The City of Chula Vista invites your interest in the position of

Assistant Director of Development Services
About Chula Vista

Chula Vista means “beautiful view” and there is more to see and do here than you can imagine! Great year-round weather, miles of trails, coastline, mountains and open space beckon runners, hikers, cyclists, birders, and outdoors enthusiasts from the bay to lakes. Visit the bayfront with the Sweetwater Marsh National Wildlife Refuge and the Living Coast Discovery Center. The Chula Vista Marina & Yacht Club awaits kayakers and boaters. Cycle the Bayshore Bikeway and see more wonders on San Diego Bay. If you have a competitive spirit stop by the Chula Vista Elite Athlete Training Center and watch Olympic Athletes from around the world train for their shot at the gold.

Chula Vista is located at the center of one of the richest cultural, economic and environmentally diverse zones in the United States. It is the second-largest City in San Diego County with a population of over 270,000. Chula Vista boasts more than 50 square miles of coastal landscape, canyons, rolling hills, mountains, quality parks, and miles of trails. Chula Vista is a leader in conservation and renewable energy, has outstanding public schools, and has been named one of the top safest cities in the country.

City Operations

The City of Chula Vista operates under its own charter with a Council/Manager form of government. The Mayor and four Councilmembers are elected to four-year overlapping terms. The City has approximately 1,100 employees and an annual General Fund operating budget of $206.7 million, allocated to the following departments:

- City Attorney
- City Clerk
- City Manager
- Community Services
- Development Services
- Economic Development
- Engineering
- Finance
- Fire
- Human Resources
- Information Technology Services
- Mayor & Council
- Police
- Public Works

Questions

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The Department

The Development Services Department consists of 86 budgeted full-time equivalent positions assigned to the Development Planning, Advance Planning, Land Development, Landscape Architecture, Building, Code Enforcement, Housing and Neighborhood Services divisions and the Development Services Counter.

The mission of the Department is to guide the physical development of the City through the implementation of the General Plan, development regulations and building codes. The Department is committed to enhancing the quality of life in our community by planning for sound infrastructure and public services, protection of the environment, and promotion of high quality social and economic growth.

The Position

The Assistant Director of Development Services assists the Director of Development Services in planning, managing and directing the activities and operations of the Development Services Department and provides highly complex staff assistance to the Director of Development Services.

The major areas of responsibility are:

- Develop, plan and implement department goals and objectives.
- Develop and administer the department budget.
- Oversee the department’s human and financial resources including organizational and staff development.
- Develop, plan and implement development automation and other departmental technology.
- Develop and implement the Development Services Department’s work plan; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.
- Provide oversight and support for development project management.
- Confer with and represent the department and the City in meetings with members of the City Council, members of boards and commissions, various governmental agencies, developers, contractors, business and industrial groups and the public.
- Advocate Continuous Improvement (CI) practices in the Development Services area; promote department CI events to improve services to department clients.
The Ideal Candidate

The ideal candidate for this position will have significant management experience in planning, land development, redevelopment, building, code enforcement, development permitting, housing, infrastructure finance, development project management or a related field with outstanding written and oral communication skills. The new Assistant Director of Development Services will be expected to:

- Build consensus, remain objective, and act as a positive change agent for the community.
- Demonstrate effective, proven leadership and mentoring skills.
- Be composed and poised in stressful, politically charged environments.
- Demonstrate knowledge of various technologies to improve customer experience and operational efficiency.
- Demonstrate superior influence and ability to stimulate change in an organization.
- Maintain an environment of mutual trust, fairness, integrity, and respect.
- Have a solid understanding of budget principles as well as the financial constraints currently facing local government.

Qualifications

The ideal candidate will have the equivalent of six (6) years of increasingly responsible experience in planning, land development, redevelopment, building, code enforcement, development permitting, housing, infrastructure finance, or development project management, including two years of management responsibility AND training equivalent to a Bachelor’s degree from an accredited college or university with major course work in planning, architecture, engineering, public administration, business administration, economics, sociology or a related field. A Master’s degree in any of the above fields is highly desirable.

Compensation & Benefits

The annual salary for this position is $152,144 - $184,932. Salary placement will be based on qualifications and prior experience. This is an unclassified, at-will position. In addition, the City participates in CalPERS retirement and provides an annual allotment of $15,990 for Senior Management employees to use toward the purchase of benefits available under the City’s IRS Section 125 Cafeteria Benefits Plan. The City also allows for the partial cash out of any unused annual allotment.

Employee paid time off includes:

- Vacation - 15-25 days per year (accrual based on years of service)
- Hard Holidays - 10 days per year
- Management Leave - 96 hours per fiscal year
- Floating Holidays - 24 hours per fiscal year
- Sick Leave - 96 hours per year

This position receives a senior management benefit package. Please view the detailed executive benefit package on the City’s website: https://tinyurl.com/ChulaVistaDSD

Application Process

To be considered for this position, please submit an official City Application, a comprehensive resume and a letter of interest via our website at www.chulavistaca.gov.

All applications and resumes received will be evaluated in relation to the criteria outlined in this brochure. Candidates with the most relevant qualifications will be invited to participate further in the selection process. Post-offer: employment is contingent upon successful completion of a background check and medical exam.

For questions please contact Erin Dempster, Human Resources Operations Manager, at edempster@chulavistaca.gov or (619) 409-5815.