

CITY OF SAN BERNARDINO

Director of Community & Economic Development

With a look to the future, the City is working hard to move the community forward and improve city services and quality of life. San Bernardino is, now more than ever, a city of opportunity.





CITY GOVERNANCE

The City of San Bernardino is a Charter City and governed by the Council-Manager form of government. The governance structure is comprised of an at-large, elected Mayor and seven Council Members elected by constituents in the specific ward. Each elected official serves a four-year term.

MISSION STATEMENT:

Our mission is to provide quality and cost-effective services to the people of San Bernardino. We will provide excellence in leadership through the allocation of public resources to City programs that are responsive to community priorities and maximize opportunities for economic, educational, and cultural viability.

To learn more about the City of San Bernardino, go to:
<http://www.ci.san-bernardino.ca.us/>.

THE CITY OF SAN BERNARDINO

Founded in 1810, San Bernardino is a progressive community rich in history and cultural diversity. Recognized for its scenic beauty and strategic location, the City of San Bernardino, serves as the county seat and is the largest City in the County of San Bernardino, with a population of over 218,000 and more than 62 square miles. To keep its vision for the future at the forefront, the City of San Bernardino follows the guiding principles to be strong and prosperous by adopting the shared values of Integrity, Accountability, Respect for Human Dignity, Honesty, and Fairness. Residents of the City can expect quality, cost-effective services and an excellent public safety program dedicated to providing the highest level of police and emergency services.

The two hospitals within the City limits, Community Hospital of San Bernardino and St. Bernardine's Medical Center, are state-of-the-art facilities. City residents also have access to the nearby Arrowhead Regional Medical Center and the world-renowned Loma Linda University Medical Center.

Home to one of only a few premier soccer facilities in Southern California, visitors and residents of the City of San Bernardino will find no shortage of entertainment. With 35 parks and 11 community centers, residents and visitors can enjoy playgrounds, swimming, youth sports, adult sports, senior activities, and special interest classes. The City's menu of programs and services includes a public library system comprised of one primary and three library branches, which provide life-long learning to the world of ideas, information, and creative experiences for all citizens of San Bernardino. There are multiple venues for art, performing arts, and concerts in the City, such as the historic California Theater, Sturges Center for the Arts, Roosevelt Bowl, National Orange Show Events Center, Glen Helen Amphitheater, and the Garcia Center for the Arts. Several colleges provide quality education and programs, including San Bernardino Valley College, California State University, San Bernardino, and Loma Linda University Health – San Bernardino Complex.

THE POSITION

The Director of Community and Economic Development is responsible for managing, directing, and integrating the functions, programs and activities of the Planning Division, Building & Safety Division, Code Enforcement, and Economic and Housing Development. Responsibilities are broad in scope and involve highly sensitive and publicly visible operations, projects and processes that require a high degree of policy, program and administrative discretion and high ethical standards. The incumbent reports directly to the City Manager, advises the Mayor and City Council on departmental matters, and collaborates with a broad range of officials both internal and external to the organization, business leaders, development professionals and the general public to achieve the cities goals and objectives.



Key Functions and Priorities

- Direct the work of the Community and Economic Development department with subordinate managers and supervisors to establish operational plans and initiatives to meet department goals; coordinate and integrate functions and responsibilities to achieve optimal efficiency and effectiveness; develop and monitor performance against the departmental budget.
- Mentor, motivate, and further develop a team of high performance. Provide situational leadership to guide a collective culture that encourages initiative, new ideas, high energy, best practices, and enthusiasm for the projects and programs geared towards excellence, community growth and revitalization, and capital improvement project completion.
- Create and implement economic development strategies and policies which capitalize on existing assets and identifies new development opportunities for maximum economic vitality and value; collaborate with the City Manager, elected officials and other managers in establishing strategic plans for the City; set overall management and policy goals and objectives within the framework of the City Manager and City Council policies and mandates; and proactively identify existing business assets, community needs, and provide outreach strategies to facilitate development consistent with those opportunities.
- Negotiate, administer, and measure third-party entity performance related to contracts and agreements. Perform selection processes for consultant services, contracts, and development agreements to ensure fiscal compliance and delivery of desired results.
- Make presentations before the City Council, other agencies, community groups and the media on the City's development services operations and initiatives, economic development, affordable housing, and asset management initiatives.
- Monitor national and regional trends related to municipal community and economic development services and evaluate their potential impact on San Bernardino; recommend policy and process changes and improvements. Stay current on CA State requirements in a shifting legal landscape with regards to land use planning, housing, traffic studies and other related areas of compliance.

THE IDEAL CANDIDATE

The ideal candidate is a dynamic, strategic leader and excellent communicator who can represent, promote, and market the City through participation with various local, state, and regional business groups and has experience in leading a successful community and economic development team. The successful candidate will possess a high level of technical proficiency and be a collaborative and inspiring staff manager with the desire to mentor and develop new employees while fostering a team-oriented working environment. The incumbent will be a hands-on manager with the demonstrated ability to direct and manage multiple priorities while exercising sound independent judgement, flexibility to adapt to changing priorities, and have the emotional fortitude, astute political awareness, and interpersonal skills to build solid staff and business relationships. The ideal candidate will have a passion for public service, especially serving an underserved community; an entrepreneur who recognizes this opportunity to assist in creating and establishing strategies for branding, reinventing, and stimulating the City of San Bernardino of the future.



With the passing of Measure 'S', additional funding streams, and \$185M in current capital improvement projects, this is an excellent opportunity for candidates that like to take initiative, are innovative, driven to get things done and are ready to hit the ground running bringing high quality business to a community.

Key Attributes and Characteristics

- A can-do, high-energy Director who is willing to enthusiastically roll up his/her sleeves to lead in project and program development but can also delegate effectively.
- Excellent interpersonal skills are necessary to build positive working relationships with the City leadership, staff and partnering departments, professional or peer organizations, various state and federal agencies, as well as vendors and suppliers.
- Excellent written and verbal communication skills and professionalism in making presentations in front of City Council and community audiences of various sizes and at all levels.
- A collaborative problem solver who is able to form consensus, be organized and decisive, and work with a sense of urgency.
- An active listener, and responsive to the development community, residents, and businesses.
- A charismatic and humble leader who demonstrates confidence and high integrity, while providing exceptional customer service.
- Calm under pressure, possessing a positive attitude and a good sense of humor.



agency which contracts with CalPERS or a reciprocal agency for six months or more, the retirement benefit shall be 2% @ 62; 3 year final compensation. New members will be obligated to pay 50% of the "normal cost" of their retirement benefits as required by State law.

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

The final filing date is Monday, October 25, 2021.

To be considered, please submit a resume, cover letter, and five work related references (who will not be contacted in the early stages of the recruitment) to:

<https://koffassociates.com/dir-community-econ-dev/>

Resumes should reflect years and months of positions held, as well as size of past organization(s).

For additional information, please contact:



Frank Rojas
Phone (510) 495-0448
frojas@koffassociates.com

or

Rachael Danke
Phone (510) 345-4280
rdanke@koffassociates.com

Website: <https://koffassociates.com/>

Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant. Koff & Associates will report the results to the City. The City will then select candidates to participate in City interviews. Extensive reference and background checks will be completed on the selected candidate.

QUALIFICATIONS

- BA/BS in public or business, administration, urban planning, or closely related field.
- Ten (10) years plus of progressively responsible experience in community development and engineering services, including planning, building, economic development, and housing.
- Five (5) years plus in a staff management or supervisory capacity.

COMPENSATION AND BENEFITS

The salary range for this position is **\$168,036 - \$204,240** depending on experience.

- You are eligible to receive a City contribution of \$1,125.00 (Employee Only) or \$1,250.00 (Employee + Family) to help offset health, dental and vision premiums. Eligible employees who waive all medical, dental, vision, supplemental life, and supplemental AD&D benefits will receive an annual "Health Insurance Waiver Stipend" of up to \$3,000.
- After three (3) months of continuous service, you will be granted sick leave at ninety-six (96) hours per year.
- After six (6) months of continuous service, you will receive eighteen (18) hours of holiday account time.
- After twelve (12) months of continuous service, you will have a bank of eighty (80) hours of vacation leave.
- An auto allowance of up to \$725.00 per month.
- A designated City issued business cell phone.
- A reimbursement allowance of up to \$50.00 per month to cover work related employee events.

Retirement for Current CalPERS Members – For employees hired after 1/1/2013 who are current members of California Public Employees' Retirement System (CalPERS) or a reciprocal agency as of 12/31/12 and have not been separated from service from such agency for six months or more, the retirement benefit shall be 2% @ 55; highest single year of compensation.

Retirement for New CalPERS Members – For employees hired 1/1/2013 or later and who are not a member of the California Public Employees' Retirement System (CalPERS) or a reciprocal agency as of 12/31/12, or those who have been separated from a public

