

**DEVELOPMENT
SERVICES
DIRECTOR**



THE COMMUNITY

The City of El Segundo is ideally located on the Santa Monica Bay encompassing over five square miles, spanning from Los Angeles International Airport on the north, the City of Manhattan Beach on the south, the Pacific Ocean on the west and the unincorporated area of Del Aire and City of Hawthorne east of Aviation Boulevard.

A small group of representatives from Standard Oil Company in the early 20th century was the impetus behind the founding of the City. El Segundo is Spanish for “the second” which was the name given to the community when then Standard Oil built its second California oil refinery here in 1911. Since its incorporation on January 18, 1917, the City has evolved from a working-class refinery town on the edge of Los Angeles to one of California’s most dynamic and diversified economic engines. Today El Segundo is renowned for its quaint small-town atmosphere surrounded by a thriving business environment that caters to some of the nation’s most prestigious corporations.

The City’s population is just under 17,000, which has enabled the community to preserve its small-town intimacy and charm. As a regional center for commerce, El Segundo’s daytime working population exceeds 75,000 with additional visitors staying at the City’s 15 hotels. A high concentration of Fortune 500 companies such as AT&T, Gilead (Kite Pharma), Mattel, Northrop Grumman, Boeing, and Raytheon as well as entertainment, media, medical, professional sports franchises, financial, and aerospace organizations such as the Los Angeles Lakers, Los Angeles Kings, Los Angeles Times, and Los Angeles Air Force Base call El Segundo home.

Experiencing tremendous economic growth and evolution over the past several years, the City has recently welcomed many new types of diverse business including Top Golf, Space Force, L’Oréal Cosmetics, Belkin International, NantStudios, and Beyond Meat. Throughout the region, El Segundo is known for its pro-business attitude and was recognized by the Los Angeles Economic Development Corporation as the “Most Business-Friendly City in Los Angeles County.”

THE ORGANIZATION

El Segundo is a General Law city that operates under the Council-Manager Form of Government. The City is governed by a five-member City Council elected at large, on a non-partisan basis, to four-year overlapping terms. The position of Mayor is selected by Council Members and serves a two-year term. The



City Manager is appointed by the City Council to serve as the organization’s CEO. The City delivers a comprehensive range of municipal services through nine major departments (including police and fire) with approximately 362 full-time equivalent employees and a total budget of over \$130 million. The Development Services Department is staffed with 17 full-time employees within three Divisions: Planning, Building and Safety, and Housing.

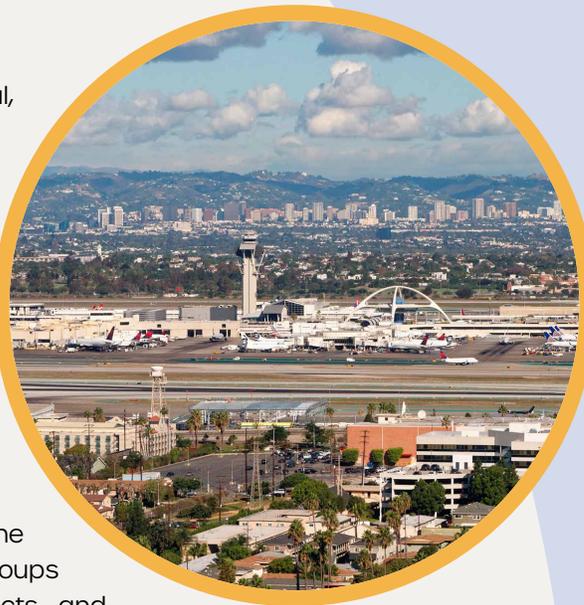
THE POSITION

The Development Services Director is an at-will position reporting directly to the City Manager. This position provides administrative direction and oversight for all functions of the Development Services Department and responsible support to the Planning Commission. The Development Services Director serves as an important liaison to both the business and is responsible for accomplishing department goals and objectives as well as formulating and overseeing the execution of operational objectives as outlined in the City Strategic Plan. Characteristic duties and responsibilities include:

- Plans, directs, and coordinates services, and determines and develops policy and procedures for the operations of the Planning Division; directs the development and implementation of policies and regulations related to land use planning, general and specific plans, zoning, Community Development Block Grant Program, and the Residential Sound Insulation Program.
- Plans, directs, and coordinates services, and determines and develops policy and procedures for the operations of the Building Safety Division; ensures appropriate plans checks and building inspections

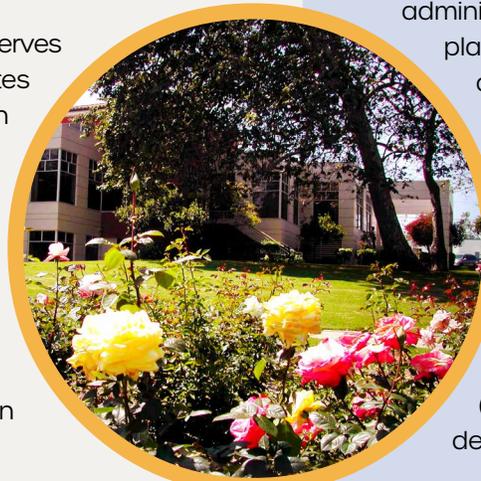
are conducted for structural, electrical, mechanical, plumbing and fire prevention in compliance with state and federal laws, local codes, ordinances, and regulations.

- 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.
- As an at-will employee reporting to the City Manager, serves as a member of the City's Executive Team, participates in the management of the City, and may serve on various committees, boards, and task forces.
- 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.



ability to build strong relationships and foster a culture based on proactive and timely customer service will allow the organization to establish higher levels of credibility in its work product. The Development Services Director is a "working director" position and must possess superior writing and public speaking skills, be able to independently prioritize and complete a broad range of projects with competing deadlines and effectively manage personnel and resources. The ideal candidate is eager to develop and mentor staff, recognizing successes while instilling accountability in completing projects on time.

Qualified candidates will possess equivalent to a bachelor's degree from an accredited college or university in Planning, Environmental Design, Architecture, Engineering, or closely related field; a Master's degree is desirable; and possess five (5) years of management and administrative experience in planning, community development or building safety, including four (4) years of supervisory experience. International Code Council (ICC), Certified Building Official (CBO), and/or certification by the American Institute of Certified Planners (AICP) is not required, but desirable.



THE IDEAL CANDIDATE

The City is seeking an experienced professional to lead the operations and activities of a comprehensive Development Services Department including Planning, Building and Safety, and Housing Divisions. The Development Services Director is expected to be a personable and politically astute leader with a firm commitment to excellent service, staff development, and community responsiveness. The ideal candidate will be able to hit the ground running and possess a depth of technical knowledge, skills and experience in both Planning and Building disciplines. The

COMPENSATION & BENEFITS

The salary range for the Development Services Director is \$13,581-\$17,700 per month; placement within this range is dependent upon qualifications and experience. In addition, the City of El Segundo offers an outstanding benefits package, including:

9/80 Work Schedule – Full-time employees work 80 hours in 9 days and receive every other Friday off. City Hall hours are 7:00 a.m. to 5:00 p.m. Monday through Thursday and 7:00 a.m. to 4:00 p.m. on Friday.

Retirement – California Public Employee Retirement System (CalPERS) plan which offers reciprocity between agencies. Classic Tier II employees, who have been in the CalPERS system and are new to the City of El Segundo, will receive 2%@60 formula. Employees new to the City and CalPERS, and do not belong to a reciprocal agency of CalPERS, will receive the PEPR formula of 2%@62. Classic employees are required to contribute 8% of pensionable income towards their retirement benefit; PEPR employees are required to contribute 6.75%.

Social Security & Medicare – The City of El Segundo participates in Social Security. The City matches the employee contribution which is 6.2% of salary. Federal mandate requires all employees hired or rehired by any government agency on or after April 1, 1986 to participate in Medicare. The City matches the employee's Medicare contribution, which is 1.45% of salary.

Health Benefits – CalPERS medical, Delta Dental and VSP plans are offered. A monthly contribution of \$1,500 is provided (\$585 per month for medical and \$915 per month in flex dollars). Flex dollars may be used towards medical premiums, deferred compensation, flexible spending, or dependent care accounts.

Leave Benefits – Vacation Leave is earned at a rate of 3.69 hours per pay period. After reaching the top of the salary range, accrual is based on total time worked in a CalPERS agency. Sick Leave is earned at 8 hours per month.

Executive Leave – Executive leave of 80 hours per calendar year. There is no cash value to this leave.

Holidays – Twelve (12) paid holidays including one floating holiday which is added to your leave bank on January 1 every year.

Exceptional Leave – City Manager may provide up to 80 hours of leave per calendar year in recognition of extraordinary service. May be taken as time off or cashed in.

Cell Phone Allowance – \$120 per month or City phone provided.

Life Insurance – City paid policy of \$50,000.

Flexible Spending and Dependent Care Accounts – Optional participation.

Section 457 Deferred Compensation Plan – Optional participation in ICMA-RC plan.

*E-Team benefits are currently under review.

TO APPLY

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

www.bobmurrayassoc.com

Closing Deadline:

Open Until Filled

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 and Associates. Candidates will be advised of the status of the recruitment following finalist selection. Finalist interviews will be held with the City of El Segundo. 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.

If you have any questions, please do not hesitate to call Mr. Valerie Phillips at:

(916) 784-9080

