



The City of Palmdale
is looking for its

DIRECTOR OF ECONOMIC & COMMUNITY DEVELOPMENT

THE POSITION

DIRECTOR OF ECONOMIC & COMMUNITY DEVELOPMENT

ARE YOU READY TO LEAVE YOUR MARK?

The Director of Economic and Community Development will play a strategic role in executive-level management. This position allows you to plan, direct, coordinate and oversee the implementation of economic development initiatives that will shape the future of our City.

In this role, you will have the ultimate responsibility for overseeing all functions and activities in managing the Economic and Community Development department, including planning, building safety, economic development and private development. You will also be responsible for administering the City's General Plan, Zoning Ordinance, Specific Plans, land use entitlements and development proposals — encompassing both advanced and current planning proposals, grading, building plan checks, permit issuance, development proposals, land surveying, construction, business licensing and planning.

With a strong professional background in collaborating with other City departments, public agencies, local businesses and residents, this role provides an opportunity for a front-row seat in our mission to launch Palmdale forward.

WHY PALMDALE?

Located in the beautiful Antelope Valley, Palmdale is known for its unique blend of natural beauty and the prominence of the aerospace industry. The City thrives on its forward-thinking and innovative ethos, driving progress across various sectors. Its family-friendly atmosphere is evidenced by numerous parks, recreational facilities and activities. From community festivals to educational programs, Palmdale offers a supportive environment where families can thrive and public safety is a top priority. With its growing population and economic development, Palmdale is a dynamic hub in Los Angeles County!



MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

- Public agency budgeting, contract administration, Citywide administrative practices and general principles of risk management relevant to the functions of the assigned areas.
- Administrative and management principles and practices, including goal setting, program development, implementation and evaluation. Effective supervisory and leadership methods and styles, when providing supervision over staff, directly or through subordinate levels of supervision.
- Interpret, apply and explain applicable federal, state and local laws, codes and regulations.
- Principles of research methods and effective report preparation.

ABILITY TO:

- Plan, direct and coordinate the work of the department.
- Create and manage a departmental budget.
- Handle complex and sensitive issues effectively.
- Communicate clearly and concisely, verbally and in writing.
- Interpret, apply and ensure compliance with federal, state and local policies, procedures, laws and regulations.
- Plan, organize and oversee a community-wide engagement program; analyze and resolve community needs and issues.
- Build strong interpersonal relations within the community.
- Represent the interests of the City with a variety of boards, committees, commissions, outside agencies and the public.
- Establish and sustain effective working relationships with individuals encountered during the course of work.
- Select, manage, supervise, train and evaluate assigned staff members.
- Make sound and effective decisions regarding operational and personnel functions.
- Respond effectively to emergency and problem situations applying and managing policies, procedures and principles to analyze and resolve unusual situations.
- Develop comprehensive plans to meet future City needs and services.
- Stay current with new legislation, laws, regulations, trends and technologies pertaining to neighborhood and community services.
- Develop strategic initiatives affecting divisional operations and procedures.

ESSENTIAL RESPONSIBILITIES

Essential, or otherwise important responsibilities and duties may include, but are not limited to, the following:

- Develop and implement departmental goals, objectives, policies and priorities. Generate strategies to build a sustainable organization and meet City strategic objectives.
- Manage and participate in the development and administration of the department's annual budget. Direct the forecast of additional funds needed for staffing, equipment, materials and supplies. Monitor and approve expenditures.
- Directly supervise and inspire program managers, and professional staff and technical staff. Select, train, motivate and lead department personnel and assess work for alignment with City standards. Coach, counsel and implement progressive discipline and termination procedures and respond to staff questions and concerns.
- Develop and implement community engagement strategies; evaluate the impact of community engagement goals, objectives, policies, programs and procedures. Design programs and projects that foster extensive community participation.
- Act as liaison to City-sponsored community groups in assessing community engagement needs and issues. Represent the City at community planning, interagency meetings and conferences.
- Present recommendations to City Council, City Manager, Executive Management Team, Commissions, City departments, governmental organizations and professional associations. Attend professional meetings and conferences advising City representatives on significant trends and developments.
- Interpret departmental policies, governing codes and regulations for departmental employees.
- Deliver presentations to City committees, commissions and City Council.
- Plan, develop, organize, and oversee a variety of department-related programs.
- Address complex and sensitive public inquiries and complaints by providing resolutions and alternative solutions.
- Be an active member of the City's management team and address issues of concern to the City. Perform related duties as required.



WORKING CONDITIONS

PHYSICAL DEMANDS:

- **Mobility:** frequent use of keyboard; frequent sitting for long periods of time; occasional climbing, bending and squatting.
- **Lifting:** frequently up to 10 pounds; occasionally up to 40 pounds.
- **Vision:** constant use of overall vision; frequent reading and close-up work; occasional color and depth vision.
- **Dexterity:** frequent repetitive motion; frequent writing, grasping, holding, and reaching.
- **Hearing/Talking:** frequent hearing and talking, in person and on the phone.
- **Emotional/Psychological:** frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone.
- **Environmental:** frequent exposure to noise.

Work Environment: Work is performed in a temperature-controlled office environment, with typical office noise and conditions. The position regularly requires work outside regular business hours, including evenings and weekends, with occasional travel required.

EXPERIENCE, TRAINING, LICENSES AND CERTIFICATES

Qualifying combinations of education and experience that provide the necessary knowledge and abilities include:

Education: A bachelor's degree from an accredited college or university with major coursework in public administration, recreation administration, business administration or a related field.

A Master's degree is preferred.

Experience: Five years of progressively responsible management experience with program and policy development in the assigned department.

Licenses/Certifications/Other Requirements

Possession of a valid California driver's license by the time of appointment.

HERE'S WHAT WE CAN DO FOR YOU

SALARY & BENEFITS

\$15,839 to \$20,219 monthly.

• RETIREMENT

The City is a member of the California Public Employees' Retirement System (CalPERS). Full-time employees will be enrolled in either the New Member or Classic plan, as defined by CalPERS. Employees pay the full employee portion as determined by CalPERS, whether under the New Member or Classic plan.

• COMPENSATION, ALLOWANCE AND STIPEND

- The City will contribute \$5,000 to the employee's 457 deferred compensation account annually.
- The employee will receive an auto allowance of \$200 per month.
- Qualified employees will receive a bilingual stipend of \$100 per month.

WORK HOURS

Monday-Thursday, 7:30 a.m. to 6 p.m. • Closed on Friday

• WELLNESS PROGRAM

Employees will receive one executive physical every other fiscal year at the UCLA medical facilities. Employees are reimbursed up to \$500 per fiscal year for qualified wellness expenses.

• VACATION, HOLIDAYS AND LEAVE

The City provides 15 paid holidays per year, and employees accrue vacation leave at the rate of 160 hours annually. Administrative employees accrue administrative leave at the rate of 96 hours annually.

• SICK LEAVE

Employees accrue sick leave at the rate of 96 hours annually.

APPLICATION AND RECRUITMENT PROCESS

The final filing date is Friday, January 31, 2025.

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: [KoffAssociates.com/Palmdale-Community-Econ-Dev-Dir/](https://www.koffassociates.com/Palmdale-Community-Econ-Dev-Dir/)

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

Chelsea Freeman
510/570-3844
chelsea_freeman@ajg.com
www.KoffAssociates.com

 @CityofPalmdale

 @CityofPalmdaleGov

 @PalmdaleCity

 @CityofPalmdale

 City of Palmdale

38250 Sierra Highway
Palmdale, CA 93550
Phone: 661/267-5400

