



## DIRECTOR OF COMMUNITY DEVELOPMENT

CITY OF LAWNDALE

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

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; 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 provides 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 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.

To be considered for this position, 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](http://www.lawndalecity.org) or by contacting the City of Lawndale at (310) 973-3200. All official application materials will be screened and only the most qualified applicants will be invited to participate in the selection process. This recruitment is subject to close at any time, without prior notice (first application review is scheduled for October 30, 2024).