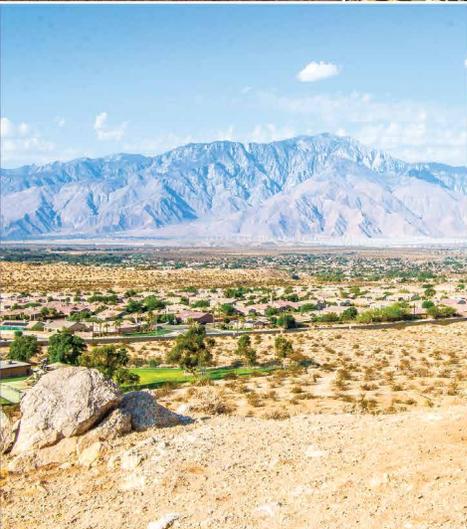


CITY OF DESERT HOT SPRINGS, CA

INVITES YOUR
INTEREST IN
THE POSITION OF

COMMUNITY DEVELOPMENT DIRECTOR



**BOB MURRAY
& ASSOCIATES**
EXPERTS IN EXECUTIVE SEARCH

THE COMMUNITY

With its elevated views of the Coachella Valley and thousands of acres of gorgeous mountain preserves, Desert Hot Springs is one of the fastest growing communities in Southern California. Minutes from an international airport, golf, shopping, renowned restaurants, major sporting events and more, this spa destination city beckons visitors and resort recreational developers.

Known for its healing natural mineral waters, relaxing spas, clean air and elevated views, Desert Hot Springs is characterized by its small-town friendly atmosphere. Despite its recent growth spurt, hometown traditions like its annual holiday parade continue on. The parade, which began in 1990, is the longest running in the Coachella Valley.

Residents and visitors enjoy traditional gathering spots: The Community Center, Public Library, Senior Center, and one extremely unusual gem - Cabot's Pueblo Museum. The City is also known for its active Chamber of Commerce and annual events such as the Spa Tour.

Desert Hot Springs is built over one of the world's finest natural hot mineral water aquifers. Naturally occurring mineral waters bubble and percolate to the surface in this get-away-from-it-all destination. Not surprisingly, spas rule in Desert Hot Springs. You can calm and renew in polished marble resorts, retro-hip motels, or ultra-exclusive celebrity retreats. The City also boasts pure and delicious award-winning municipal drinking water.

"The City of Desert Hot Springs is committed to becoming a world class health and wellness destination based upon its famous miracle waters, unique desert ecosystem, spectacular mountain views, and natural environment."

THE ORGANIZATION

The City of Desert Hot Springs has a Council/Manager form of government (City Charter §200). Its governing body, the Desert Hot Springs City Council, is comprised of five members including the mayor, all of whom are elected by City residents.

The City currently holds elections on the first Tuesday of November in even-numbered years. The Mayor and Council members serve four-year terms.

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THE POSITION

The Community Development Department is responsible for projects in the following areas:

- Building
- Planning
- Desert Hot Springs Municipal Code
- Public Notices
- General Plan Update Information

Under administrative direction, the Community Development Director plans, coordinates, and directs activities of the Community Development Department including planning and building safety.

Essential functions of the Community Development Director include but are not limited to:

- Plans, directs and coordinates services, and determines and develops policy and procedures for the operations of City planning; directs the development and implementation of policies and regulations related to land use planning, general and specific plans, zoning, develops new housing strategies for the community, Community Development Block Grant Program and redevelopment programs.
- Plans, directs and coordinates services, and determines and develops policy and procedures for Building related services; ensures appropriate plans, checks, and building inspections are conducted for structural, electrical, mechanical, plumbing, and fire prevention in compliance with state and federal laws, local codes, ordinances and regulations.



- Provides leadership, program development, administration, and coordination of Department programs and services; serves as liaison with the community, professional groups and other external contacts and resources for the City.
- Coordinates activities with other programs, departments, or staff to ensure program delivery according to appropriate policies, procedures, and specifications.
- Resolves discrepancies or procedural problems and responds to program administration and/or program delivery questions ensuring necessary follow-up occurs, controls program records for operational and budget accountability.
- Confers with and advises staff and program participants by providing advice, problem solving assistance, answers to questions and interpretation of program goals and policy.
- Serves as a member of the City's Executive Leadership team, participates in the management of the City, and may serve on various committees, boards, and taskforces.
- Directly and through subordinate supervisors, hires, directs work efforts and evaluates staff; provides for and/or conducts staff development; establishes work methods and standards; initiates corrective and/or disciplinary action and responds to grievances and complaints according to established personnel policies and procedures and in consultation with Human Resources and City Manager.



with property owners, businesses, community organizations, and the general public. Candidates willing to roll up their sleeves to help the Department accomplish its goals are desired and encouraged to apply.

Bringing a strong understanding of and experience in community development, the ideal candidate will exhibit a leadership style that engenders high credibility with the public, customers, elected and appointed officials, colleagues, and a variety of stakeholders. The City will benefit from an individual with strong communication and public speaking skills who is confident in interacting with a broad array of audiences and having a visible and accessible presence. An adept relationship builder, the successful candidate will bring reliability and a high degree of success with community engagement.

The ideal candidate will be a service-minded individual with a business-friendly, customer service approach, and feel at ease working in a collaborative environment.

The incoming Community Development Director will have knowledge of operations, services and activities of a comprehensive community development program; management skills to analyze programs, policies and operational needs; principles and practices of program development and administration; principles and practices of municipal budget preparation and administration; principles and practices of basic engineering; advances in office and field operations equipment; principles of supervision, training and performance evaluation; and pertinent Federal, State and Local laws, codes and regulations.

THE IDEAL CANDIDATE

The City of Desert Hot Springs is seeking an imaginative and strategic leader to effectively manage and direct its Community Development Department. The ideal candidate will be a service-minded individual with a business-friendly, customer service approach, and feel at ease working in a collaborative environment. The selected individual will be a highly efficient, highly responsible individual with strong conceptualization skills, looking to build effective working relationships in the development community and

Qualified candidates will possess a bachelor's degree in Urban Planning, Environmental Design, Architecture, or a directly related field; five (5) years of increasingly responsible experience in public administration, planning and community development, including three (3) years of administrative and supervisory responsibility; and a valid California driver's license with a good driving record at time of appointment.

THE COMPENSATION

The salary for the Community Development Director is \$134,562 - \$163,561 annually, dependent upon qualifications. The City of Desert Hot Springs also offers a competitive benefits package including the following:

Retirement – CalPERS 2% @ 60 Classic Members; 2% @ 62 New Members

Vacation – Employees accrue 180 hours of vacation leave for the first ten years; after ten years, employees accrue 200 hours of vacation leave.

Holidays – 11 annual holidays

Sick Leave – Employees accrue 96 hours per year of sick leave.

Insurance – The City provides a maximum contribution amount towards the cost of medical, dental, and vision coverage available to employees and dependents; life insurance is paid by the City.

Deferred Compensation Plan – Available for interested employees, offered through ICMA.



TO APPLY

If you are interested in this outstanding opportunity, please apply online at:

www.bobmurrayassoc.com

**Filing deadline:
November 22, 2020**

Following the closing date, resumes will be screened according to the qualifications outlined above. The most qualified candidates will be invited to personal interviews with Bob Murray & Associates. A select group of candidates will be asked to provide references once it is anticipated that they may be recommended as finalists. References will be contacted only following candidate approval. Finalist interviews will be held with the City of Desert Hot Springs. Candidates will be advised of the status of the recruitment following selection of the Community Development Director.

If you have any questions, please do not hesitate to call Ms. Carmen Valdez at:

(916) 784-9080

The City of Desert Hot Springs is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Desert Hot Springs will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

