

CITY OF **LONG BEACH**  
CALIFORNIA



**DEPUTY 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 an ideal Southern California climate which 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.

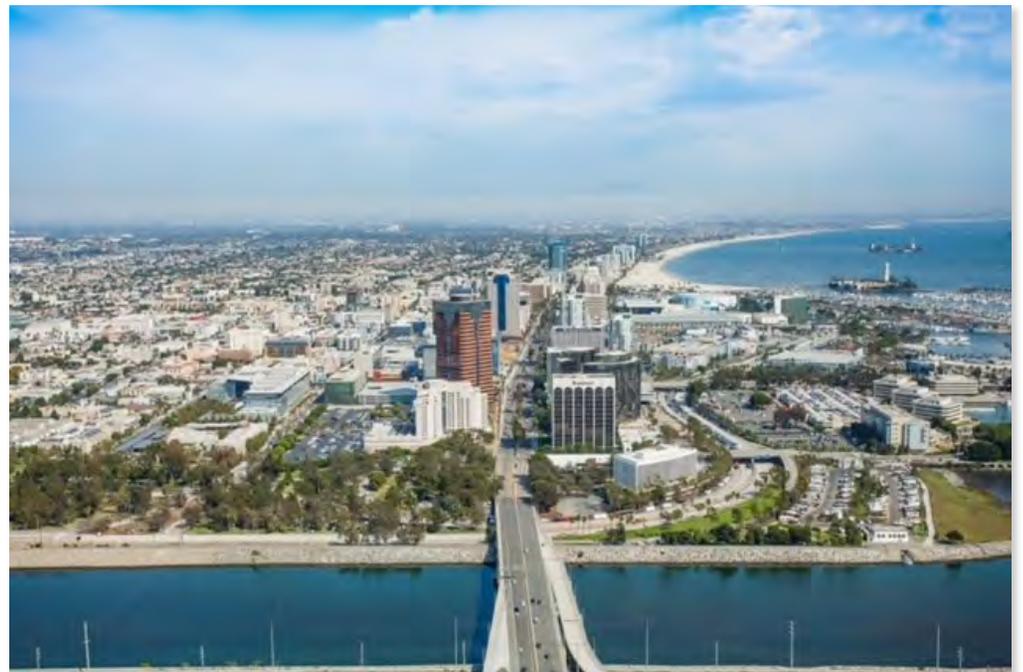
The community's stable economy is further supported by a wide variety of industries including education, health and social services, manufacturing, retail trade, and professional services, among others. The city is a hotbed for startup activity, education, and ingenuity. Also located within the city 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. Elected officials also include the City Attorney, City Auditor, and City Prosecutor. The Council Members and the Mayor are subject to a two-term limit, which allows them to serve for a maximum of eight years. The City Council appoints a City Manager and a City Clerk. The City Manager is responsible for the efficient administration of all City departments, excluding those under the direction of a separately elected official, Board, or Commission.

The City of Long Beach provides all traditional public services. In addition to its traditional services, the City also maintains one of the world's busiest seaports, which serves as a leading gateway for international trade. Long Beach also has its own full-service commercial airport and is one of only three cities in California with its own Health Department. Long Beach is supported by a total FY 2023 budget of approximately \$3.2 billion, with the General Fund budget totaling \$670 million. More than 6,048 full and part-time employees support municipal operations with the majority being represented by eleven employee associations. To learn more about the City of Long Beach, go to: [www.longbeach.gov](http://www.longbeach.gov).



# 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 Department is comprised of approximately 220 staff members with an [adopted FY23 budget](#) of approximately \$92 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 Department is currently undergoing a Strategic Planning Effort to guide its continued improvement and service delivery for the years to come. Key initiatives related to this strategic effort include a major permit-software upgrade and replacement, increased cross-department collaboration on housing and homelessness efforts, systematic seismic surveying, and upgrade programs as well as workforce efforts to attract, retain and motivate the workforce of tomorrow.

## Development Services By the Numbers\*

- ❖ 39,000 Building Inspections Completed
- ❖ 51,250 Permit- and Zoning-Related Customer Calls Addressed
- ❖ 11,000 Permits Issued
- ❖ \$520M Permit Valuation
- ❖ 2,870 Code Enforcement Cases Opened
- ❖ 2,700 Code Enforcement Cases Closed
- ❖ 790 Tons of Litter and Dumped Items
- ❖ 100 Neighborhood Clean-ups Conducted

(\*for Calendar Year 2022)

# The Position

The City of Long Beach is seeking an exceptional and innovative leader to serve as its next Deputy Director of Development Services. The new Deputy Director will serve as a strategic partner to the Director of Development Services and will have the unique opportunity to make meaningful contributions towards a more equitable and sustainable future for the Long Beach community. This management professional will oversee and administer the operations and daily activities of all five department bureaus which include: 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 Deputy Director will be an outstanding people manager who is a unifying mentor capable of fostering an inclusive culture. The Deputy Director will be hands-on with an eye towards results and continuous improvement. The City is not only looking for individuals who are technical experts in a specific field but for individuals who value working in a diverse community and understands issues related to equity, homelessness, affordable housing, and economic empowerment. The Deputy Director should be comfortable with technology and tools that support and improve contemporary business practices. Proven success with modernizing systems and processes and other significant change efforts will also be considered favorably.

## **Key responsibilities include:**

- ❖ Assisting the Director in planning, organizing, and establishing priorities and directing activities of the Department.
- ❖ Performing and overseeing highly responsible and complex technical and analytical staff functions.
- ❖ Developing, leading, and evaluating a high performing team by providing opportunities for training and professional development, establishing performance measures, monitoring progress, and providing timely feedback.
- ❖ Monitoring and evaluating the efficiency and effectiveness of service delivery methods and procedures; identifying and implementing opportunities for improvement.
- ❖ Responding to public and City Council inquiries and resolving complaints with a sense of professionalism.

# The Ideal Candidate

The new Deputy Director of Development Services will be a strategic thinker with excellent judgment and decision-making skills. The selected individual will be an engaging and effective communicator who is comfortable making formal and informal presentations to a wide variety of audiences and presenting complex information in a non-technical manner. Problem solving and critical thinking skills are also essential for this role, as is a customer service-oriented mindset. The ideal candidate will be solutions driven and able to quickly adapt to changing priorities.

The Deputy Director will be an organizer, coach, and motivator who prioritizes staff growth and development to achieve shared goals and objectives, and an advocate who will strive to make staff successful in their work. Importantly, the new Deputy Director will approach the job with a sense of humor, taking their responsibilities but not themselves too seriously.

The ideal candidate will provide collaborative leadership to the Development Services Department and lead with compassion, integrity, and honesty. Top candidates will have the demonstrated ability to build consensus, respect, and trust among the general public and staff at all levels. The successful candidate will be able to establish and maintain cooperative relationships, being attentive and aware of the perspectives of various internal and external stakeholders. Prior experience in a comparable, diverse, high-performing organization is highly desirable.

## *Personal traits and characteristics:*

- ❖ Experience developing and managing a culture of teamwork; fosters an authentic commitment to promoting and supporting diversity, equity, and inclusion in the workplace.
- ❖ Ability to work cooperatively with individuals from all backgrounds, education, and socio-economic levels, as well as individuals with diverse viewpoints and opinions.
- ❖ Demonstrated success in developing and implementing new programs, policies, and training workshops.
- ❖ Possess a leadership style that is characterized by credibility, collaboration, empathy, and ethical decision making.



# Qualifying Education and Experience

Seven years of progressively responsible management experience, including three years in a supervisory or management capacity, with experience working in one of the following areas – Community Development, Economic Development, Planning, Public Works, or Building & Safety.

A Bachelor's Degree from an accredited college or university in urban planning, architecture, geography, sociology, public or business administration or a related field is required. A Master's degree in a related field is desirable.

## Compensation

The annual base salary range is \$154,576 - \$210,282. This position qualifies for a Recruitment Incentive of \$6,000. For more information on the City of Long Beach's Recruitment Incentive Program please [click here](#).

In addition, the City offers an attractive benefits package which 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.

# Compensation *continued*



- ❖ **Holidays:** Eleven (11) designated holidays per year, plus four personal holidays to be used at the employee's discretion.
- ❖ **Transportation Allowance:** \$225 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 Department Head 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 and cover letter to [apply@ralphandersen.com](mailto:apply@ralphandersen.com). Resumes received by **February 27, 2023**, 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 anticipated to occur in April 2023.

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).

*The City of Long Beach is committed to creating a workplace where every employee is valued for who they are. Having our workforce reflect the diversity of our community at various levels of the organization is a continuous goal embraced by our departments, management staff, and policymakers. To support efforts of fairness and diversity, City Leadership is committed to incorporating equity and inclusion into our work by supporting staff and community partners. We are committed to promoting transparency by publishing updated demographic information for employees, including workforce diversity data and pay by race and gender.*

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

