



The City of Palmdale  
is looking for its

# DEPUTY DIRECTOR OF ECONOMIC AND COMMUNITY DEVELOPMENT

## THE POSITION

# DEPUTY DIRECTOR OF ECONOMIC AND COMMUNITY DEVELOPMENT

The Deputy Director is responsible for providing professional-level support to the Director in various areas. The Deputy Director assists in short — and long-term planning, development and administration of the Department's policies, procedures and services. Successful performance of the work requires a professional background, as well as skills in coordinating Departmental work with other City departments and public agencies.

The ideal candidate will demonstrate patience, empathy and clarity in guiding teams through transitions, ensuring that all employees feel supported and empowered. Strong leadership and interpersonal skills are essential, as is the ability to cultivate a collaborative and inclusive work environment. Additionally, the Deputy Director must possess excellent written and verbal communication skills, with the ability to craft clear, persuasive staff reports and deliver impactful presentations to the City Council and other public bodies. This is a unique opportunity for a strategic thinker and relationship builder who is deeply committed to advancing Palmdale's community and economic development goals.

## THE COMMUNITY

The City is seeking motivated applicants who will further our commitment to providing inclusive and accessible services to the resilient community we serve.

We offer the opportunity to shape the future of a quickly growing city. With 57% of the land within the City undeveloped, there is amazing growth potential, now and well into the future. We are looking for motivated professionals who want to leave a legacy through their work in a variety of fields.

Beyond all the projects and all the potential are the people who make the City an exceptional place to work. We are proud to have an employee-centric culture and our policies reflect that — the City staff work four 10-hour workdays and is closed every Friday to help employees enjoy work-life balance.

The City is committed to diversity and inclusiveness and we are building a staff that is diverse in culture, ability and more.

**Join our team and help us build a city.**

## THE DEPARTMENT

The City of Palmdale's Economic and Community Development Department is dedicated to creating a vibrant, prosperous and inclusive community. Through strategic planning, business support and innovative development initiatives, we're shaping a dynamic economy that works for everyone. From attracting new industries and expanding local businesses to enhancing neighborhoods and promoting sustainability, we're committed to making Palmdale a place where opportunity thrives and people flourish.



## ESSENTIAL RESPONSIBILITIES

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

- Recommend and assist in the implementation of Department goals, objectives, policies and priorities; develop strategies to build a sustainable organization and meet City strategic objectives.
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
- Lead in the development and administration of the Department's annual budget; recommend and assist with forecasting additional funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; and implement budgetary adjustments as necessary.
- Assist in selecting, training, motivating and directing Department personnel; evaluate and review work for acceptability and conformance with Department and City standards; coach, counsel and recommend progressive discipline; respond to staff questions and concerns.
- Assess and monitor workload, administrative and support systems and internal reporting relationships; identify opportunities for improvement; recommend and implement changes.
- Assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with key staff to identify and resolve problems.
- Interpret Departmental policies and governing codes and regulations for Departmental employees.
- Make presentations to City committees, commissions and City Council.
- Function as a member of the City's management team and participate actively in addressing issues of concern to the City, which at times may not have a direct impact on area of specialization.
- Act on behalf of the Director as required.
- Perform related duties as assigned.

## ESSENTIAL FUNCTIONS

- Assist with the administration of the City's General Plan and Zoning Ordinance, Specific Plans, land use entitlements and development proposals including advanced and current planning proposals, grading and building plan checking and permit issuance, development proposals, land surveying, construction, business license and planning, business and industrial recruitment, business retention and expansion, retail recruitment and foreign trade and civil and traffic engineering as it relates to private development activities; closely coordinate this work with input from other Departments and divisions within the City.
- Interpret and implement Departmental policies and governing codes and regulations to the development community and staff.
- Perform highly responsible and complex professional and technical oversight in the development, administration and operation of Department functions or programs, including but not limited to: retail recruitment, site selection, the Enhanced Infrastructure Financing District, the General Plan and best practices for Building and Safety.
- Represent the City in negotiations with developers and property owners; administer and coordinate the provisions of agreement(s).
- Oversee the development and implementation of new program elements and program modifications as necessary to meet stated goals and objectives.
- Manage, oversee and participate in the review of plans; evaluate compliance with laws and ordinances and recommend modifications that meet the goals and objectives of the Department.
- Compile and analyze statistical data and information and prepare technical reports relating to Department projects and programs; assist in the preparation of projections for the Department budget and monitor expenditures.
- Research, analyze and apply for various grants and other funding mechanisms.



## 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 a related field.

A Master's degree is preferred.

**Experience:** Five years of progressively responsible management in an applicable field.

### Licenses/Certifications/Other Requirements

Possession of, or ability to obtain, a valid California driver's license and legally required vehicle insurance. Must also be able to meet driving record standards set by the City's driving policy.



# HERE'S WHAT WE CAN DO FOR YOU

## SALARY & BENEFITS

\$12,052 to \$15,378 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. New Members are enrolled in the 2% @ 62 formula and pay the full 7.75% employee contribution. Classic Members are enrolled in 2% @ 60 formula and pay the full 7% employee contribution.
- DEFERRED COMPENSATION**  
The City participates in the Mission Square Deferred Compensation Plan, which enables full-time employees to contribute on a tax-deferred basis. The City will match up to \$100 per month in contributions.

## WORK HOURS

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

- WELLNESS PROGRAM**  
Employees will be reimbursed up to \$500 per fiscal year for qualified wellness expenses
- VACATION, HOLIDAYS AND LEAVE**  
The City provides 15 paid holidays per year and 80 hours of vacation (years one through four) with a maximum accrual of 240 hours. Administrative employees accrue 80 hours of administrative leave per year with a maximum accrual of 240 hours.
- SICK LEAVE**  
Employees accrue 96 hours per year with a maximum of 800 hours.

## APPLICATION AND RECRUITMENT PROCESS

This position is Open Until Filled.

To be considered, please submit a resume, cover letter and three work-related references\* to:

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

Chelsea Freeman  
510/570-3844  
Chelsea\_Freeman@ajg.com

*\*Work-related references will not be contacted in the early stages of the recruitment*

*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.*

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 City of Palmdale

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