



*CITY OF* **LONG BEACH**  
CALIFORNIA

invites your interest in the position of

# DIRECTOR OF DEVELOPMENT SERVICES

# The Community

Ideally located on the Pacific coast just south of Los Angeles and adjacent to Orange County, the City of Long Beach, California, with an estimated population of 470,000, is a thriving, year-round community with vibrant businesses and diverse communities. **Downtown Long Beach** is known for its waterfront attractions, ever expanding skyline, charming restaurants and shops and eye-catching murals and artwork. The City's rich mix of ethnic backgrounds, cultures and lifestyles is celebrated and contribute to the dynamic feel of the city.



Long Beach enjoys the ideal Southern California climate that makes its abundance of cultural and recreational options appealing throughout the year. It boasts six miles of beaches and numerous beautiful parks and open spaces, as well as The Long Beach Convention Center, Aquarium of the Pacific, Queen Mary, and the annual Acura Grand Prix of Long Beach. Along with a variety of other attractions that include two historic ranchos, three marinas, and five golf courses, the City's many offerings help to draw approximately 6.5 million visitors every year.

The community's stable economy is further supported by a wide variety of industries including education, health and social services, manufacturing, retail trade, and professional services, among others. The city is a hotbed for startup activity, education, and ingenuity. Also located within the city are Long Beach City College and California State University, Long Beach, which has repeatedly been named a "Best Value College" in the nation by Kiplinger. Serving the K-12 student population, the Long Beach Unified School District consistently attracts international recognition for increasing student achievement and public education best practices and consistently ranks among the Top 10 urban school districts in the country in a variety of reports and rating systems.

Covering approximately 52 square miles, the City of Long Beach has the seventh largest population in California. The city proudly promotes a healthy and connected community that supports active living where people of all ages enjoy a walkable, bikeable and livable environment. An excellent climate, quality schools, a vibrant downtown, and a wide variety of diverse neighborhoods help make Long Beach one of the most exceptional communities in the country.

# City Government

Long Beach is a full-service Charter City governed by nine City Council members who are elected by district and a mayor that is elected at-large. Other elected officials include the City Attorney, City Auditor, and City Prosecutor. The City Council appoints the City Manager and City Clerk. The City Manager is responsible for overseeing the administration of 15 City departments, excluding those under the direction of a separately elected official, Board or Commission.

In addition to its traditional services, Long Beach also maintains one of the world's busiest seaports, which serves as a leading gateway for international trade. The city has its own full-service commercial airport, a Gas & Oil Department, and is one of only three cities in California with its own Health Department. In FY 22, the City **adopted a budget** of \$3 billion. It has more than 6,000 full and part-time employees that support municipal operations with the majority being represented by ten employee associations.

The City Manager's **proposed budget** for FY23 is \$3.2 billion. It demonstrates the City's commitment to continuously improve the quality of life in Long Beach by prioritizing and investing in areas that ensure community health, safety, and wellbeing; support economic development; and enhance ongoing efforts to foster a more inclusive and equitable City.



# Development Services Department



Serving residents, businesses, and the community at large, the award-winning Long Beach Development Services Department sets a standard for high-quality, innovative urban planning and livability efforts that create more progressive and sustainable communities within the diverse City of Long Beach. Through a variety of development, code enforcement, housing and neighborhood services and building activities, the Department is committed to building a better future for the city while also honoring its unique past.



The Development Services Department is organized across five Bureaus – Planning (Advance Planning and Current Planning), Building & Safety (Engineering Services, Inspection Services, and Permit Center), Code Enforcement (Standard Code Enforcement and Proactive Multi-Family Housing Inspection), Housing and Neighborhood Services (Grants Administration, Neighborhood Improvement, Housing Services, and Community Improvement), and Administration and Financial Services. The Department is comprised of approximately 210 staff members with an adopted FY22 budget of over \$86 million and ***proposed FY23 budget*** of approximately \$91 million. The Department manages several boards and commissions, including the City’s Planning Commission, Cultural Heritage Commission, and the Board of Examiners, Appeals & Condemnations (BEAC). The Department also manages the Successor Agency and Oversight Board as part of post-redevelopment dissolution activities and staffs the independent Long Beach Community Investment Company (LBIC), the City’s wholly owned affordable housing non-profit.

Guided by its motto, ***Building*** a Better Long Beach, the Development Services Team has established a results-oriented, collaborative culture dedicated to providing world class customer service to the community. The Department has experienced a number of recent accomplishments, including completing a comprehensive update to the Land Use Element of the City’s General Plan, receiving State certification of the 2021-2029 Housing Element, overseeing 880 affordable housing units completed, under construction or proposed, completing the City’s first ***Race and Suburbanization Historic Context Statement***, adopting an inclusionary housing policy, and developing a ***Climate Action and Adaptation Plan (CAAP) recently adopted by the City Council***. The city strives to be more sustainable and resilient in the face of climate change impacts such as air pollution, extreme heat, drought, coastal storm surge, and sea-level rise. The goals outlined in the CAAP are designed to help reduce greenhouse gas (GHG) emissions, prepare the community for the impacts of climate change, improve quality of life, and enhance economic vitality in Long Beach.

# Development Services 2021 in Review

**42,000**

building inspections completed,  
and 4,500 plan checks performed

**57,500**

Permit- and Zoning-Related Customer  
Calls Addressed

**4,800**

code enforcement cases opened; 5,300  
code enforcement cases closed

**9,600**

Permits Issued

**900**

tons of trash and debris collected  
during 106 neighborhood clean-ups

**\$411M**

Permit Valuation

**15,000**

customers assisted on the zoning  
information phone line

**8,300**

Business Outreach Visits Conducted

**5,000**

customers served at the Development  
Services Permit Center

**3,700**

Renters Assisted

(\*all numbers rounded)

# The Position

The City of Long Beach is seeking an exceptional and dynamic leader for its Director of Development Services. The new Director will have a progressive view on equitable growth and development, possess good judgment and decision-making skills, and be an expert in planning and development or a closely related field.

The Director of Development Services reports to the City Manager and is responsible for planning, organizing, directing, and reviewing the activities and operations of the Department. Development Services is an active department, and the Director is expected to participate as a working hands-on department head.

Key responsibilities include:

- ❖ Provide leadership, vision, and direction to department staff.
- ❖ Manage the development and implementation of the Department's goals, objectives, workplans, policies, and priorities.
- ❖ Provide professional technical analysis, reports, and recommendations and education on topics within the purview of the Department to the City Council, Commissions, Committees and Boards, civic and stakeholder groups, and the general public.
- ❖ Coordinate department activities with other City departments and regulatory agencies
- ❖ Respond to public inquiries and resolve complaints with a sense of professionalism.
- ❖ Collaborate with internal and external stakeholders to develop innovative policies, plans, and programs that reflect best practices in the field of community development and related City Council priorities.



# The Ideal Candidate

The new Director of Development Services will be an energetic professional who brings drive and passion to the job. The ideal candidate will be a strategic thinker who has big picture vision, while keeping a close eye on the details. Top candidates will be able to establish credibility as a decisive, results-oriented, hands-on executive. A skilled manager who displays an optimistic, supportive, mentoring style, the Director will coach, mentor, and motivate Department staff to produce high-quality work and consider new approaches to day-to-day operations and challenges. The ideal candidate will possess a track record of demonstrated leadership, proven accomplishments, and superior performance in managing a modern development-focused department. The city has a strong customer-service focus, and the Director will exemplify the Department's commitment to a high level of customer service.

The Director of Development Services will have extensive knowledge in the areas of planning, land use, housing, and development. Successful candidates must also have experience overseeing capital/development projects and a demonstrated ability to efficiently manage other large-scale long-range projects including strategic plans, area plans, land use and zoning studies, comprehensive zoning code updates and rezoning efforts to achieve consistency with the updated Land Use Element. The City is searching for a Director who will value and build upon past achievements, while presenting creative solutions to future challenges. The new Director must be comfortable and competent with various software systems and have a strategic vision of how technology can transform the business services of this complex, multi-faceted department. While ensuring thorough and accurate processes, the Director is expected to proactively lead the Department in avoiding unnecessary bureaucracy and costly delays. The Director will be flexible, finding innovative methods for allocating Department resources to expedite projects while adhering to zoning and municipal codes and procedures. Vacant land is scarce in Long Beach, the ideal candidate will embrace the challenge and opportunity of working in a built-out city, bringing modern and creative ideas to reinvestment/redevelopment.

The new Director will have an extensive track record of working effectively with elected and appointed officials as well as with all segments of a large and diverse community. The ideal candidate will be a sought-after expert in the field, staying professionally engaged and up to date on best practices in planning, land use, development, and closely related fields. Successful candidates will possess an understanding of the value of cooperative partnerships and have an appreciation of a multi-cultural community. The individual selected will be attentive to the need to communicate thoughtfully and generously with community stakeholders and the public as well as within the Department while being sensitive to the information needs of the City Manager, Mayor, and the City Council. Top candidates will have strong written and verbal communication skills with the ability to prepare and present complex technical information in an informative, non-technical manner easily accessible to the public, stakeholders, and peers within the city. Proactive community and civic engagement will be key for an individual to succeed in this active and engaged city.

# The Ideal Candidate *continued*

## *Personal traits and characteristics:*

- ❖ A leader who can develop and manage a culture of teamwork and fosters an authentic commitment to promoting and supporting diversity, equity, and inclusion in the workplace.
- ❖ An effective collaborator who empowers and motivates others, pays critical attention to diversity of thinking, and focuses on team cohesion.
- ❖ Comfortable making public presentations and providing expert technical advice; and able to succinctly summarize and explain complex information.
- ❖ A critical thinker who is an industry leader who is known for innovative solutions.
- ❖ A leadership style that is characterized by integrity, ethical decision making, and effective problem solving.
- ❖ A seasoned professional who is politically astute without being political.
- ❖ A critical thinker who consistently demonstrates good judgment that weighs risks and takes action that maximizes the community's interests.



# Qualifying Education and Experience



A minimum of seven years of increasingly responsible management experience in a similar local government setting is essential. Prior or current service in a community of comparable complexity will be welcomed. A Bachelor's degree in urban planning, architecture, geography, sociology, public or business administration or related discipline is required. A Master's degree in a related field and/or certification by the American Institute of Certified Planners (AICP) will be considered favorably. Although knowledge of California Environmental Quality Act (CEQA) and other related federal and state laws and regulations pertaining to and affecting California planning and development, as well as experience with the California Coastal Commission is desired, the City highly encourages participation from qualified out-of-state candidates.

*The City of Long Beach requires all employees to be vaccinated against COVID-19 prior to their first day of employment unless a medical or religious accommodation is approved by the City of Long Beach's Human Resources Department.*

# Compensation

The annual base salary is \$211,150- \$231,750. This position is eligible for the City's [Recruitment Incentive Program](#). Moving and relocation expenses will be offered, as applicable. In addition, the City of Long Beach offers an attractive benefits package that includes:

- ❖ Retirement: California Public Employees' Retirement System (PERS) defined benefit retirement plan, which is coordinated with Social Security. The benefit is 2.5% @55 for "Classic" members and 2%@62 for new members as defined by PEPR. Subject to employee contribution. Both the City and the employee contributes toward CalPERS retirement contributions. The city also participates in Social Security.
- ❖ Health and Dental Insurance: The City offers the choice of HMO and PPO plans. The city pays major portion of the premium for employee and dependents depending on the health/ dental plan selected.
- ❖ Life Insurance: City-paid term life insurance policy equal to three (3) times annual salary to a maximum of \$500,000.
- ❖ Disability Insurance: City-paid short-term and long-term disability insurance.
- ❖ Management Physical: Annual City-paid physical examination.
- ❖ Vacation: Twelve (12) vacation days after the first year of service; 15 days after four years, six months of service; 20 days after 19 years, six months of service.
- ❖ Executive Leave: Forty (40) hours Executive Leave per year. The City Manager has discretion to grant an additional 40 hours each year.
- ❖ Sick Leave: One day earned per month; unlimited accumulation; conversion upon retirement to cash credit toward health and/or dental insurance premiums, or to pension credits.
- ❖ Holidays: Eleven (11) designated holidays per year, plus four personal holidays to be used at the employee's discretion.
- ❖ Transportation Allowance: \$450 per month.
- ❖ Deferred Compensation Plan: Optional for employee contribution to a supplementary retirement savings program available through Mission Square Retirement formerly ICMA-RC Retirement Corporation). City contributes 1% of employee's base pay to the employee's 401(a) plan; effective September 30, 2022, the City will contribute 2% of employee's base pay to the employee's 401(a) account. Employees may opt to contribute up to the IRS annual limits as well.
- ❖ Flexible Spending Account (FSA): Optional election for employees to reduce taxable income for payment of allowable childcare or medical expenses.
- ❖ Flexible/Hybrid Work Schedule: Available (subject to City Manager approval).
- ❖ Paid Parental Leave: After six (6) months of City employment; up to 30 calendar days (160 hours) of PPL, taken in full-day increments, in connection with the birth, adoption, or foster placement of a child, up to the age of seventeen (17).

# Application & Selection Process

If you are interested in this outstanding opportunity, please submit a comprehensive resume, compelling cover letter and five professional references to [apply@ralphandersen.com](mailto:apply@ralphandersen.com). Resumes received by **September 21, 2022**, will receive first consideration. Ralph Andersen & Associates will conduct preliminary interviews as resumes are received. Only the most highly qualified candidates will be invited to panel interviews with the City of Long Beach. Panel interviews are scheduled to occur on Thursday, October 20, 2022, and Friday, October 21, 2022. Travel reimbursement will be provided.

*It is the policy of the City of Long Beach to actively promote and provide equal employment opportunity to all persons on all matters affecting City employment.*



Confidential inquiries should be directed to Ms. Heather Renschler or Ms. Serena Wright-Black, Ralph Andersen & Associates, at (916) 630-4900 or request an appointment to discuss further by contacting [scheduling@ralphandersen.com](mailto:scheduling@ralphandersen.com).

[www.longbeach.gov/](http://www.longbeach.gov/)