

ESSENTIAL JOB FUNCTIONS:

Develops and implements policies and regulations relating to land use, including planning, General Plan, zoning, and building; ensures that policies are administered in observance of stated City goals and objectives; plans, directs, and coordinates the activities and services of the Planning and Building Department; Analysis, reviews and administers public works projects; prepares and administers the budget for the Public Works Department; directs the development of procedures to conduct activities; ensures that activities are conducted in accordance with Federal and State laws and local regulations; prepares and administers the budget for the Community Development and Public Works Departments; advises and provides assistance to the City Council, the Planning and Traffic Commission, other City, County and Special District; oversees contract with agencies providing services to the City; develops the Capital Improvement Program; and the public regarding all facets of community development and public works activities; plans, directs, and coordinates the activities and procedures of the Planning and Building Divisions and Neighborhood Preservation activities; develops and establishes work methods and standards; reviews and evaluates employee performance; confers with developers, representatives of residential, commercial, and industrial interests, property owners, and others in coordinating public works projects, promoting and coordinating the development and use of property in a manner consistent with the General Plan; participates in the development of Economic Development strategies and assists in their implementation; reviews development and environmental documents from other governmental agencies which may impact the City of Los Alamitos; serves as secretary of the Planning and Traffic Commission; attends City Council, Planning and Traffic Commission meetings, as required; must be able to operate a telephone, personal computer, camera, and motor vehicle; and perform other duties as assigned by the City Manager.

TO BE CONSIDERED

If you are interested in this outstanding opportunity, submit a City application and a resume to:

Human Resources
City of Los Alamitos
3191 Katella Ave.
Los Alamitos, CA 90720

Open until filled. All applications will be screened by the selection committee and the most qualified candidates will be selected to continue in the selection process.

Should you have any questions, please contact:
Human Resources at HResources@CityofLosAlamitos.org or
562-431-3538 x201

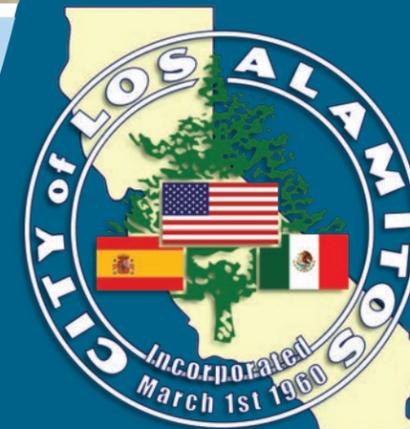
CITY OF
Los Alamitos
California

INVITES YOUR
INTEREST IN
THE POSITION OF

**DEVELOPMENT
SERVICES
DIRECTOR**



CITY OF
Los Alamitos
California



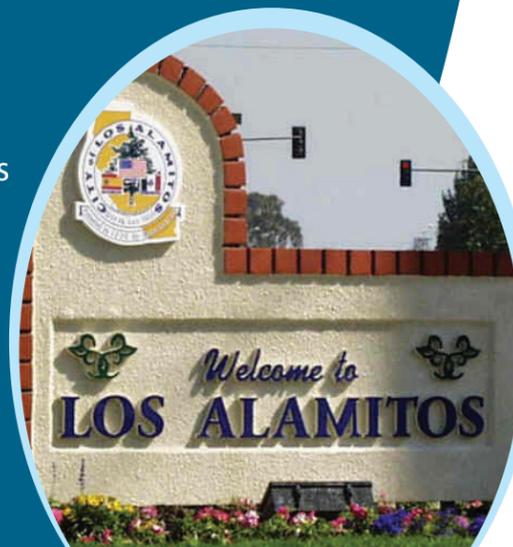
THE COMMUNITY

Located in northwest Orange County, the City of Los Alamitos is a peaceful, tree-lined residential area that is considered an ideal place to live. Although Los Alamitos is a quiet residential community, it is bordered by the I-605 freeway and there is easy access to the I-405 freeway. Located in West Orange County, adjacent to the cities of Long Beach, Cypress, Seal Beach and Garden Grove, the City is 4.3 square miles with a population of 11,449. Los Alamitos is comprised of people who take great pride in their community. Los Alamitos has a highly diversified economic base, consisting of light industry, manufacturing, and commercial business. The City, however, still maintains much of its original small town image. Consistent with the community's values is its caring attitude for its residents. The schools in Los Alamitos are among the best in the State. The District is known for academic excellence, and the community has always shown great interest and support in the education of its children. For example, in 2018, the citizens passed a bond issue to improve the High School facility in the District. During World War II, the Los Alamitos Naval Air Station was built. Today, the Joint Forces Training Base is headquarters for emergency response for Southern California and home to the California National Guard. Quality of life is important to the residents of Los Alamitos. The City is both politically and financially stable. The current City Council is dedicated to providing quality City services to its residents. While the City's current General Fund reserves are strong, the City is focused on developing a plan to ensure long-term Fiscal Sustainability.



THE ORGANIZATION

The City of Los Alamitos was incorporated on March 1, 1960. As a charter city, Los Alamitos is governed by the Council/Manager form of government. A five-member City Council is elected by districts, and members serve four-year overlapping terms. The Mayor is selected by the City Council from among its members.



THE DEVELOPMENT SERVICES DIRECTOR

The Development Services Director is a department head under the direction of the City Manager. The Director is responsible for the development and administration of programs designed to address planning, building, and neighborhood preservation activities. The Director is also responsible for the administration of public works operations which embody overall responsibility for the infrastructure of the City. Specific duties include managing the activities of the City Engineer and the Division of Street Maintenance, Park Maintenance Building Maintenance and Fleet Services. The Director must have the ability to exercise independent judgment, common sense, and initiative in establishing efficient departmental operation consistent with City Council policies and guidelines established by the City Manager.

DESIRABLE EXPERIENCE AND KNOWLEDGE

Knowledge of Federal, State, and local laws pertaining to planning, building, and community development; knowledge of public works engineering construction techniques and procedures; knowledge of principles and practices of urban planning, zoning, building, code enforcement, public works maintenance practices, basic horticulture, vehicle maintenance and transportation planning; ability to prepare documents in accordance with the California

THE COMPENSATION

The City of Los Alamitos is interested in obtaining the best possible candidate.

Salary: \$111,786.48 to \$156,496.86

Benefits include:

Work Schedule - 9/80 City Hall is closed every other Friday.

Vacation - Annual vacation leave accrual by years of service, 0-2 years equals 80 and increases with years of service.

Sick Leave - Eight hours for each calendar month of service.

Administrative Leave - 80 hours annually, use it or lose it. **Holidays** - 12 days per year.

Floating Holidays - Eighteen (18) hours of floating holiday time to be used during the calendar year.

Retirement - Employees are covered under the State of California Public Employee's Retirement System (PERS); Classic: 2.7% @ 55 or PEPR: 2% at 62.

Insurance - The City provides a comprehensive group insurance program for all permanent employees, including health, life, dental and vision. Health, dental, and vision insurance coverage is available for dependents. Max allowance is \$1294 per month. With insurance under a spouse's plan, you may receive \$500 per month if medical insurance is waived and \$200 for dental and vision coverage waived.

Automobile Benefit - \$300 per month

Deferred Compensation - Participation is available.

Los Alamitos is dedicated to developing policy and legislative actions that provide a safe and healthy environment to promote the highest quality of life to residents and visitors.

DESIRABLE EXPERIENCE AND KNOWLEDGE (Continued)

Environmental Quality Act; ability to collect, analyze, and compile technical, statistical, and related information pertaining to zoning research; ability to administer an approved yearly department budget and capital improvement budgets; ability to prepare concise written and oral reports and demonstrate accuracy and attention to detail; knowledge of economic development policies and programs; ability to establish and maintain a cooperative working relationship with others; knowledge of principles and practices of public administration, budget management techniques, and personnel management and employee relations.

