



CITY OF POMONA, CALIFORNIA

Development Services Director



THE COMMUNITY

Named in honor of the Roman goddess of fruit, the City of Pomona has a history as rich as its fertile soil. The Pomona area was situated along a trade route used by Native Americans, and the first recorded inhabitants were the Gabrielino Native Americans. The valley became known in the 1700s as Rancho San Jose. A year later it became part of the Mission San Gabriel Grazing lands. Over fifty years later, two soldiers, Don Ignacio Palomares and Don Ricardo Vejar petitioned the governor and in April 1837 were granted rights to the land.

In the early 1800s, Pomona was known as an “urban garden.” Pomona quickly became an economic leader in citrus. In the 1870s, the coming of the railroad spurred agriculture. Pomona’s role in the expanding industry influenced the citrus community to name “Pomona” after the Roman goddess of fruit and fruit trees. The name proved prophetic, and vineyards flourished in the 1880s, supplying the winemaking and raisin industries. Citrus orchards and olive groves replaced vineyards in the 1890s and, through its agricultural enterprises, Pomona maintained an economic lead in the valley.

Today, Pomona is the seventh largest city in Los Angeles County, with a population of over 151,000 residents. Pomona boasts a progressive economy, business opportunities, and a strong workforce with attractive shopping, recreational, and real estate offerings. The Pomona Valley had been fruitful in the past and is now fruitful from the strength and efforts of its people. With a vision to promote harmonious diversity and economic prosperity, Pomona is a vibrant community with progressive citizens leading, testing the limits of progress, and striving to provide a high quality of life for all of Pomona.

CITY GOVERNMENT

On January 6, 1888, Pomona was incorporated as a City and became a charter City in 1911. The City of Pomona is represented by seven elected officials: a Mayor at-large and six separate Councilmembers, representing six different Council Districts in our City.

The City handles water and contracts with outside companies for other utilities. The City operates its own Police Department.

Five-year Vision Statement

Pomona will be recognized as a vibrant, safe, beautiful community that is a fun and exciting destination and the home of arts and artists, students and scholars, business, and industry.

Mission Statement

The City of Pomona improves the quality of life for our diverse community.

Core Values

- Cultural Diversity • Fiscal Responsibility • Focusing on the Future • Excellent Customer Service • Leadership • Clear & Open Communication • Engaged Compassion

THE DEPARTMENT

The Development Services Department is responsible for facilitating orderly development within the City of Pomona and is comprised of the following three Divisions:

- **Planning Division** - Handles land use and zoning inquiries, entitlement review, implements the Zoning code, and manages and plans development consistent with the City’s adopted General Plan.
- **Building and Safety Division** - Reviews construction plans, issues building permits, provides inspections, and ensures building code compliance.
- **Code Compliance Division** - Manages City-wide code-related compliance, inspections, and violations.

THE POSITION

Under general administrative direction, the Development Services Director will plan, direct, manage, and oversee the activities and operations of the Development Services Department which includes planning, code compliance, and building and safety services; oversee the contract for building and safety services; coordinate assigned activities with other City departments and outside agencies; provide highly responsible and complex administrative support to the City Manager; and perform related work as required.

Duties and responsibilities include:

- Plans, organizes, directs, and administers the Department of Development Services Department, including Planning, Code Compliance, and Building and Safety services.

- Formulates program definition, departmental goals and policies, identifies opportunities for improvement, and directs the implementation of changes; the incumbent will also work closely with key stakeholders to ensure that changes are implemented in a timely and effective manner, and will monitor and evaluate the impact of these changes to ensure that they are achieving the desired outcomes.
- Provides day-to-day leadership and works with staff to ensure a high-performance work environment that supports achieving the department's and City's mission, objectives and values; conducts staff meetings; and develops staff development programs.
- Provides professional staff support to the Planning Commission, Historic Preservation Commission, Cultural Arts Commissions, and any other commissions and committees as designated; oversees the development and posting of Commission agenda and reports; and attends and presents at Commission meetings.
- Oversees the Building and Safety contract; ensures services are provided as agreed.
- Monitors the architectural and engineering work on all community development projects to ensure they conform to the City's General Plan and Zoning Code; serves as a Hearing Officer in conducting public hearings and making decisions on cases involving requests for a Development Plan. Reviews any other matters as designated by the City's Zoning Code. Works with advisory committees and community associations regarding development activities.
- Participates on a variety of boards and commissions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of community development, planning, and housing.

THE IDEAL CANDIDATE

We are seeking an authentic, hands-on leader to join our organization as the Development Services Director. The ideal candidate will possess a unique combination of skills and qualities that enable them to effectively manage a team while fostering a culture of inclusion, flexibility, innovation, and social justice. The ideal candidate will be genuine, transparent, and true to themselves. They will lead by example, demonstrating integrity, honesty, and a strong work ethic. We are looking for a candidate who is not afraid to roll up their sleeves and actively engage in the day-to-day operations of the Development Services Department. They will have a deep understanding of the work being done, change management principles, and will be able to provide guidance, and mentorship to their team members through inclusive leadership practices. They will

be patient, empathetic, and skilled at providing constructive feedback and guidance to help employees reach their full potential. They will be able to adjust priorities, strategies, and resources as needed to meet the evolving needs of our organization and the community we serve. We are seeking a candidate who is forward-thinking and open to exploring new approaches and ideas. They will encourage creativity and innovation within the Development Services Department, fostering an environment where employees feel empowered to share their ideas and take calculated risks. The City of Pomona is deeply committed to social justice and equity. The ideal candidate will have an unwavering passion for advancing social justice, which is fueled by a deep commitment to making a positive impact in the City. They will integrate a social justice lens into their decision-making processes and work collaboratively with other departments to ensure our programs and services are inclusive and equitable.

QUALIFICATIONS

Any combination of training, education, and experience that demonstrates an ability to perform the duties of the position. A typical way to obtain the knowledge, skills, and abilities would be:

Eight (8) years of progressively responsible experience in municipal planning, community development, or closely related fields, including three (3) years of management and/or supervisory experience.

AND

Equivalent to a Bachelor's degree from an accredited college or university with major coursework in urban planning, public administration, business administration, or a related field. A Master's degree is desirable.

Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisors or by law.





COMPENSATION AND BENEFITS

The salary range for this position is \$173,917 – \$233,065 with an anticipated increase of 13% over the next four (4) years.

Work Schedule – 4/10 - City Hall is open 7:30 a.m. to 6:00 p.m. Monday through Thursday and closed on Fridays.

Health Insurance (Medical, Dental, and Vision Benefits) – The City provides \$700/month toward medical insurance and \$75/month toward dental insurance. In addition, the City also contributes monthly toward a Section 125 Plan based on level of medical coverage up to \$1,375/month (e.g. Total City contribution for employee and family is \$2,150/mo). The City will pay \$700 cash-in-lieu to employees who provide satisfactory proof of alternative group health insurance comparable with the City’s plan. The City provides medical plans through the CalPERS health program (PEMHCA).

Deferred Compensation – A voluntary 457 plan is available; City contributes \$25 monthly for PEPRAs employees.

Holiday Leave – Twelve (12) days per calendar year plus two (2) Floating Holidays.

- Leave Accruals** –
- 170 hours of Executive Leave per year;
 - 80 to 240 hours of Vacation accruals depending upon years of service;
 - 12 Sick leave days per year; and
 - Annual vacation and sick leave sell back programs.

Life and Disability Insurance – City-paid term life insurance of 2x annual salary to a maximum of \$400,000 and City paid short and long term disability plan; voluntary additional life insurance available.

Retirement – Provided through CalPERS is 3% @ 60 for miscellaneous classic members and 2% @ 62 for PEPRAs members with employees paying member contribution. The City does not participate in Social Security

Retiree Health – Monthly contribution of up to \$700/month to CalPERS Health.

Medicare – Employee pays 1.45% of salary towards future Medicare benefits.

Automobile Allowance – \$400 per month.

APPLICATION AND RECRUITMENT PROCESS

The final filing date is Friday, June 14th, 2024.

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/pomona-dev-svcs-dir/>

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



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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 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.

