; sit and get from one location to another in the course of doing business including climbing stairs, stooping, and bending.

**WORK ENVIRONMENT:**

- Employee generally works indoors. Environment is generally clean with limited exposure to conditions such as dust, fumes, or odors. Noise level in the work environment is usually moderate but the employee may occasionally be exposed to loud talking and interruptions from telephones and /or members of the public.

**NOTE:**

The duties, skills, and demands described here are representative of those that must be met to successfully perform the essential functions of the job. When appropriate, reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

**Established Date:** March 2019