



COMMUNITY DEVELOPMENT DIRECTOR



THE COMMUNITY

The City of Moorpark is located in the south-eastern part of Ventura County near the cities of Simi Valley and Thousand Oaks and is approximately an hour's drive from Los Angeles to the south and Santa Barbara to the north. Moorpark is nestled in a flourishing valley with spacious mountain views, a perpetual vacation climate, beautiful residential neighborhoods, cultural arts, shopping, a variety of restaurants, outstanding schools, and the exceptional Moorpark Community College which consistently ranks among the top 5 in Best community colleges in the U.S.

The City of Moorpark is a unique blend of natural, historical, and contemporary living, and in 2020 was named the 3rd safest city in California by Safewise. Local residents are proud that Moorpark is a family-oriented community with 19 City parks, abundant open space, hiking and equestrian trails, a golf course, and incredible sunsets. Moorpark is the perfect blend of country and city living. Additionally, the City of Moorpark strives to attract, retain, and support local businesses, and has been named as among the most tax friendly cities to start a business by the Kosmont- Rose Institute Cost of Doing Business Survey.

The City of Moorpark's population is approximately 37,044, and the City continues to grow with more than 2,000 new housing units approved or proposed for development. Moorpark's historic downtown includes a future mixed use development project along the City's commuter rail corridor, which includes an operating Amtrak/Metrolink train station. The City is also undergoing a General Plan Update that is expected to be completed by 2023.

THE ORGANIZATION

The City of Moorpark was incorporated in 1983 as a general law city and operates under the council-manager form of local government. The Mayor, who is separately elected citywide, serves a two-year term, and the four Councilmembers are elected by district for staggered four-year terms. Stability is abound in Moorpark which has had only two City Manager's since its incorporation 38 years ago. The Assistant City Manager and department heads are appointed by the City Manager, and the current City Departments are City Manager's Office; Community Development; Finance; Parks, Recreation and Community Services; and Public Works.

The Moorpark Community Development Department is the primary City department responsible for oversight of development in the City and for code compliance. As part of its development oversight, the Community Development Department assists the City Council, Planning Commission, the public, and the development community in meeting the goals of the General Plan, complying with the Zoning Ordinance and applicable Specific Plans, and developing in accordance with applicable state and federal laws.

The Community Development Department is currently comprised of five functional divisions: Administration, Building & Safety, Code Compliance, Housing, and Planning. The Department is staffed with a Community Development Director, a Planning Manager, a Principal Planner, a Senior Housing Analyst, an Associate Planner, a Planning Technician, a Code Compliance Technician, and administrative and clerical staff members.



Building and Safety services are provided by contractual services under the oversight of the Community Development Director. The Community Development Department serves as staff to a five-member Planning Commission appointed by the City Council. The Planning Commission is responsible for development reviews of various entitlement requests and advises the City Council on matters related to the General Plan, Zoning Ordinance, capital improvement programs, and community development, and also serves as the Historical Preservation Commission.

THE POSITION

The Community Development Director is an at-will position and exercises direct and primary supervision over management, supervisory, professional, technical, and clerical staff, services, and activities, including Planning, Code Compliance, and Building and Safety Divisions. The Community Development Director also oversees Housing and Business Registration programs.

Essential job functions include, but are not limited to: managing the development and implementation of Community Development Department goals, objectives, policies, and priorities, for each assigned service area and recommending and administering policies and procedures; assessing and monitoring workload, administrative and support systems, and internal reporting relationships; identifying opportunities for improvement; selecting, training, motivating, and evaluating Department personnel; providing and coordinating staff training; overseeing and participating in the development and administration of the Community Development Department budget; managing cost recovery and time accounting efforts; approving the forecast of funds needed for staffing, equipment, materials, and supplies; approving expenditures and implementing budgetary adjustments as appropriate and necessary; representing the Community Development Department to other City departments, elected officials, and outside agencies; and explaining and interpreting Community Development Department programs, policies, and activities.

The Director has a responsibility to provide staff assistance to the City Manager; participate on a variety of boards, commissions, and committees; and prepare

and present staff reports and other necessary correspondence. The Director will attend and participate in community and professional group meetings; stay abreast of new trends and innovations in the fields of planning, code compliance, and building and safety. The Director will respond to and resolve difficult and sensitive citizen inquiries and complaints. Most importantly, the Community Development Director will promote the mission, values, and standards of an effective public organization, particularly in the area of customer service.



CHALLENGES AND OPPORTUNITIES

The City's next Community Development Director will be presented with a number of known challenges and opportunities in which to excel and shape the future of the community and the department including:

- Comprehensive Update of City General Plan, including Land Use, Circulation, Housing, and Open Space and Conservation Elements.
- Revitalization of downtown (High Street).
- Oversee construction of approximately 700 new housing units approved for development, and the completion of the entitlement processing and environmental clearance for approximately an additional 1,600 new housing units (which includes new residential units that will be located in the Hitch Ranch Specific Plan area that totals 283 acres).
- Oversee infill industrial and commercial projects.
- Evaluate opportunities for new affordable housing units on underutilized or undeveloped properties for compliance with Housing Element requirements including regional affordable housing allocation.

THE IDEAL CANDIDATE

The City of Moorpark is seeking an experienced and knowledgeable Community Development Director who will embrace the opportunity for a hands-on approach, and who has a strong work ethic, is self-motivated, and is politically astute. Certain traits that will be essential for success include:

- Excellent communication and customer service skills;
- Strong innovative and visionary leadership;
- Fair, ethical, collaborative, and decisive;
- Strong desire to work in local government and make a positive impact on our community;
- Ability to inspire and motivate employees and contractors and promote excellence and collaboration through teamwork;
- Experience and desire to improve processes and procedures to achieve greater efficiencies, keep Community Development Department tasks and priorities on track, achieve statutory deadlines, and maintain attention to detail and compliance with codes and procedures;



- Substantial planning and development experience in California, including extensive knowledge of CEQA and planning and subdivision laws.
- Highly competent at analyzing complex construction projects, including grading, drainage, and all capital project, subdivision, and building permit engineering and architectural plans requiring Community Development Director review and approval.
- Demonstrated knowledge of updating Specific Plans and General Plans.
- Familiar with best practices related to technology solutions for Planning, Code Enforcement, and Building & Safety.

The Community Development Director has a key role in leading the ongoing comprehensive planning that is needed to achieve the City's mission statement of "Striving to preserve and improve the quality of life in Moorpark." Additionally, the ideal candidate must demonstrate the ability to work well in a collaborative environment to form positive, cohesive working relationships founded upon mutual trust and respect with City staff, the City Council, the Planning Commission, the local business community, applicants for entitlement applications, other agency representatives, and the public that includes City residents and property owners. Individuals considering this position should be adept at working with a variety of interests in the community. The Moorpark City Council is highly interested in presenting an image of accessibility, transparency, and business friendliness.

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience

Seven years of increasingly responsible professional urban planning experience, including four years of administrative and supervisory responsibility.

Training

Equivalent to a Bachelor's degree from an accredited college or university with major course work in urban planning,

engineering, business administration, public administration or a related field. A Master's degree is desirable.

COMPENSATION

The annual salary range for the Community Development Director position is \$132,974.40-\$178,817.60; placement within this range is dependent upon qualifications and experience of the selected candidate. The City of Moorpark offers an excellent compensation and benefits program. The benefits program may be amended from time to time by the City Council and currently includes:

Retirement – The City participates in the California Public Employees' Retirement System (CalPERS) to provide retirement benefits for employees. For eligible miscellaneous Classic employees (employees hired before 1/1/13) with a 2% @ 55 formula, with no required employee contribution, the City pays 7% for Classic members of base salary on employees' CalPERS contribution. For "New" members (employees hired on or after 1/1/13) with a 2% @ 62 formula, the employee contributes 6.75% of salary. The City does not participate in Social Security and its pension obligations are 95% funded.

Deferred Compensation Saving Plan – 2.5% of base salary paid by the City.

Health, dental, and vision insurance – The medical insurance is through CalPERS. A medical allowance of 90% of CalPERS PERS Choice Preferred Provider Organization (PPO) Region 2 medical plan is paid by the City at the family rate. The maximum allowance is \$1,832.66 per month. An employee may convert up to a maximum of \$300 per month of the medical insurance allowance to cash out or deposit in deferred compensation each month if not used for medical insurance cost. 100% dental and vision for employee and dependents are paid by the City.

Annual Leave Accrual – Annual leave (vacation, personal, sick time hours) is accrued based on years of service with a maximum accumulated balance of up to 480 hours.

Administrative Leave – Administrative leave rate of 3.70 hours per pay period (approximately 96 hours per year).

City Paid Holidays – The City observes 11 ½ days paid legal holidays each calendar year.

Short and Long-Term Disability – City-paid coverage.

Life Insurance – \$150,000 term life insurance paid by the City.

Unemployment Insurance Benefits –

This is a State-mandated program. The City has selected the Cost of Benefit Reimbursement method of financing unemployment coverage. A reserve is maintained to cover the cost of unemployment claims.

Additional benefits include Workers' Compensation, Tuition Reimbursement, Employee Assistant Program (EAP), Car Allowance, and Cell Phone Allowance.

TO APPLY

If you are interested in this outstanding opportunity, please apply online at:

www.bobmurrayassoc.com

**Filing Deadline:
June 24, 2021**

Following the filing deadline, applications and resumes will be screened according to the qualifications outlined above. The most qualified candidates will be invited to personal interviews with Bob Murray & Associates. A select group of candidates will be asked to provide references once it is anticipated that they may be recommended as finalists. References will be contacted only following candidate approval. Finalist interviews will be held with the City of Moorpark. Candidates will be advised of the status of the recruitment following selection of the Community Development Director.

If you have any questions, please do not hesitate to call Ms. Yasmin Beers at:

(916) 784-9080

