



# CITY OF RIVERSIDE

DEPUTY COMMUNITY AND ECONOMIC  
DEVELOPMENT DIRECTOR  
(NON-CLASSIFIED)





CITY OF  
RIVERSIDE



## THE CITY OF RIVERSIDE

The City of Riverside is a rapidly growing metropolitan hub, with an artistic spirit, positioned for a sustainable urban future. Ranked as the 12th largest city in the state, Riverside is an urban amenities center that includes museums, theaters, fine dining, an array of festivals and markets, and four internationally recognized universities and colleges.

The City believes in continually investing in and improving in the community. The Riverside Renaissance effort included nearly \$1.3 billion worth of projects designed to enhance the quality of life for all Riverside residents.

This phenomenal effort resulted in Riverside building 30 years of public improvements in just five years, including new public facilities, paving more roads than ever before, upgrading water and electric systems, traffic relief at railroad crossings through the construction of new overpasses and underpasses, road and street rehabilitation and widening, construction of new sidewalks, curbs and gutters, landscaping improvements, as well as water, sewer and electrical infrastructure projects, renovating and creating new parks, building new fire stations, improving police stations, new and upgraded libraries, rehabilitation of the Fox Theater and Municipal Auditorium, and neighborhood enhancements throughout the city.

The City is governed by a seven-member City Council / City Manager model, and is a full-service city providing public safety, utility (electric, water, wastewater and refuse), community services, and much more. With a budget of \$1.1 billion and 2,400 employees, the City provides services to more than 320,000 residents and is an ideal location for those looking to receive a quality education, start a career, become an innovator or entrepreneur, volunteer in the community, build and expand a business, raise a family, or retire.

Riverside's quality of life is exceptional and getting better each and every day! It's no wonder the City received a perfect score on the Human Rights Campaign Municipal Equality Index, 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.



## THE POSITION

**SALARY: \$14,436 - \$17,547 MONTHLY  
\$173,232 – \$210,564 ANNUALLY**

The City of Riverside is accepting applications for the position of **Deputy Community & Economic Development Director** (Non-Classified) to fill one (1) vacancy in the Community and Economic Development Department (CEDD). 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 City of Riverside is seeking a highly experienced professional to support the director and help lead, inspire, and manage the Community & Economic Development Department. The successful candidate will have a broad background in economic development and city planning, and similar related functions, and demonstrate a strong track record of success in managing a multi-faceted department.

The Deputy Director will have direct oversight over all economic development related functions within the department in support of the organization and community to advance the City's economic development strategy and vision. The incumbent will lead the Economic Development, Real Property Services and Successor Agency functions, while acting as a liaison outside the department to facilitate economic development, including support of Human Resources related workforce development, the Office of Communications and its marketing strategies, Housing & Human Services, Parks, Recreation and Community Services, Public Utilities, and the Public Works Department.

### Key strategic initiatives of this position include:

- Completing a new Economic Development Strategic Plan that will help retain, attract and bolster targeted business sectors like Green Technology and Sustainability, Arts & Tourism, Healthcare, Aerospace and General Technology, facilitating One Stop Shop development services to meet community expectations, implementing the department's annual "Book of Work" related programs and initiatives, and the City's 2050 General Plan update.

The ideal candidate embodies a passion for fostering inclusive and sustainable economic development that enhances the overall quality of life for Riverside's community. They thrive as an independent leader in a fast-paced environment, with a commitment to excellence and a genuine dedication to advancing the economic well-being of our city through strong professional relationships.

The ideal candidate is also a strategic leader with a proven track record of successfully driving economic growth within a municipal or regional context and possesses a unique blend of skills, experiences, and personal qualities that bolster vibrant economic development. They are comfortable regularly speaking and interacting with stakeholders at all levels -elected and appointed officials, department directors, other city staff, community leaders, Chamber and business representatives, and members of the public. Exceptional written and oral communication skills will ensure success in this role.

The Community & Economic Development Department is comprised of eight distinct divisions; Arts & Cultural Affairs, Building & Safety, Code Enforcement, Economic Development, Planning, Real Property Services, Successor Agency and Fiscal/Administration, with each having a role to serve the public, facilitate investment consistent with community expectations, and advance our City's outstanding quality of place through efforts aligned with important programs and initiatives within the City of Riverside.

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

- Cultivate and strengthen the City's partnerships with local and regional external organizations.
- Administer the City's economic development initiatives, including business expansion, attraction, and retention through implementation and coordination of strategies focused on encouraging a healthy and stable business environment.
- 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:** Five years of progressively responsible administrative and supervisory management experience in community development, economic development, urban planning or a closely related field.

**Highly Desirable Qualifications:** Possession of a California Association for Local Economic Development (CALED) certificate as a California Economic Developer is highly desirable. Possession of an American Institute for Certified Planners (AICP) Certification is also highly desirable.

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

## EXAMPLES OF DUTIES

- Coordinate community development activities through appropriate organizational and management practices including City planning, building, code enforcement, economic development, real property services, grants and neighborhood engagement and successor agency; recommend and administer policies and procedures.
- Plan, recommend and direct implementation of policies and strategies for the growth, development and investment within 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.
- Participate in the development and administration of the Department's budget; forecast the needs additional funds for staffing, equipment, materials and supplies; manage the monitoring of and approval for expenditures; direct the preparation of and implement budgetary adjustments are necessary.
- Coordinate the Community & Economic Development 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 Community & Economic Development 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 Community Development programs, policies and procedures as appropriate.
- Serve as an advisor to elected officials and appointed boards, commissions, administrative committees and citizen's committees on community development matters.



## 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.

## 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 "Chart of Benefits" available via the link below.

For additional benefits information, please visit: [RiversideCA.gov/Human](http://RiversideCA.gov/Human)

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



# COMMUNITY PROFILE

## FISCAL YEAR 2023 – 2024

### CITY OF RIVERSIDE

**2.7 Million**  
20-Mile Radius Population  
— **317,558** —  
Riverside Population (2023)

Hispanic or Latino	179,421	56.5%
White	110,868	34.9%
Black or African American	20,073	6.3%
American Indian and Alaska Native	6,269	2.0%
Asian	23,847	7.5%

Native Hawaiian and Other Pacific Islander	1,094	0.3%
Other Race	99,721	31.4%
Population of Two or More Races	55,686	17.5%

### COMMUNITY & ECONOMIC DEVELOPMENT

**53,000+**  
Inspections/Virtual Inspections

**40,000+**  
One Stop Shop Customers

**6,000+**  
Permits Issued  
(Highest Since 2006)

**\$1B+** in Private Development



General Plan Update

Northside Plan

Innovation District



**\$2B+** in Public Infrastructure

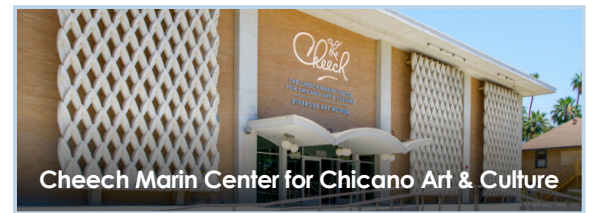
Sewer Master Plan

Parks Master Plan

Active Transportation Plan

\$200M in Grant Valuation

**\$330M+**  
Construction Valuation  
FY 2022/2023  
(highest since 2006)



### PUBLIC WORKS

**Residential**  
Tons of Refuse Collected

**21,521**  
Recycling

**88,197**  
Trash

**41,134**  
Green Waste

**Commercial**  
Tons of Refuse Collected

**20,004**  
Recycling

**156,600**  
Trash

**3,106**  
Green Waste

### PUBLIC SAFETY

**370**  
Sworn Police Officers

**2** Helicopters

**3** Police Stations

**30**  
Public Safety Engagement Team Members

**20**  
Parks and Neighborhood Specialists

**9** Police Dogs

**225** 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

 **295,966**  
Library Card Holders

 **317**  
Public Access Computers

 **3,907,422**  
Library Page Visits

 **570,990**  
Audio-Visual Materials

 **261,295**  
Library Books

 **796,819**  
Annual Circulation

 **51,374**  
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

 **66,441**  
Water Meters in Service

 **17,089,969,062**  
Total Gallons of City Water Consumed Annually

 **51%** Carbon-Free Energy  
(45% Renewable + 6% Zero-GHG)

 **112,751**  
Electric Meters

 **2,161,000,000**  
Total Kilowatt Hours Used by Customers Annually