

Director of Community Development



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The City of Lawndale

THE HEART OF THE SOUTH BAY!

The City of Lawndale is located in the southwestern region of Los Angeles County, California. This “Heart of the South Bay” city is situated in the South Bay area, approximately fifteen miles southwest of downtown Los Angeles and five miles east of the Pacific Ocean. The city borders Hawthorne to the northwest, Redondo Beach to the west, and Torrance to the southwest. Lawndale is easily accessible via major roadways, including the San Diego Freeway (I-405) and the Pacific Coast Highway (California State Route 1). Lawndale is comprised of predominately single-family homes, encompassing 1.97 square miles, with a population of approximately 32,000 residents.

Founded in 1905 and incorporated in 1959, Lawndale has transformed from a rural community to a blossoming suburban community with residential neighborhoods, schools, parks, and commercial areas that caters to the needs of the community. These establishments contribute to the local economy and add to the overall character of Lawndale. Lawndale, a diverse, vibrant close-knit community offers various community services, including law enforcement, public works, recreation, and community outreach programs. To learn more about the Heart of the South Bay, visit the City’s website at: www.lawndalecity.org.

Community Development

The Community Development Department provides planning, zoning, economic development, and building and safety services for the City. The Community Development Department is responsible for current and advance planning, grant administration, building and safety, economic development, housing agency, housing successor agency, successor agency, dissolution of redevelopment, oversight board and related functions. The Department conducts inspections for new construction, ensures compliance with the applicable planning, zoning and building code requirements and implements programs designed to improve local economy, assist local businesses, strengthen neighborhoods, and eliminate blight. The Department reviews environmental review documents prepared for Lawndale projects and projects in neighboring communities; monitor affordable housing projects and affordability covenants.

The Community Development Department is comprised of the Building Division, Planning Division, Housing Division, and Redevelopment Division. Its mission is to protect the public’s health, safety, and welfare through responsive and objective application and enforcement of policy, procedures, laws and regulations governing development and construction; and promote development activities that protect the historical and cultural resources of the City.

The Position

Appointed by the City Manager, the Director of Community Development is responsible for planning, organizing, directing, and administering the activities and operations of the City’s Community Development Department. The position has full responsibility for providing direct oversight and support of all development, planning, building and safety, project management activities, budgeting and other related activities for the department. The Director of Community Development’s essential responsibilities include: direct, oversee and participate in the development of the departments work plan, redevelopment activities, land acquisition and disposition, financing, marketing, housing and commercial rehabilitation, business retention and attraction, and infrastructure improvement and ensures



compliance with environmental laws; manage operations of the Lawndale Housing Authority, Successor Agency to the Lawndale Redevelopment Agency, Oversight Board; research and prepare technical and administrative reports and studies; prepare and present reports to City Council, Planning Commission and other community stakeholders; direct and oversee economic development activities, housing and commercial rehabilitation, business retention and attraction, and related programs; develop and monitor department's budget; monitor work flow; respond to and resolve difficult and sensitive inquiries and complaints; review and interpret government regulations and requirements; select, train and evaluate personnel; prepare consultant requests for proposals and bid documents; direct, coordinate and oversee the activities of Los Angeles County contract staff; negotiate and execute a variety of contracts and agreements; provide complex administrative support to the City Manager; represent the City and department to outside groups and organizations; and perform other related duties as assigned. This position is "at-will" and serves as a member of City's Central Management Team (Executive Team).

The Candidate

The City of Lawndale is seeking a knowledgeable and skilled professional with admirable integrity, high ethical standards, forward thinking and innovation. A hands on leader with strong management, organizational and interpersonal communication skills and a dedication to achieving specific objectives; ability to look at the organization and identify opportunities for improvement and development. Candidates with an ability to actively engage and connect with residents, businesses and community partners, and all levels of the organization with political acumen; energetic approach to addressing urban planning and development related challenges; build and maintain positive and productive relationships with a variety of individuals and groups, while maintaining a positive and cohesive service delivery to internal and external customers.

A successful candidate must demonstrate a strong understanding of the principles, theories, and practices of land use planning, zoning, community development, dissolution, economic development, building and safety, code enforcement, housing and redevelopment administration and environmental

compliance; respond to public, City Council and Planning Commission concerns and needs; the ability to actively listen, exercise patience, and communicate complex information effectively to various constituents; manage, prioritize, and track work and multiple projects simultaneously to meet deadlines; interpret and apply city, federal, state, and local policies, procedures, rules and regulations and municipal codes; continue to improve the overall performance and effectiveness of the organization; demonstrate fairness, handle issues judiciously and empathetically, exercise a high degree of judgment, discretion, and an understanding of the needs of the business community.

The ideal candidate must possess a bachelor's degree from an accredited college or university with major course work in urban and regional planning, architecture, political science or a related field; five (5) consecutive years or more of increasingly responsible experience managing and administering activities and operations in planning and community development; AND two (2) years of supervisory experience. An equivalent combination of education and experience that demonstrates possession of the requisite knowledge, skills and abilities is qualifying. Possession of a Class C Driver's License is required. A Master's Degree and American Institute of Certified Planners (AICP) certification is highly desirable.



Compensation/Benefits

\$155,595 - \$189,127 PER YEAR

The starting annual salary will be dependent upon the selected candidate experience and qualifications. The City also offers an excellent benefit package, as follows, but not limited to:

RETIREMENT– The City contracts with the California Public Employee’s Retirement System (CalPERS) to provide retirement benefits for eligible employees. The City offers 2%@55 formula for “classic members” and 2%@62 formula for “new members,” in compliance with Public Employees’ Pension Reform Act 2013 (PEPRA). The City does not participate in Social Security.

DEFERRED COMPENSATION – The City offers a 457 defined contribution supplemental retirement plans. Employees who participate are able to receive a City contribution match of up to \$7750 per fiscal year.

HEALTH BENEFITS – The City provides extensive health contributions (\$1,480.36 per month) towards medical, dental and vision premiums. The City also provides an employee assistance program, group term life insurance (\$100,000) and long-term disability. An IRS Section 125 Flexible spending account also available.

LEAVES AND HOLIDAYS - The City provides annual vacation and sick leave, that is accrued and based on years of service. The City also provides prorated Executive Leave benefits and varying number of Floating Holidays, as a result of the various work schedules provided by the City.

WORK SCHEDULE – The City offers varying work schedules to include 5/40, 9/80 and 4/10 work schedules. City Hall is open Monday through Thursday 7:00 a.m. to 6:00 p.m., although many facilities operate during evenings and weekends. The Director of Community Development may be required to work various hours, to include evenings, weekends and holidays, to meet operation needs.

For more specific compensation plan information, please visit the City's website at www.lawndalecity.org and search for the Central Management Team Salary Resolution.

All employees are designated disaster service workers in the event of an emergency or natural disaster. The City of Lawndale and its employees are required to comply with any state or County Public Health Orders.

Application and Selection Process

Interested? The City of Lawndale would like to hear from you!

To be considered, please submit an original City Employment application, resume, and cover letter to the Administrative Services/Human Resources Department located at 14717 Burin Avenue, Lawndale, California, 90260. Applications may be obtained from the City website at: www.lawndalecity.org or by contacting the City of Lawndale at (310) 973-3200.

All official City application materials will be screened and only the most qualified applicants, as reflected by their submitted application materials, will be invited to participate in the selection process. This recruitment is subject to close at any time, without prior notice (**first application review scheduled for October 30, 2024**). Please apply immediately.

The City of Lawndale is an Equal Opportunity Employer. Please notify the Administrative Services/Human Resources Department should you require special accommodations.

