The City of Stanton invites applications for COMMUNITY & ECONOMIC DEVELOPMENT DIRECTOR “Community Pride & Forward Vision”
THE COMMUNITY

The City of Stanton is home to more than 39,000 residents, and over 2,500 businesses in the heart of northwestern Orange County. Diversity is a key attribute with the City, with 51% Hispanic origin, and a growing Asian population of over 25%. The City also has a young population with the median age of 34 years, and a median household income of $57,622.

In recent years, the City of Stanton has experienced rapid growth in the commercial and residential sectors, creating a balanced community with a deep sense of pride in its accomplishments, especially along the City’s Beach Boulevard corridor. The revitalization successes have been attributed to the City’s business and development friendly atmosphere. The City takes pride in operating a streamlined permit process and issuance procedure that complement the needs of the business and development community. Businesses also benefit from Stanton’s strategic location, providing easy access to both the Los Angeles and Orange County markets.

The focus for the future of the City is to continue building on the successes of recent revitalization efforts, focusing on the Beach Blvd. corridor. This will include addressing the vacant Sam’s Club property; as well as development of a Specific Plan to foster the creation of a downtown district; and continuing to build new housing for all sectors of the population.

COMMUNITY DEVELOPMENT DEPARTMENT

The Community and Economic Development Director is responsible for providing highly complex staff assistance to the Planning Commission, City Manager and City Council and oversees the organization and direction of the Department, including Planning, Economic Development, Building, and Housing Divisions. The Department consists of two full time planning staff, a Permit Technician, two Building Inspectors, a part-time Departmental Assistant, and a Planning Intern.

The Planning Division is responsible for reviewing and processing development and use proposals to determine compliance with the goals set forth in the City’s General Plan and development standards in the Zoning Ordinance and processes all entitlement applications.

The Economic Development Division is responsible for supporting business retention and growth within the City, supporting the revitalization efforts of the City’s Beach Blvd. corridor, and developing positive relationships with the key developers in the region to promote development of vacant or underutilized land in the City.

The Building Division is responsible for receiving applications, reviewing construction documents, issuing permits for new construction and alteration of buildings and structures, performing inspections for such permits, and enforcing compliance with provisions of the Stanton Municipal Code and the California Building Codes.

Building inspection and plan check services are contracted through Charles Abbott & Associates.

The Housing Division is responsible for the retention and development of affordable housing within the City. This is inclusive of property management of Housing Authority owned residential units, and the relocation and development of an affordable housing project currently underway.

The Community Development Department as a whole focuses on a business-friendly platform, with the goal of working towards “yes”.

CITY ORGANIZATION

The City of Stanton has a Council-Manager form of government with five Council Members with a directly elected Mayor and four Council Members, elected in non-partisan by-district elections to four year overlapping terms. The City’s motto, “Community Pride & Forward Vision”, truly defines the neighborly, small town feeling where people really make a difference.

The City Manager is responsible for the day-to-day City administration and the coordination of six City departments that include: Administration, Finance, Community Development, Public Safety Services, Public Works, and Community Services. The City has approximately 63 budgeted full and part-time employees and a total all-funds budget of $48.9 million.

The City has one police station with services contracted through the Orange County Sheriff’s Department; one fire station with services contracted through the Orange County Fire Authority and one library branch serviced by the County of Orange.
THE POSITION

The new Community and Economic Development Director must be a hands-on manager with at least 6 years of professional experience in community planning and development including three years of administrative and supervisory experience.

The ideal candidate must demonstrate excellent communication and leadership skills and must have a Bachelor’s degree from an accredited college or university with major course work in planning, public administration or a related field.

The responsibilities and essential functions of the Community and Economic Development Director may include, but are not limited to the following:

» Develop, plan, implement and administer Department goals and objectives as well as policies and procedures necessary to provide assigned planning, building inspection, redevelopment and housing programs and services; approve new or modified programs, systems, policies and procedures.

» Assume full management responsibility for all Community and Economic Development services and activities involving 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 and industrial recruitment, business retention and expansion, retail recruitment; closely coordinate this work with input from other departments and divisions within the City.

» Direct the development and administration of the Department’s budget; direct the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; recommend and implement mid-year corrections.

» Select, train, motivate and direct department personnel; evaluate and review work for acceptability and conformance with department and city standards, coaches, counsels, implements progressive discipline and termination procedures; responds to staff questions and concerns.

» Direct, oversee and participate in the development of the Department’s work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.

» Act as or delegate responsibility for the City Planner and Zoning Administrator.

» Prepare and administer the City’s comprehensive general plan within established policies and procedures.

» Direct preparation of zoning ordinances and zoning maps, and the revision of such ordinances and maps.

» Perform duties to support or relieve subordinate employees or to meet Department demands.

» Coordinate Department activities with those of other departments and outside agencies and organizations.

» Prepare and present oral and written reports. Communicate effectively both orally and in writing with a variety of audiences, including the public.

» Represent the Community Development Department to other City departments, elected officials and outside agencies.

» Provide staff assistance to the Planning Commission, City Council and City Manager.

» Attend and participate in professional meetings and stay abreast of new trends and innovations in the field of Community and Economic Development.
COMPENSATION AND BENEFITS

The City of Stanton offers a highly competitive compensation package. The Community and Economic Development Director position has an annual salary range of $122,076—$155,796 depending on qualifications. The City offers a generous benefit package, which currently includes:

» Retirement: The City offers the CalPERS 2% @ 60 Plan for classic members; employee pays 7% member contribution. For new CalPERS members effective January 1, 2013, employee pays approximately 6.25% contribution; 2% at 62.

» Comprehensive Leave Program: 300 hours a year with provision of selling back 180 hours a year.

» Group Medical, Dental and Vision Insurance: Several plans available with City contribution toward premium or $500 per month cash benefit for alternative private insurance.

» Life and Disability Insurance: City paid life insurance ($50,000) and City paid long term and short term disability.

» Auto allowance: $300 per month.

» Cell phone allowance: $100 per month.

» 4/10 Work Schedule: City Hall is closed every Friday.

» Holiday Closure: City Hall is closed between Christmas Eve and New Year’s Day.

» Paid holidays and various programs available to employees including Educational Reimbursement Program, Employee Computer Purchase Program, Employee Assistance Program (EAP) and voluntary Deferred Compensation and Flexible Spending Programs.

APPLICATION PROCESS

If you are qualified for this outstanding career opportunity, please submit a compelling cover letter and your detailed resume electronically to:

bob@bobhallandassociates.com

The position is open until filled. To be considered on the first review, please submit your materials by April 24, 2020. Applications will be reviewed carefully and only those who appear to have the best qualifications will be invited to continue in the selection process.

References will be contacted only following explicit candidate approval.

To obtain more information about Stanton, please visit the city’s website: www.ci.stanton.ca.us or Stanton City Hall, Monday through Thursday, 7:00 a.m. to 12 p.m. and 1:00 p.m. to 6:00 p.m.

For questions regarding this position or the recruitment process, please visit www.bobhallandassociates.com or contact Bob Hall at (714) 309-9104 or via e-mail at bob@bobhallandassociates.com.

Note: The provisions of this job bulletin do not constitute an expressed or implied contract. Any provisions contained may be modified or revoked without notice.