



City of Newport Beach



**Community
Development
Director**



NEWPORT BEACH

THE COMMUNITY

Newport Beach is a coastal community located in the center of Orange County, in the heart of Southern California, with Los Angeles County to the north and San Diego County to the south. The City's population is currently 87,127 and that number has been stable over the last decade. With beautiful beaches and exclusive shopping and dining, Newport Beach offers one of the most attractive communities on the west coast.

Newport Beach is known for its "villages," each with its own distinct character and appearance. A few of them are: the **Balboa Peninsula** (the Peninsula or Balboa), which is a three-mile stretch bordered by Newport Harbor and the Pacific Ocean. Here you can find local spots, such as "the Wedge," arguably one of the best bodysurfing sites in the world, Ocean Front Walk, the Dory Fishing Fleet; where local fishermen bring in fresh seafood daily, Balboa Fun Zone, historic Balboa Pavilion; established in 1906, and the Balboa Ferry; which is a short, scenic ride to Balboa Island. **Newport Coast** is comprised of newer homes, upscale hotels, the Pelican Hill Golf Course and Resort, and Crystal Cove State Park; which is a popular hiking destination and contains more than a dozen restored 1930s-era vacation cottages that can be rented year-round. **Balboa Island** (the Island) is lined with quaint shops, art galleries, restaurants, and a great walking path that circles its perimeter. **Newport Center/ Fashion Island** contains high- and mid-rise office, medical and residential buildings, hotels, the famous Fashion Island shopping center, and is a five-minute walk from Newport Beach's Civic Center.

CITY GOVERNMENT

Newport Beach was incorporated September 1, 1906 and has added sections of the community via annexations since then. The City's Charter was originally adopted in 1954, but has been updated and amended over time.

The City operates under a City Council/City Manager form of government. The City Council includes a mayor and six members, who are elected by district but voted on by the electorate as a whole. They serve up to two, four-year-staggered terms. The Council is responsible for creating policies, passing local ordinances, adopting the budget, appointing committees and hiring the City Manager, City Attorney, and City Clerk.

COMMUNITY DEVELOPMENT DEPARTMENT

The Community Development Director is supported by two Assistant Directors, a Systems and Information Manager and administrative staff. The Assistant Directors oversee the Building and Planning Divisions. The Planning Division includes Advanced & Environmental Planning, Current Planning and Housing/Grants, Zoning, and Code Enforcement. The Building Division includes Building Inspection, Plan Check, Permitting, Fire Prevention-Life Safety, and Real Property Management. The Department employs 47 full-time and 7 part-time employees and has a FY2016-17 budget of over \$12 million.

A comprehensive General Plan Update is about to get underway, and this will be a key effort of the Department and City. The California Coastal Commission has recently certified the City's Local Coastal Program, and staff is processing the first CDPs within the city. The Department currently has 2,333 active permits with a construction value over \$765,900,000. Candidates are encouraged to explore the City's website and review City Council priorities as well as other significant projects at www.newportbeachca.gov.



Community Development Director



THE IDEAL CANDIDATE

The City seeks candidates with a problem-solving management style that embraces collaboration, innovation, and technology with CDD stakeholders (especially residents, businesses, architects and designers), the City Council, and other departments.

A strong candidate will be:

- An approachable and accessible person who values a collaborative process;
- A results-oriented administrator who stays calm under pressure and thinks critically and strategically;
- A forward-thinking person who values creativity and supports innovation;
- A champion of organizational efficiency and problem-solving;
- One who possesses a strong work ethic, high integrity, credibility and trustworthiness and who operates transparently in an open government;
- A person who will take the time to become thoroughly acquainted with the community as well as the organization.

The chosen individual will have experience serving a complex, active and informed community that places a great deal of importance on the community's quality of life. Contemporary knowledge of community based planning principles and practices along with an advanced understanding of the California Environmental Quality Act (CEQA) will be expected. A general working knowledge of local, state and federal laws, codes and regulations related to building construction and inspections is necessary to succeed in the role. This Director will also possess a demonstrated history of working effectively with elected and appointed officials.

A qualified candidate must have seven years of increasingly responsible municipal planning and community development experience or comparable, including at least three years of responsible administrative and management experience. A Bachelor's degree in planning, public administration, civil engineering or a closely related field is required. A Master's degree in planning, public administration or a related field is desirable.

THE COMPENSATION AND BENEFITS

- The salary for the Community Development Director is \$149,780 - \$224,640 annually. Placement in the range will depend on qualifications.
- Automobile Allowance - \$400/month
- Retirement – The City of Newport Beach is a member of the California Public Employee Retirement System (CalPERS) plan, which offers reciprocity between agencies. Classic employees hired from within the Newport Beach staff (if eligible) will receive a defined benefit pension based on the 2.5% at 55 formula. Persons transferring to the City who have been in the CalPERS system will receive a 2% at 60 formula. Employees new to the City and CalPERS, and who do not belong to a reciprocal agency of PERS, will receive our tier III formula of 2% at 62. The City requires a 13% payroll contribution for pension costs, an amount that can change based on negotiations with labor groups.
- Health Insurance – The City provides PEMHCA (PERS) health, dental and vision insurance accompanied by a cafeteria plan which entitles employees to purchase benefits or convert some cash back to taxable income.
- IRS Section 125 Flexible Spending Account Program
- Life Insurance – The City provides life insurance based on annual salary up to \$50,000.
- Section 457 Deferred Compensation Plan
- Flex Leave Program – Executive Management employees earn up to 252 hours per year.
- Administrative Leave – Up to 80 hours of leave per calendar year authorized by the City Manager.
- Holidays – Twelve holidays, which includes one annual floating holiday.
- A 9/80 Work Schedule is available upon the permission of the City Manager.
- Smart Phone Allowance



THE APPLICATION AND SELECTION PROCESS

This recruitment will close on
Monday, June 12, 2017 at 5 p.m.

To apply, please visit the City's website

<http://newportbeachca.gov/government/open-government/job-opportunities/apply-online>

Candidates are required to attach a resume and cover letter, briefly addressing their related experience in municipal planning, community development and responsible administrative and management experience, to their online application in order to be considered complete. Resumes will not be accepted in lieu of the online application.

Candidates deemed most qualified, as reflected in their application materials, will be invited to continue in the recruitment process, which will include an assessment center tentatively scheduled for **Tuesday, July 18, 2017**.



The City of Newport Beach is an equal opportunity employer and does not discriminate on the basis of any class protected by law.



City of Newport Beach
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www.newportbeachca.gov