

Community Development Director





THE COMMUNITY

The City of Rialto, known as “The Bridge to Progress” city, is in San Bernardino County and is home to a highly diverse community of over 104,000 residents. Conveniently located close to some of the State’s majestic snow-capped mountains, tranquil deserts, and pristine beaches, Rialto offers unique recreational opportunities for every lifestyle. Whatever the recreational or artistic pursuits, they can be found close at hand and include skiing in Big Bear, golfing in Palm Springs, shopping on Rodeo Drive, surfing at Malibu, visiting Disneyland, the Music Center, the California Speedway, Hollywood, historic mission sites, or the National Orange Show. Striving to become a leader in sustainability, the City has strategically focused on striking a balance between visitors, businesses, and residents.

Rialto is a growing and thriving community with a strong economic engine served by two interstates, a large regional railroad terminal, a Metrolink line and station, and multiple OmniTrans bus routes. Home to several major regional distribution centers: Amazon, Medline, Niagara, Monster Energy, Staples, Under Armour, Target, and Pyro Spectaculars (one of the United States’ largest fireworks companies), Rialto continues to expand not only its industrial base, but also its residential and commercial base. Embracing the concept of family, prosperity, and a commitment to a better way of living, Rialto is emerging as one of several cities in the Inland Empire that is thriving due to a rich culture

and an exceptional, friendly business environment as well as a commitment to quality education and unmatched hospitality. In addition to its forward-thinking philosophy and drive, Rialto cherishes its history, diversity, and natural environment to further provide the community with a high level of quality living.

GOVERNANCE

The City of Rialto was incorporated in 1911 as a general law city and operates under a Council/City Manager form of government. The

Mayor and four Council Members govern Rialto based upon a common priority of ensuring continued enhancement of quality of life for its residents and visitors. They are each elected at large to four-year staggered terms. The Mayor and Council serve as the legislative body primarily responsible for the overall policies and legislative direction of the City. The Mayor and Council appoints the City Manager and City Attorney. The City Clerk and Treasurer are elected by the voters.

Rialto is a full-service city with an adopted Fiscal Year 2022-2023 budget of \$234.2 million. Rialto relies on a workforce of 502 who provide a full array of municipal services through the following Departments: Police, Fire, Maintenance & Facilities, Community Services (Parks & Recreation), Finance, Community Development (i.e., Development Services: Planning, Building, and Economic Development), Engineering Services, Public Utilities (Water and Wastewater), Human Resources & Risk Management, Information Technology, and Management Services.

To learn more about the City of Rialto, go to: <https://www.yourrialto.com/>

THE DEPARTMENT

The Community Development Department’s purpose is to plan and maintain safe, sustainable, and livable neighborhoods for

Rialto residents, to encourage high-quality development that strengthens the local economy and improves the quality of life for future generations.

The Department consists of Building and Safety, Planning, Business Licensing, Economic Development, and Housing. Importantly, the Department is committed to providing excellent service to both internal and external customers with the highest degree of reliability and timeliness.

Currently, the Community Development Department is budgeted with 36 full-time positions.

THE POSITION

This at-will position is a key member of the City Manager’s Executive Team and provides day-to-day management of the Community Development Department. Key responsibilities of this position include:

- Provide leadership and overall direction to department staff.
- Provide professional advice and guidance to the City Manager, Economic Development Committee and City Council, and stakeholder groups.
- Coordinate community development activities with other City departments and regulatory agencies.
- Evaluate land use, economic development, and growth management proposals to ensure compliance with applicable City, State, and Federal laws.



- Manage complex issues, rules, and regulations impacting various areas of the City with an entrepreneurial approach to problem solving and timely resolution.
- Deal with remaining issues related to dissolution of redevelopment and the successor agency.
- Assume fiscal responsibility for department and project-related budgets.

Opportunities and Challenges

The next Community Development Director will be presented with key opportunities and challenges in which to excel including:

- As a city on the rise, the City has multiple projects that are in various phases of completion or will require planning and initiation. In addition, the City has made a decision, in some circumstances, to serve as its own developer. The next Community Development Director will need to be well-organized and capable of managing staff responsible throughout project(s) to ensure they are well-planned and completed on time and on budget.
- Work on the Regional Housing Net Allocation (RHNA) requirements, finalizing the Housing Element Update and implementation, and preparing for the City's next General Plan Update.
- Coordinate delivery of the residential, commercial, and industrial projects underway or now in the creation or implementation stage.
- Continue to address Rialto's position as a leader in the logistical fulfillment space with the addition of Amazon and other potential warehouses.
- Address and be actively involved in shepherding through the large-scale residential development ("River Ranch at Lytle Creek Development Project") involving construction of 780 new homes.
- Coordinate completion of the Renaissance Specific Plan
- Working in tandem and in support of the City Manager, the new Director will want to prioritize resources and efforts



to focus on the most important and urgent projects that are in alignment with Council policy and direction.

- Provide leadership and serve as the key liaison to the Economic Development Committee (Council Sub-Committee) staffed by the Mayor and Mayor Pro Tem, formally meeting once per month and more frequently, as needed.

THE IDEAL CANDIDATE

The new Community Development Director 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. Importantly, the City of Rialto is aggressively pursuing and purchasing land and properties, so the ideal candidate will have economic development experience and knowledge in this area to add value to this approach of acquiring real estate and negotiating public-private development partnerships on behalf of the City. The successful candidate will also value relationships and be known as a manager of people who encourages innovation and problem solving yet holds people accountable for quality work.

Ideally, the new Director will have notable success in economic development, business enterprises, property acquisition, and project delivery.

It will be very important that the new Director have a commitment to excellent customer service. The City Manager seeks

a Community Development Director who will provide leadership that promotes empowerment with the ability to respond and deliver with a sense of urgency.

The ideal candidate should possess the following attributes:

- Exceptional leadership skills.
- Outstanding character, integrity, and professionalism.
- Flexible and innovative in presenting solutions and strategies.
- Strong business acumen with the ability to work effectively with the business and development community as well as community partners and stakeholders.
- Extensive knowledge of current trends and best practices that impact and influence all aspects of planning and economic development.
- Ability to clearly explain complex issues to a wide variety of constituents.

QUALIFICATIONS

- A Bachelor's degree from an accredited college or university with major course work in city or urban planning, architecture, civil engineering, geography, landscape architecture, business administration, public administration, economics, or a closely related field.
- A Master's degree in city or urban planning, engineering, public administration, economics, or finance is highly desirable.



- Six years of progressively responsible experience in the administration of planning, land use, zoning, building, economic development, and redevelopment programs in a municipal planning environment.
- Three years at a management or program administration level.
- Life Insurance/ADD and Long-Term Disability: \$300k for employee, \$25k for spouse, \$5k for dependent and if the employee retires from the City these benefits are retained similar to the medical benefit.
- Educational Incentive: 7.5% for Master's Degree
- Tuition Reimbursement: \$2,500 per fiscal year
- Administrative leave: 140 hours per fiscal year
- Holidays: 12 paid holidays annually
- Vacation: 240 hours annually; 600-hour cap
- Sick Leave: 120 hours annually
- Cash-Out Provision: 200 hours of cash-out annually (combination of vacation and/or sick time)

SALARY AND BENEFITS

The current salary for the Community Development Director is \$172,860 to \$231,648.

The City also offers an attractive benefits package that includes:

- Retirement: CalPERS 2.7% @ 55 plan (single highest year) for qualified "classic" members as defined by CalPERS with 8% Employee Cost; 2% @ 62 plan (highest three years) for new members with 8% Employee Cost. The City does **not** participate in Social Security except for the Medicare portion (1.45%).
- Retiree Medical Plan: If employee retires from City employment, employee shall retain, as a retiree, all current CalPERS Health benefits. Employee, as a retiree, and dependents must meet the definition of "annuitant" as defined by CalPERS.
- Deferred Compensation (401A) Plan: City contributions of \$750 per month
- Medical/Dental: 100% City-paid

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

This position will be open until filled.

To be considered, please electronically submit your resume, cover letter and a list of six professional references (references will not be contacted in the early stages of the recruitment) to: <https://koffassociates.com/community-development-director-3/>

Resumes should reflect years and months of positions held, as well as size of staff and budgets you have managed. For additional information, please contact:



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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 executive recruiter. Koff & Associates will report the results to the City. The City will then select candidates who will be invited to participate in a formal interview process. Extensive reference and background checks will be completed on the selected candidate.

