



San Bernardino County
invites your interest in the position of

Director of Land Use Services



Recruitment services provided by Ralph Andersen & Associates

Exciting Career Opportunity for a Visionary Leader!



San Bernardino County seeks an extraordinary leader to guide the Land Use Services Department and oversee a wide range of diverse responsibilities that impact the entire county in so many important ways. A statewide and national search is now underway to attract highly experienced land use planning professionals interested in boldly leading the Land Use Services Department. Ideally, the successful candidate will have a broad background in urban planning and development complemented by a track record of success in managing a multi-faceted and public facing local government organization.

This is an outstanding career opportunity for a top planning professional who is well-rounded as both a visionary and an implementor. This dynamic role requires an engaging professional with the ability to advance key issues on a variety of overlapping and often competing topics that include community development and planning; housing; code enforcement, conservation and open space (including agriculture); surface mining, building and safety, and engineering.

This senior-level executive will be innovative and results-driven with well-rounded ethical decision-making skills, superior interpersonal and communication skills. This engaging individual will be comfortable presenting to and engaging with Senior County leadership and elected officials to address challenging issues that require problem-solving, resolution, and compromise to move the county and the Department forward.



The County

Located in the heart of Southern California, San Bernardino County thrives on the diversity of our communities that offer families affordable housing, excellent schools, and community resources, including libraries, parks, hospitals, and international airports.

The County provides a safe, clean, and healthy environment with access to a variety of business and shopping opportunities, as well as cultural and educational enrichment opportunities through museums, theater, and higher education, including California State University San Bernardino, University of Redlands, and Loma Linda University.

The County encompasses over 20,160 miles of diverse geography and climate that includes snowcapped mountains, flowering deserts, pristine valleys, and lakes. Our County's prime location allows for easy access to Southern California's premier beaches, resort destinations, and major metropolitan centers. The County has a population of over 2 million residents and is comprised of 24 incorporated cities and towns.

As an employer, the County strives to provide its employees work-life balance, allowing employees to enjoy all the amenities the County has to offer along with excellent career opportunities, a supportive work environment, and a competitive total compensation package.

The County is a dynamic charter county governed by a five-member Board of Supervisors, who, working through the Chief Executive Officer - Leonard X. Hernandez, the County Administrative Office, and a workforce of over 25,000 dedicated employees, are committed to sustaining a vision of "a complete county that capitalizes on the diversity of its people, its geography, and its economy to create a broad range of choices for its residents in how they live, work, and play."

The Department

The Land Use Services Department (LUSD) provides oversight for land use in the unincorporated areas of the County. It begins with the County's Countywide Plan (general plan) and extends to review of land use applications, adherence to building codes, and enforcement of ordinances. The department of nearly 190 employees is dedicated to ensuring balance in the areas of housing, business, recreational, and environmental health needs for the community.

The six major areas of the Land Use Services Department are:

- ◆ The Administration Division provides centralized fiscal services, personnel, and customer service support to all divisions throughout land use services.
- ◆ Building and Safety Division administers, reviews, and inspects, construction and occupancy standards to safeguard life, health, and property in the unincorporated portions of the County.
- ◆ Code Enforcement administers programs designed to protect the public's safety, welfare, and property through enforcement of County ordinances and state laws related to housing and property.
- ◆ Fire Hazard Abatement (a unit of Code Enforcement) enforces the Fire and Hazardous Trees Ordinance in the unincorporated portions of the County and provides contract services to specified cities and fire districts.
- ◆ The Land Development Division (a unit of Building and Safety) is responsible for review of local area drainage, grading plans, improvement plans for roads and drainage facilities, and includes the review and conditioning of new developments, including tentative and final maps, and associated with land development projects.
- ◆ The Planning Division oversees land use and planning standards for community design, industrial, commercial, and residential development. In addition, the Planning Division is responsible for the County's advanced and long-range planning.

For additional information, please click the links below:

[County Website](#)

[Land Use Services Website](#)

[Countywide Vision](#)

[County Budget FY 2022-2023 \(page 249\)](#)

Land Use Services' goals for 2023 are to:

- ◆ Promote the Countywide Vision through ensuring the development code is consistent with the adopted planning policies.
- ◆ Improve County Government Operations through replacement of outdated software to efficiently respond to the community's needs.
- ◆ Provide for the Safety, Health, and Social Service Needs of County Residents by Working with Other Agencies through assisting law enforcement with illegal cannabis operations and snow play event parking and enhancing the short-term rental program.



Key Responsibilities of the Director

The Director is at-will, appointed by the Chief Executive Officer, and reports directly to the County Chief Operating Officer. As an executive in the County, the Director also works with other department directors to coordinate programs and services. Land Use Services is an active, high-profile department, and the Director is expected to participate as a working, hands-on department head.

The Director is ultimately responsible for all divisions and functions of the department and must be committed to improving the quality of life Countywide through:

- ◆ Implementation of the Countywide plan and other long range planning documents.
- ◆ Development of planning policies and design guidelines that properly guide progressive development for all types of land uses.
- ◆ Processing of development permits in a timely and customer focused manner, ensuring that new construction is safe and a positive addition to its surroundings.
- ◆ Facilitating and assisting with the formulation of current land use and long-range community planning.
- ◆ Enforcing the County's ordinances, regulations, and codes pertaining to zoning, building, housing, and short-term rentals.



Ideal Candidate

The new Director of Land Use 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 quickly establish and maintain credibility as a thoughtful, decisive, hands-on executive and 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 new Director of Land Use Services will have extensive knowledge in the areas of planning, land use, housing, and code enforcement. Successful candidates must also have experience managing land use and zoning studies, comprehensive zoning code updates, and rezoning efforts to achieve consistency with the updated Land Use Element.

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 multi-faceted department. The Director will be flexible, finding innovative methods for allocating Department resources to expedite projects while adhering to zoning and municipal codes and procedures.

The new Director will have an extensive track record of presenting in public meetings to elected bodies and working effectively with elected and appointed officials. The ideal candidate will be knowledgeable in the field, staying professionally engaged and up to date on best practices in planning, land use, development, and closely related fields.

The ideal candidate should possess the following attributes:

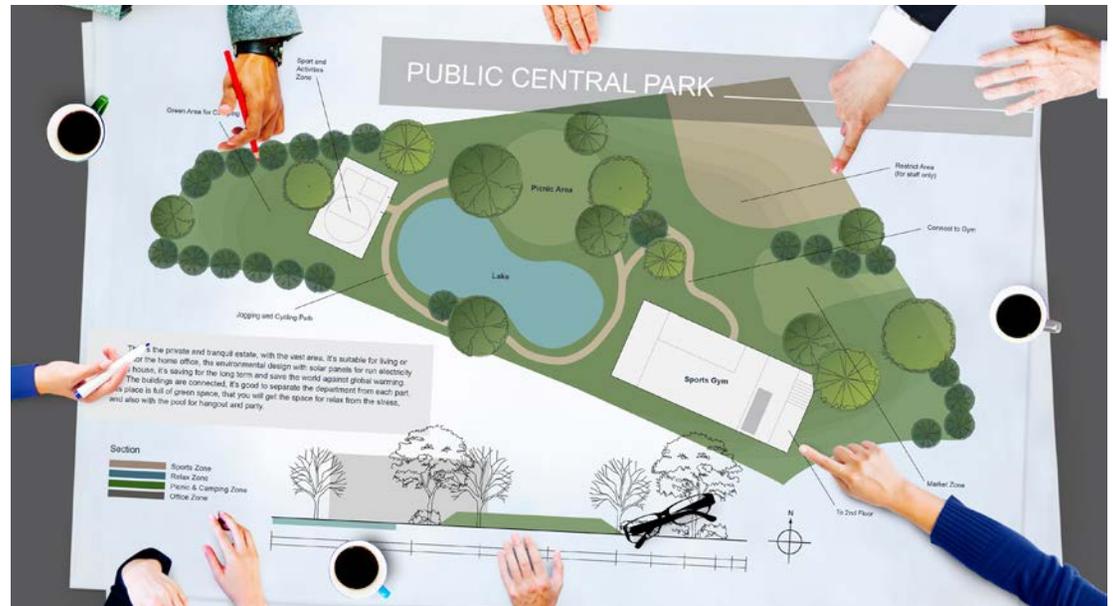
- ◆ Exceptional leadership skills, holding themselves and others accountable to high-quality work and direction from County leadership, while allowing creative thoughts and ideas from staff.
- ◆ Outstanding character, integrity, and professionalism.
- ◆ Flexible and innovative in presenting solutions and strategies.
- ◆ Strong business acumen with the ability to work effectively with the business and development community as well as community partners and stakeholders.
- ◆ Extensive knowledge of current trends and best practices that impact and influence all aspects of planning and economic development.
- ◆ Ability to clearly explain complex issues to a wide variety of constituents and the ability to present publicly recommended actions to the County's Board of Supervisors.
- ◆ Ability to quickly adapt and pivot in response to changing situations and demands.

Desired Education and Experience

Education: Bachelor's Degree in a related field of study or a combination of education and experience commensurate with the responsibilities of the position. A Master's Degree is desirable.

Experience: Five (5) years of administrative and/or management experience in a complex organization with responsibility for budget development and management, financial analysis, fiscal administration, capital improvement projects, operations, and intergovernmental liaison.

Experience working for a city, county, or public sector special district; in-depth knowledge of related service programs and California land-use laws and regulations is preferred.



Compensation and Benefits

The successful candidate will receive a highly competitive salary with an excellent executive benefits package that considers employment history and track record of success.

In addition, the County offers an alternative **Modified Benefit Option** (MBO) that provides a wage differential of 4% above the base salary rate with a complementing modified leaves package and benefits, including:

- ◆ Use of increased pay rate to calculate County contributions to Retirement Medical Trust (RMT), 401(k), and 457(b) plans, leaves cash outs, and retirement contribution rates.
- ◆ Flexible Paid Time Off (PTO) with cash out options.

Retirement Benefits:

- ◆ County Retirement: vested after 5 years (www.sbcera.org)
- ◆ Eligible to participate in 401(k) Defined Contribution Plan with County contribution of two times employee contribution up to 8% of base salary
- ◆ County contributes 2% after 5 years, 2.75% after 10 years, then 3.75% after 16 years to the Retirement Medical Trust
- ◆ Eligible to participate in the 457(b) Deferred Compensation Plan with County contribution of one-time employee contribution up to 1% of base salary
- ◆ Retirement Reciprocity with CalPERS, CalSTRS, and Act 1937 plans

Health Benefits:

- ◆ Medical and Dental Insurance for the employee and eligible family members with premium subsidies.
- ◆ County paid Vision Insurance for the employee and eligible family members.
- ◆ FSA pre-tax account for qualified health care expenses with up to \$40 County match per pay period.

Time-Off Benefits:

- ◆ 14 paid holidays plus one additional paid floating holiday with the Traditional Benefits Package.
- ◆ 80 hours of administrative leave with a cash-out option.
- ◆ Traditional Leave Package with up to 160 hours of vacation accruals (based on service hours) with cash out option and paid sick leave with unlimited accrual.
- ◆ Modified Benefits Package with up to 200 hours of Paid Time Off (PTO) accruals annually (based on service hours) with annual cash out option for up to 160 hours.

Compensation and Benefits *continued*

Additional Benefits:

- ◆ Automobile Allowance: \$12,000 annually
- ◆ Cell Phone Allowance: \$2,400 annually
- ◆ Tuition Loan Repayment up to \$10,000 for eligible loans.
- ◆ Tuition Reimbursement: \$1,000 annually
- ◆ Health Club Membership: up to \$324 annually
- ◆ Term Life Insurance: \$50,000 (County-paid)
- ◆ Variable Group Universal Life Insurance: pays 50% of premium cost for policy equal to 1x annual base salary
- ◆ Short-term disability: pays 55% of salary up to \$1,610 weekly
- ◆ Long-term disability: pays 60% up to \$10,000 monthly
- ◆ Voluntary life and AD&D insurance available
- ◆ Dependent care assistance available
- ◆ Relocation assistance available
- ◆ No social security contribution

Click the links below to learn more about our compensation and Exempt Level B benefits packages.

- ◆ [**Traditional Benefits Package**](#)
- ◆ [**Modified Benefits Option Benefits Package**](#)
- ◆ [**County Exempt Compensation Ordinance \(2022\)**](#)

To explore our comprehensive benefits and services, visit the [**Employee Benefits page**](#).

Additional information regarding the total compensation and benefits for this position can be obtained through Ralph Andersen & Associates.

Application and Selection Procedure

This is a confidential process and will be handled accordingly throughout the various stages of the process. References will not be contacted until mutual interest has been established. The first review of resumes will take place on **Friday, February 17, 2023**. This position is open until filled; however, candidates are encouraged to apply early in the process for optimal consideration. Resumes will be reviewed and evaluated throughout the recruitment process. This recruitment may close at any time once a strong pool of candidates is received. To be considered, candidates must submit a compelling cover letter, comprehensive resume, and six professional references via email to apply@ralphandersen.com. Ralph Andersen & Associates will conduct the initial evaluation of submitted materials to determine the best overall match with the established criteria as outlined in this recruitment profile. Employment history, degrees obtained, and other certifications/accomplishments will also be verified. Should you have any questions regarding this position or the recruitment process, please call Mr. Fred Wilson at (916) 630-4900. Confidential inquiries are welcomed.



*San Bernardino County is an Equal Opportunity Employer
and values diversity at all levels of the organization*

www.sbcounty.gov