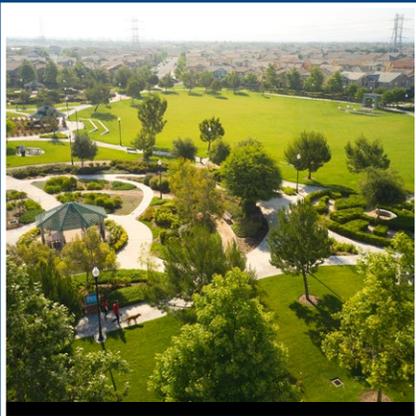




# Assistant Community Development Director





## THE COMMUNITY

Ontario is a progressive city located in southwestern San Bernardino County, California, 35 miles east of downtown Los Angeles and 23 miles west of downtown San Bernardino. Located in the western part of the Inland Empire metropolitan area, it lies just east of Los Angeles County and is part of the Greater Los Angeles Area. The population is approximately 178,000. With sunshine and a temperate climate year around, Greater Ontario is local to all things Southern California- from the mountains to sea, deserts to vineyards, and wide-open spaces; yet still close enough to urban centers, making the City a desirable destination. The City itself offers an array of restaurants and nightlife, an international airport, shopping, major sports venues, and semi-pro athletic teams. The City of Ontario boasts all the amenities of Los Angeles and Orange Counties without the expense, hassle, and traffic. With a highly skilled workforce, reasonable lease rates, quality office and retail development, and more than 130 million square feet of industrial, manufacturing and distribution space, Ontario is an incredible community for business. Ontario is known as the "Gateway to Southern California." With three major interstates, two railroads and the Ontario International Airport, the City of Ontario offers direct access from Los Angeles to the rest of California, and to North America.

## CITY GOVERNANCE

The City provides a full range of services to the community including Police, Fire, Management Services, Community Life & Culture, Community Development, Economic Development, Public Works and the Ontario Municipal Utilities Company. The City's team is staffed with approximately 1,300 full-time and 200 part-time diverse and talented employees who work to support a common goal of providing excellent service to the community. The City of Ontario operates under the council-manager form of local government. The five members of the City Council are elected by the citizens as the legislative, policy-making branch of City government; and the City Manager is appointed by the City Council to implement policy and manage day-to-day operations. All Council Members serve at large and serve four-year terms. Every even-numbered year, either the Mayor and two Council Members or two Council Members, the City Clerk and City Treasurer stand for election. The Council Members also sit as the Commissioners of the Ontario Housing Authority.

We invite you to learn more about the City of Ontario by reviewing the City's website: <https://www.ontarioca.gov>

The Ontario Plan (The City's Comprehensive Business Plan for Development): <https://www.ontarioca.gov/OntarioPlan>

## THE POSITION

The Assistant Community Development Director (ACDD) will have the opportunity to work with the Community Development staff and the City Manager's office defining daily, short-term, and long-term responsibilities supporting the City's missions. This includes Planning, Housing, Building, Engineering, and Community Improvement. The ACDD has the responsibility to oversee, direct, manage, and participate in the day-to-day activities of multiple divisions of the Community Development Agency. The ACDD assists in planning, engineering, building, community improvement, and housing. This includes assisting in formulating departmental policies, goals, and directives, coordinating assigned activities with other City departments, officials, outside agencies, and the public, and fostering cooperative working relationships among City departments and with intergovernmental, regulatory agencies, and various public and private groups. This position provides highly responsible and complex professional assistance to the Executive Director of Community Development for major Community Development Agency programs, services, and activities.

### **Experience and a background working with each of the following functional areas is ideal:**

**Planning:** The Planning Department plays a critical role in achieving the City Council's goals and objectives relative to land use, urban design, and the quality and sustainability of the built environment. Our team focuses on development that enhances economic value, quality of life, and complete community.

**Housing:** The City of Ontario's residential neighborhoods are a source of great pride, which the City demonstrates through its ongoing commitment to beautiful neighborhoods and encouragement of home ownership through several outstanding programs.

**Building:** The mission of the Building Department is to contribute to Ontario's economic development and protect the lives and safety of Ontario's citizens and its visitors, by providing timely and professional plan review and inspection services to ensure buildings





and projects are built and developed in compliance with all applicable municipal and state code requirements.

**Community Improvement:** The City of Ontario Community Improvement Department is responsible for enforcing Municipal Code regulations on private property throughout the city. The Ontario Municipal Code regulates parking on private property, zoning, property maintenance, weed abatement on undeveloped lots and other substandard conditions on residential, commercial, and industrial properties.

**Engineering:** The Engineering Department serves the needs of the citizens of Ontario by providing professional engineering services to the community and City government in the areas of capital improvement projects, land development, environmental, traffic, and transportation.

**Essential job functions include, but are not limited to:**

- Oversee, direct, manage, and participate in the day-to-day activities of multiple divisions of the Community Development Agency, including short- and long-term planning as well as development and administration of agency policies, procedures, and services.
- Provide assistance to the Executive Director of Community Development in a variety of administrative, coordinative, analytical, and liaison capacities and serves as the director in that individual's absence.
- Develop, oversee, and implement interdisciplinary projects and programs in a variety of areas.
- Coordinate the activities of the Community Development Agency with those of other departments and outside agencies while managing complex project to ensure the goals, objectives, and the City's policy guidelines are met.
- Assist in managing and participating in the development and administration of the agency's budget; assist in the forecast of additional funds needed for staffing, equipment, and supplies; assist with the monitoring of and approves expenditures; oversee and implement budgetary adjustments as necessary.
- Assist in selection, training, motivating, and directing agency personnel, including evaluation and reviews.
- Monitor and implement legal, regulatory, technology changes, including court decisions that may affect the work of the agency.

- Prepare, develop, and implement short and long-range plans for community improvements, including financial strategies and securing participation and input from property owners, service providers and other stakeholders.
- Assist with managing the preparation and administration of the City's General Plan.
- Prepare, review, and present staff reports and management updates.
- Respond to public inquiries and complaints and assists with resolutions and alternative recommendations; serve as a spokesperson for the agency at a variety of community events, meetings, and other public relations activities.

This is an exciting time for the City and the new Assistant Community Development Director who will identify and implement community development strategies and programs involving: property and business investment to key areas of the City including the Downtown/Euclid District, the Ontario International Airport, Holt Boulevard, the Toyota Arena, Ontario Ranch, and the Ontario Convention Center District; and directing and managing the implementation of projects and programs in these focus areas of the City. Ontario Ranch was the highest selling master planned community in California and 6th in the nation in 2021 and in the top 15 for the past 3 years.

**The individual selected to assume this position will be expected to:**

- Foster a work environment that encourages communication, team collaboration, employee development and growth; and motivates high performance and accountability.
- Assist in developing and implementing strategic plans, policies, and procedures for the Agency and all City-wide community development activities.
- Assist in the development, preparation, and implementation of the Agency budget.
- Cultivate new and continuing relationships with business leaders, developers, and civic groups to promote the City's business and development interests.
- Enhance sustainability through efforts that advance innovation and entrepreneurship.



## FIVE TOOL PLAYER

Borrowing from the baseball concept of an ideal player (one who can hit, hit with power, throw, field, and run), the City of Ontario is seeking employees who are strong Leaders, Thinkers, Operators, Communicators, and Public Servants.

- **Leader** – Ethical, Hard-Working, Respectful, Self-Aware
- **Thinker** – Analytical, Creative, Strategic, Vision
- **Operators** – Expert, Mission, Structured, Tactical
- **Communicators** – Clear, Diplomatic, Intuitive, Listener
- **Public Servant** – Dedicated, Empathetic, Involved, Professional

## THE IDEAL CANDIDATE

The ideal candidate will be a positive and collaborative leader with effective decision-making skills who will focus on what is best for Ontario's community today and in the future. The successful candidate will embody the values of the City's Approach to Public Service – Commitment to the Community, Excellence through Teamwork, and Doing the Right Thing the Right Way. A passion for local government and a strong desire to make a positive impact on this community is a must. As this is a fast-paced and busy working environment (8,000 permits issued in 2021), the selected candidate should be even-keeled and able to exercise patience and a supportive management style, with the ability to adapt to changing priorities. The qualified candidate will inspire, motivate, and empower staff, as well as be an accomplished manager to serve as a model for Ontario's workforce. The successful candidate will demonstrate and encourage teamwork and collaboration to ensure high performance and quality project deliverables. This position requires a leader who is willing to enthusiastically roll up his/her sleeves and be a working manager. A proven track record of building and maintaining positive working relationships and consistent communication throughout all organizational levels is required.

### Key Attributes and Characteristics

- 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 communication skills and professionalism in making presentations in front of audiences of various sizes and at all levels.
- Strong personnel management and a motivational leadership style; able to delegate authority and responsibility while promoting individual accountability and high performance.
- A collaborative problem solver who is able to form consensus, be organized and decisive, and work with a sense of urgency.
- Calm under pressure, possessing a positive attitude and a good sense of humor.
- 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.

## QUALIFICATIONS

- Equivalent to a bachelor's degree from an accredited college or university with major coursework in public or business administration, planning, civil engineering, or a closely related field.
- Five (5) years of managerial, operational, and administrative experience administering a development services program which includes planning, engineering, building, community improvement, and/or housing with a municipal or county government.
- Experience with budget administration, project administration, and leading diverse teams in the implementation of City Council and/or community goals.

## SALARY AND BENEFITS

The annual salary range for this position is \$178,027.20 - \$216,361.56.

To view the City's benefit plans, please click below:  
<https://www.ontarioca.gov/Benefits>

## APPLICATION AND SELECTION PROCESS

The final filing date is Friday, January 6, 2023.

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/assistant-community-development-director/>

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

For more information, contact:



Frank Rojas  
(510) 495-0448

[frojas@koffassociates.com](mailto:frojas@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 panel interviews. Extensive reference and background checks will be completed on the selected candidate.