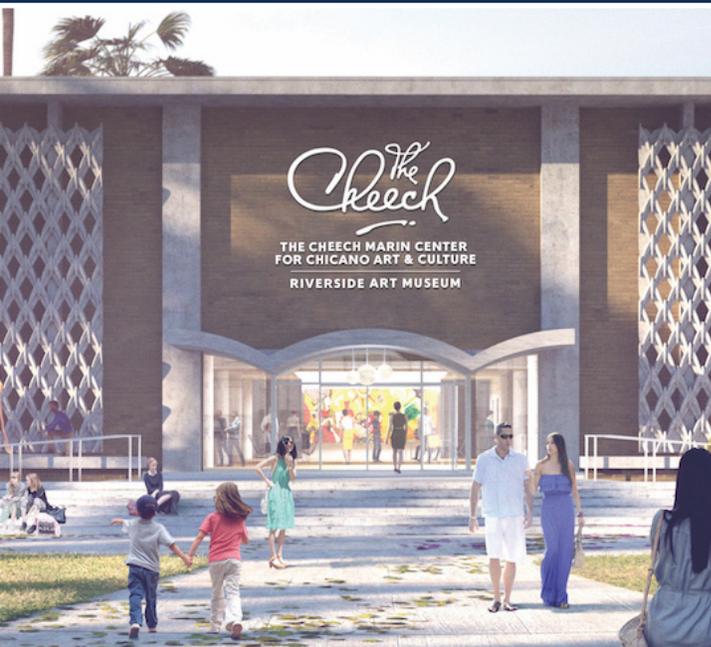




# CITY OF RIVERSIDE

## COMMUNITY & ECONOMIC DEVELOPMENT DIRECTOR





From its incorporation in 1870, Riverside has been a prosperous, desirable place to live because of the foresight of its founders and successive leaders and the artistic spirit that pervades the culture of its residents. Today, Riverside is a leading Southern California city offering a blend of hometown charm, history, and hospitality with the vision, energy, culture, and diversity of a sophisticated metropolitan area. With a population of over 330,000, it currently ranks as the 12th largest city in California, 6th in Southern California, and is the economic powerhouse of one of the fastest growing regions in the United States.

Riverside's quality of life is exceptional and getting better each and every day! It's no wonder the City was ranked #1 in the US for providing digital city services during the COVID-19 pandemic, #1 U.S. City for Small Business by Inc. Magazine, #2 Hot Spot for Tech in the U.S., #6 Happiest Place in the Nation for Young Professionals, #3 in California and #103 in the World for Economic Performance by the Brookings Institute, Coolest California City by the California Air Resources Board, a Top 25 City for Business by Executive Outlook Magazine, and an Emerald City by the State of California Department of Conservation for sustainable green initiatives and renewable energy.

Riverside's excellence in community and economic development has been recognized with over a dozen awards over the past couple of years including the following areas: APA Housing Element Excellence, NUSA Neighborhood Engagement, SCAG Complete Streets, Active Transportation Planning, Trails Master Plan, Local Food Systems Initiatives, Streamline Riverside and the One Stop Shop, no. 1 Digital City in the US, Sustainability, Northside Specific Plan, Historic Preservation, and Art, including USA Today's no. 1 Public Holiday Light Show in the country.

The City of Riverside is committed to providing a safe, healthy, and exciting place to live, work, play and visit. The Community and Economic Development Department team facilitates over \$300 million in private investment annually by collaborating with nine departments in the award winning One Stop Shop, both in-person and virtually through a 24/7 public portal. Planning completed the largest comprehensive visioning in City history with the completion of the 2021 General Plan Housing Element, Safety Element and Environmental Justice Principles, 2021 Innovation District, and 2020 Northside Specific Plan. Code Enforcement responded within one business day to over 5,000 cases this past year, while balancing compassion for each customer as evidenced by its lead role on the Public Safety and Engagement Team addressing homelessness. The Building and Safety team issued more than 5,000 permits this past year and has kicked off work on the 2023 triennial building code update that aims to include a "reach code" and will be starting the first citywide seismic safety study. The Department is also the lead for the HUD Annual Action Plan, all city real estate transactions, dissolution of the remaining Successor Agency properties, and supporting a wide array of community engagement activities. In 2022, the team will wrap up the city's first Community Engagement Policy, launch a comprehensive General Plan Update, CEQA certified Climate Action Plan, an Economic Opportunity Action Plan and begin construction of the Northside Agriculture Innovation Center. The Arts and Cultural Affairs team typically processes 100 plus community special event permits annually, coordinates multiple community mural installations and manages several venues including the historic Fox Performing Arts Center, historic Riverside Municipal Auditorium, the Box and the only one of its kind in the world – the Cheech (opening June 2022). This dynamic Department is powered by an incredible team of dedicated, passionate and creative professionals who are committed to providing world class customer service and demonstrated their resiliency and flexibility during the worldwide pandemic.





## THE POSITION

**SALARY: \$13,810 – \$19,958 MONTHLY  
\$165,720 – \$239,496 ANNUALLY**

The City of Riverside is accepting applications for the position of **Community & Economic Development Director** to fill one (1) vacancy in the Community & Economic Development Department. The eligibility list established may be used to fill the current and/or upcoming vacancies within this classification for up to six (6) months.

The Community & Economic Development Director is under executive direction of the City Manager, to plan, direct, manage and oversee the activities and operations of the Planning, Code Enforcement, and Building and Safety functions, Real Property, Housing and Neighborhood, and successor agency; to coordinate assigned activities with other City Departments and outside agencies; and to do related work as required.

The City of Riverside is seeking a highly-experienced professional to lead, inspire, and manage the day-to-day activities of the Community & Economic Development Department. The successful candidate will have a broad background in economic development, and city planning, and a strong track record of success in managing a multi-faceted department. This at-will position is a key member of the City Manager's Executive Leadership Team.

The senior-level executive will be results-driven – dedicated to facilitating investment that reinforces Riverside's quality of life – with well-grounded ethical decision-making skills, superior interpersonal and communication skills, and outstanding public speaking abilities.

### Key responsibilities of this position include:

- Advance the City's sustainability triple bottom line approach of economic prosperity, environmental stewardship and social responsibility through innovation, outreach, assistance, and collaboration.
- Align department activities with City Council's Envision Riverside 2025.
- Ensure efficient and effective community development services in partnership with other City departments and regulatory agencies.
- Promote, articulate, and be responsible for a commitment to excellent customer service.
- Implement continuous improvement of development review systems and practices to ensure great outcomes with minimal regulatory and procedural impact.

The ideal candidate will be a high energy, confident, and accomplished professional with a proven background in city planning and economic development. The individual must possess a highly collaborative style and be capable of working across city departments, with the City Council as well as business and community stakeholders to ensure retention and successful economic development initiatives. The selected candidate will be an outstanding critical thinker, visionary, and communicator who is comfortable interacting with and presenting to elected officials, the business community, environmental stewards, neighborhood residents, and all others who make Riverside a wonderfully diverse community.

The ideal candidate should be familiar with current and emerging city planning, downtown investment, and real estate development trends, as well as industry clusters such as health care and medical services, education, food production and agriculture, advance manufacturing, technology, entertainment, restaurants, and retail. The City of Riverside is looking for a seasoned city planning and economic development professional who can continue to mold a high-performing city and can develop its community resources one success at a time.

### Other key competencies and responsibilities of this position:

- Manage city planning and community development activities to advance a prosperous City by promoting orderly growth and development.
- Cultivate and strengthen the City's partnerships with local and regional external organizations.
- Administer the City's economic development initiatives, as well as business expansion, attraction, and retention through implementation and coordination of strategies and tactics focused on encouraging a healthy and stable business environment; and
- Coordinate with other City departments and external organizations to advance and communicate the city initiatives and accomplishments in economic development to local, regional, national, and international audiences.

## QUALIFICATIONS

**Education:** Equivalent to a Bachelor's Degree from an accredited college or university with major course work in urban planning, public or business administration or a closely related field. A Master's Degree is highly desirable.

**Experience:** Ten years of progressively responsible administrative and supervisory management experience in community development, urban planning, redevelopment or a closely related field.

**Necessary Special Requirement:** Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

## EXAMPLES OF DUTIES

- Direct community development activities through appropriate organizational and management practices including current and advanced planning, code enforcement, building inspection, real estate services, and community engagement
- Plan, recommend and direct implementation of policies and strategies for the growth and development of the community.
- Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes.
- Manage and participate in the development and administration of the Department's budget; forecast the needs additional funds for staffing, equipment, materials and supplies; direct the monitoring of and approval for expenditures; direct the preparation of and implement budgetary adjustments are necessary.
- Serve as an advisor to the City Council, City Manager and appointed boards, commissions, administrative committees and citizen's committees and explain new and revised programs to the City Council, professional and citizen groups.
- Act in the capacity of Planning Director in meetings of the Planning Commission.
- Plan, direct and coordinate the Department's work plan; meet with management staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures.
- Coordinate Department activities with those of other departments and outside agencies, organizations and residents.
- Conduct a variety of organizational studies, investigations and operational studies; recommend modifications to programs, policies and procedures as appropriate.
- Select, supervise, train and evaluate professional, para-professional, technical and administrative support staff.

**CLOSING DATE: SUNDAY, JUNE 19, 2022**



# SELECTION PROCESS

The selection process will begin with an employment application package screening, with the best qualified candidates being invited to participate further in the assessment process. This process may include any combination of written, performance, and oral assessments to evaluate job-related education, experience, knowledge, skills, and abilities. Those who successfully complete the selection process will be placed on the eligibility list for this classification.

It is the responsibility of candidates with a disability requiring accommodation in the assessment process to contact the Human Resources Department in writing to request such accommodation prior to the closing date of this recruitment.

Appointment may be subject to the successful completion of a pre-employment background investigation, medical/physical examination, drug and alcohol test.

**NOTE: The City reserves the right to modify selection devices and test instruments in accordance with accepted legal, ethical, and professional standards. Candidates may reapply when there is a posting to establish an eligibility list.**

All applicants will be notified via e-mail or telephone of their application status and the assessment dates/times/locations after the closing date of this announcement.

**To be considered for the position, the following documents are required:**

1. Completed Employment Application
2. Completed Supplemental Questionnaire
3. Resume
4. Cover Letter which outlines why you are the ideal candidate for the position.

# BENEFITS

The City offers an attractive benefits package, the central provisions of which are as follows:

**Retirement for Classic Members** - For employees hired after 1/1/2013 who are CLASSIC MEMBERS of California Public Employees' Retirement System (CalPERS) or a reciprocal agency as of 12/31/12 and have not been separated from service from such agency for six months or more, the retirement benefit shall be 2.7% @ age 55; 3-year final compensation. The required employee contribution is 8%. The City does not participate in Social Security; thus, employees do not bear this additional 6.2% expense.

**Retirement for New Members** - For employees hired 1/1/2013 or later and who ARE NOT a member of the California Public Employees' Retirement System (CalPERS)

or a reciprocal agency as of 12/31/12, or those who have been separated from a public agency which contracts with CalPERS or a reciprocal agency for six months or more, the retirement benefit shall be 2% at age 62; 3-year final compensation. The required employee contribution is 7%. The City does not participate in Social Security; thus, employees do not bear this additional 6.2% expense.

**Health Insurance, Dental Insurance, Vision Insurance, Life Insurance, Deferred Compensation, Leave Benefits, Flexible Spending Account, Long Term Disability.** Please refer to the [Executive Group benefit summary](#) and [2022 Chart of Benefits](#) available via the link below.

For additional benefits information, please visit: [RiversideCA.gov/human/employee-hub/benefits/about-1](https://RiversideCA.gov/human/employee-hub/benefits/about-1)

**To apply, visit [RiversideCA.gov/Jobs](https://RiversideCA.gov/Jobs)**



# COMMUNITY PROFILE

## FISCAL YEAR 2020 – 2021

### CITY OF RIVERSIDE

# 2.7 Million

20-Mile Radius Population



# 314,998

Riverside Population (2020)

Hispanic or Latino	172,386	54.73%
White	87,213	27.69%
Black or African American	18,832	5.98%
American Indian and Alaska Native	1,195	0.38%
Asian	22,450	7.13%

Native Hawaiian and Other Pacific Islander	951	0.30%
Other Race	1,704	0.54%
Population of Two or More Races	10,267	3.26%

### COMMUNITY & ECONOMIC DEVELOPMENT



# 67,000+

Inspections/Virtual Inspections



# 40,000+

Virtual One Stop Shop Customers



# 1,844

Housing Units

Built, Permitted, or Entitled

\$1B+ in Private Development



\$2B+ in Public Infrastructure



# \$300M+

Economic Investment

3-Year Annual Average



### PUBLIC WORKS

# 6,505,720 KWH+



of Fuel Cell Energy

Produced from biogas as of 10/31/21



Residential  
Tons of Refuse  
Collected



# 20,638

Recycling



# 54,990

Green Waste



# 116,000

Trash



Commercial  
Tons of Refuse  
Collected



# 10,287

Recycling



# 3,545

Green Waste



# 107,051

Trash

### PUBLIC SAFETY



# 362

Sworn  
Police  
Officers



# 2

 Helicopters

# 3

 Police Stations

# 30

Public Safety  
Engagement  
Team Members



# 4

Parks and  
Neighborhood  
Specialists



# 9

 Police Dogs

# 210

Sworn  
Firefighters



# 14

 Fire Stations

# 1

Urban Search  
and Rescue Team  
CA Task Force 6



# 1

 Training/  
Emergency  
Operations Center

# 57

Fire Apparatus



# 9,717

Fire Hydrants

**LIBRARIES**

 **8** Libraries

 **329,596**  
Library Card Holders

 **353**  
Public Access Computers

 **112,943**  
Library Page Visits

 **25,642**  
Audio-Visual Materials

 **226,076**  
Library Books

 **271,485**  
Annual Circulation

 **13,854**  
Annual Attendance in Library

**PARKS & RECREATION**

 **68**  
Parks

 **4** Child Care Centers

 **6** Splash Pads

 **48** Softball / Baseball Diamonds

 **12** Community Centers

 **8** Gyms

 **78** Playgrounds

 **43** Soccer / Football Fields

 **3** Senior Centers

 **2,983**  
Gross Acres Maintained

 **2** Skate Park Areas

 **75** Basketball Courts

 **2** Social Service Centers

 **7** Public Swimming Pools

 **1** Public Golf Course

 **26** Tennis Courts

**RIVERSIDE PUBLIC SCHOOLS**

 **2** School Districts

 **43** Elementary Schools

 **11** Middle Schools

 **11** High Schools

California School of the Deaf, Riverside



**1 OF 2**  
Schools of the Deaf  
in California

Sherman Indian High School

**1 OF 2**

Bureau of Indian Education-Funded  
Schools in California



- California Baptist University
- La Sierra University
- Riverside City College
- University of California, Riverside

**PUBLIC UTILITIES**

 **66,198**  
Water Meters in Service

 **20,237,672,560**  
Total Gallons of City  
Water Consumed Annually

 **50%** Renewable Energy  
Non-Greenhouse Gases

 **111,711**  
Electric Meters

 **2,122,000,000**  
Total Kilowatt Hours  
Used by Customers  
Annually