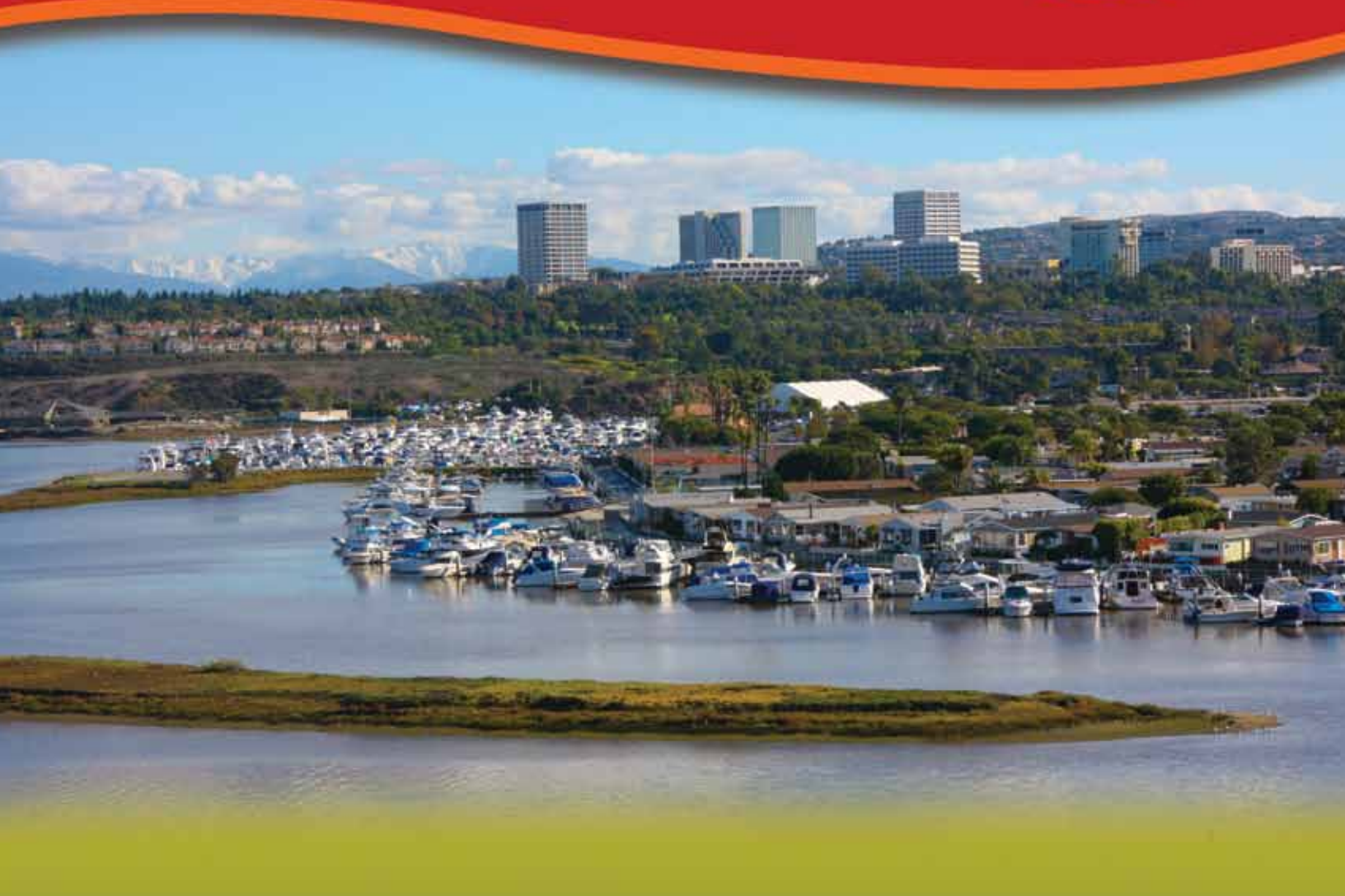


The City of  
**Newport Beach, CA**



**Community  
Development  
Director**



## ■ CITY OF NEWPORT BEACH

The City of Newport Beach is one of Southern California's most picturesque and popular beach communities. Located in the center of coastal Orange County - with Los Angeles to the north and San Diego to the south - Newport Beach is known for its fine residential neighborhoods, strong business community, quality school system, vast recreational opportunities, beautiful beaches, excellent dining and outstanding shopping districts.

The City has a permanent population of 84,500 residents and during the summer months, its population grows to more than 200,000 with daily visitors. It surrounds Newport Bay, where more than 9,000 boats are docked within the 21-square-mile harbor area. The Bay and City's eight miles of ocean beach offer outstanding fishing, swimming, surfing and aquatic sports activities.

Community attractions include Crystal Cove State Park (including the historic cottage district), the Balboa Pavilion (established in 1906), two ocean piers, white sandy beaches, extensive bikeways, Fashion Island/Newport Center, the new ultra luxurious Resort at Pelican Hill, plus many fine dining establishments.

## ■ CITY GOVERNMENT

As a Charter City, Newport Beach is governed by a seven-member City Council, operating under a Council/Manager form of government. Council Members serve four-year terms and represent specific districts yet are elected at-large. The Mayor and Mayor Pro Tem are selected by their peers. Newport has a history of impressive fiscal strength with general fund reserves exceeding \$82 million and an investment portfolio of nearly \$200 million. The City's FY2010-11 operating budget is \$188 million along with a Capital Improvement Program of \$53 million.

Newport Beach employs approximately 750 full-time employees and over 500 part-time/ seasonal employees (lifeguards, parking attendants, etc.) and anticipates opening a state-of-the-art Civic Center in the Fashion Island/Newport Center area in late 2012. The organization is known for having a stable workforce and political platform, with a longstanding reputation for providing superior customer service and meeting the high quality of life and service expectations of its constituents. Potential candidates are encouraged to explore the City's website and review the City Council's priorities as well as information on other significant projects at [www.newportbeachca.gov](http://www.newportbeachca.gov).

In 2009, the Newport Beach City Council appointed David Kiff as City Manager. Prior to his promotion, Mr. Kiff served in the capacities of Assistant and Deputy City Manager over the course of 11 years. Kiff has a Bachelor's degree in Business Administration from the California State University Sacramento and a Master's degree in Government Administration from the Fels Institute at the University of Pennsylvania. With the appointment of a new City Manager in 2009 along with a new Assistant City Manager, Administrative Services Director and Police Chief in 2010, Newport Beach is definitely moving in a progressive and exciting direction.

The Community Development Director will have the opportunity to build a "new" department.

## ■ COMMUNITY DEVELOPMENT DEPARTMENT

The candidate selected will have the rare and incredible opportunity of developing the department with the finalization of the former Planning and Building Departments' merger. Joel Fick is currently overseeing the Departments on an Interim basis. Mr. Fick served as Deputy City Manager in the City of Anaheim for many





years after his tenure as the City's Planning Director. He retired from Anaheim in 2009 and will help lead the initial stages of the departmental merger through March 2011.

The Community Development Director will be supported by four managers who will oversee their respective divisions: Deputy Community Development Director (Advanced & Environmental Planning, Current Planning and Housing/Grants, and Zoning); Building Manager (Building Inspection Services, Plan Check Services, and the Permit Counter), Code Enforcement Supervisor (Code Enforcement); and the Systems and Administration Manager (IT/GIS Systems Processing, Personnel and General Administration, and Budget). Oversight of Economic Development activities and maintaining effective relationships with the business community will also be important responsibilities of this Department. The Department is supported by 51 full-time staff members and a FY2010-11 budget of over \$7 million.

## ■ THE IDEAL CANDIDATE

### Leadership Attributes

We are looking for an inspiring and empowering manager of people who exhibits a creative and results-oriented mindset and is not overly reliant on rules and structure. He/she shall be an excellent mentor who motivates people to perform at their best and maximizes their potential. The candidate selected will have a history of success with recruiting, hiring and retaining the right talent.

The ideal candidate must have a proven track record for delivering outstanding customer service and an ability to create a culture that embraces and sustains a strong customer orientation that is focused on facilitating, rather than enforcing compliance. He/she will have a reputation for infusing reliability and consistency into efficient systems and processes.

Exceptional written and verbal skills will be expected. The desired applicant will convey credibility and display impressive interpersonal skills with a high comfort level interacting with a variety of audiences. A reputation for working well with other entities and for building mutually beneficial internal and external relationships is advantageous.

The individual selected will project a humble demeanor yet take pride in his/her work while proactively recognizing the accomplishments of others. Confident enough to lead with questions rather than answers, he/she will display the ability to foster an environment that welcomes healthy debate and dialog in the interest of arriving at the best solutions.

### Experience, Background & Education

The chosen individual will have experience serving a complex, active and informed community that places a great deal of importance on quality of life issues. Contemporary knowledge of community based planning principles and practices along with an advanced understanding of the California Environmental Quality Act (CEQA) will be expected. A general working knowledge of local, state and federal laws, codes and regulations related to building construction and inspections is necessary to succeed in the role. This Director will also possess a demonstrated history of working effectively with elected and appointed officials.

The preferred candidate will have at least seven years of increasingly responsible municipal planning and community development experience, including at least three years of responsible administrative and management experience. Prior or current experience in a coastal community is welcomed, but not mandatory.





Demonstrated success with strategic planning and leading change and transformation will be carefully evaluated. A Bachelor's degree in Urban Planning, Public or Business Administration or related field is required. A Master's degree in a relevant discipline and/or AICP certification is also desirable.

### ■ COMPENSATION

The current salary range for the Community Development Director goes up to \$174,116. Salary is supplemented by an attractive benefits package that includes, but is not limited to:

- **Retirement** – CalPERS 2.5% @ 55
- **Cafeteria Plan** – A \$1,257 monthly allowance to purchase medical, dental, vision and additional life insurance with available provision to opt out and receive \$1,149 taxable cash.
- **Auto Allowance** – Determined by City Manager
- **Executive Physical** – up to \$750 for an annual physical
- **Life Insurance** – City-paid \$50,000 coverage
- **Flex Leave** – up to 27 days annually (8.31 hours accrued per pay period)
- **Administrative Leave** – 80 hours per year
- **Holidays** – 13 per year (includes one Floating Holiday)

**Additional Benefits:** City offers additional benefits such as additional life and other insurances, Short and Long Term Disability, Deferred Compensation Program, Tuition Reimbursement Plan, earned Leave sell back, Flexible Spending Accounts, and Retiree Health Savings Account.

### ■ APPLICATION & SELECTION PROCESS

The closing date for this recruitment is **midnight, Sunday, February 27, 2011**. To be considered for this opportunity, upload cover letter, resume and list of six professional references using the “Apply Now” feature at [www.tbcrecruiting.com](http://www.tbcrecruiting.com).



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Following the February 27 closing date, resumes will be screened in relation to the criteria articulated in this brochure. Applicants with the most relevant qualifications will immediately be granted preliminary interviews by the lead consultant. Candidates deemed to be the best qualified will be invited to interview in Newport Beach late March 2011. A smaller group of candidates will be invited back to meet with the City Manager and Assistant City Manager at a mutually convenient time. The City Manager anticipates making an appointment in April, following the completion of negotiations and extensive background and reference checks. Please note that references will not be contacted until the end of the process and, at that time, will be done so in close coordination with the candidate impacted.



*The City of Newport Beach is an Equal Opportunity/ADA Employer.*