



COMMUNITY & ECONOMIC DEVELOPMENT DIRECTOR



THE COMMUNITY

The City of Lomita, deriving its name from the Spanish meaning "Little Hills," was founded in 1907 and incorporated on June 30, 1964 as Los Angeles County's 76th incorporated city. The City of approximately 20,000 is an energetic and engaged community that is proud of its history and its friendly, small-town charm.

With four parks and a large recreation center, Lomita has award-winning recreation programs serving both children and adults, residents and visitors. The City offers playgrounds, tennis courts, picnic shelters, a community building, and ball fields, as well as an assortment of sports programs and a variety of classes. Popular, year-round community events include the annual Golf Classic and Mayor's Cup, and numerous holiday celebrations.

Lomita is part of the Los Angeles Unified School District with several parochial and privately sponsored schools in the vicinity. The City is also served by Los Angeles Harbor College and El Camino College in nearby cities.

Four large hospitals serve the area of Lomita and its surroundings: Kaiser Permanente Harbor City, Torrance Memorial, Little Company of Mary, and County Harbor UCLA Medical Center in Torrance.

CITY GOVERNMENT

The City of Lomita operates as a contract city under a Council-Manager form of government. Five Councilmembers elected by the voters determine all city policies, adopt ordinances, control the budget, and appoint the City Manager and City Attorney. Other departments/divisions in the organization include Administrative Services, Community & Economic Development, Parks & Recreation, and Public Works. Police and Fire services are provided contractually through the County of Los Angeles.

Lomita has a FY20-21 General Fund budget of \$9.5 million and a total budget of \$27.2 million.

THE DEPARTMENT

The Community and Economic Development Department includes the Divisions of Planning, which include GIS, Neighborhood Preservation, Animal Control, Economic Development, Community Development Block Grant (CDBG), Administration of Job Creation, and Business Incentive Program. The Department also promotes environmental sustainability including energy and water



conservation and green building; oversees the solid waste functions which includes coordination with the CalRecycle and CalMet (The City's solid waste hauler); and grant management. The Department enforces the City's rules on the use of commercial, industrial and residential properties in order to promote public health, safety and welfare.

The Planning Division provides information and assistance to the public on the City's planning process and development requirements; administers the General Plan and Zoning ordinances; conducts Environmental Review pursuant to CEQA; coordinates with Los Angeles County for building services, subdivision review and engineering plan check; processes Zoning and Subdivision application for General Plan Amendments, Zone Changes Conditional Use Permits, Tract and Parcel Maps, Variances, Site Plan Review, and Height Variation Permits.

The primary responsibilities of the Economic Development Department include providing a sound and diverse economic base for business and workforce development, and increased sales tax generation to support City essential services that benefit Lomita residents. The Department also coordinates with the City's Planning Division to develop and implement economic development and marketing strategies; promote new business growth within the City; assist new businesses through the City and County permitting process; and manages various capital improvement projects for the City including Park and City Hall improvement projects.

THE POSITION

Under general direction of the City Manager, the Community & Economic Development Director serves as department head for the Community &

Economic Development Department managing the Planning, Neighborhood Preservation, Building and Safety Services, and Economic Development functions.

Essential responsibilities of the Community & Economic Development Director position include overseeing land use and zoning, environmental and design review of all development applications; drafting the annual departmental budget; drafting ordinances, as necessary; reviewing policy legislation as it pertains to Community & Economic Development matters and making recommendations accordingly; overseeing the City's code enforcement and building and safety activities and functions (via contract with Los Angeles County Department of Public Works); reviewing development activities of neighboring municipalities to determine any potential impacts to Lomita; and addressing personnel related issues within the Department, including employee morale, team building, and enforcement of safety and health regulations.

Along with the City Manager's office, the Community & Economic Development Director develops programs and activities to attract and retain businesses for the City; establishes and maintains effective working relationships with the local real estate community and business organizations; assists new businesses with the development process; and provides information on City policies and procedures.

THE IDEAL CANDIDATE

The City of Lomita is seeking a highly motivated, innovative, and results-oriented individual to lead the efforts Community & Economic Development Department. The ideal candidate will be self-motivated and creative, possessing the ability and willingness to put forth fresh ideas and strategies to build partnerships that achieve success. This is an excellent opportunity for an outside-the-box thinker who supports public-private partnerships and is looking to help build a vibrant and lively community. This is also an excellent opportunity to build and lead a strong team to accomplish the City's mission.

The new Community & Economic Development Director will possess excellent interpersonal skills and quickly become a part of "Team Lomita." The ideal candidate will be confident and strategic, and will create an open, collaborative, and successful environment not only for the Department and staff, but also with the City Council, community groups,



developers, and residents. The new Director will be politically astute, yet apolitical, and ready and willing to contribute new ideas to the team. She/He will possess the ability to establish trust and build sustainable relationships. A successful candidate will be able to develop long term visions and excite others to make it reality. She/He will be a good listener and will have the ability to deliver information in a way that is easy to understand for all audiences.

The ideal candidate will demonstrate a proven and verifiable background in retention and expansion, business support, real estate, and downtown revitalization, and be comfortable working with community groups, small business owners, and larger developers to build a strong and well balanced local economy.

The typical candidate will have knowledge of principles and practices of community and economic development; California planning and environmental principles and practices; staff supervision, budget management, and computer operations; administrative principles and methods, including goal setting and program and budget development and implementation; business letter writing; and report preparation techniques.

Candidates must possess a minimum of five (5) years of progressively responsible full-time work-related experience, with at least two years of supervisory experience. A bachelor's degree from a recognized four-year college or university in a related field is required; a master's degree is desirable.



THE COMPENSATION

The City provides for a comprehensive compensation package and the salary and benefits for this position are currently under review as part of a City-wide Classification and Compensation Study expected to be completed in the coming months. The monthly salary range for the Community & Economic Development Director is currently \$10,545 - \$13,063; placement within this range is dependent upon qualifications. The City of Lomita offers an attractive benefits package, including but not limited to:

Retirement - New PERS Members (hired after January 1, 2013) or returning members with a break in service greater than 6 months will be enrolled in the City's 2% @ 62 Defined Benefit Pension Plan. Employee contributes the employee portion (CalPERS will change this rate annually). Classic PERS Members (entering before January 1, 2013 and enrolled in the CalPERS system within the past 6 months) will be enrolled in the City's 2% @ 60 Defined Benefit Pension Plan. Employee pays the 7% employee contribution. The City does not participate in Social Security.

Health/Dental/Vision Insurance - City contributes between \$1,000 and \$1,085 per month towards health, dental, and vision insurance, depending on the number of dependents enrolled. Fifty percent (50%) of any remaining money may be deposited into an ICMA-RC 457 deferred compensation account.

Vacation - Based on years of service with any public agency, up to 240 hours per year.

Sick Leave - 108 hours per year.

Executive Leave - 72 hours per year.

Holidays - 14.5 days per year (which includes the week between Christmas and New Year's) plus one personal holiday per year.

Work Schedule - 9/80 schedule with every other Friday off.

Long-Term Disability, Short-Term Disability, and \$50,000 Group Life Insurance Plan provided by the City.



TO APPLY

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

www.bobmurrayassoc.com

Filing Deadline:

May 27, 2022

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

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

(916) 784-9080

