

# CITY OF POMONA, CA



## **PLANNING AND HOUSING DIRECTOR**



The City of Pomona, California is seeking an experienced, progressive, and energetic manager to be the City's new **PLANNING AND HOUSING DIRECTOR**.

## THE COMMUNITY

In the heart of the greater Los Angeles area, between the Inland Empire and the San Gabriel Valley, the City of Pomona is a convenient place to live and work. Pomona's leaders have been committed to offering its citizens safe neighborhoods, a vigorous local economy, and exceptional customer service. Pomona is a diverse community of 160,000 residents – the sixth largest city in Los Angeles County. Spanning nearly 23 square miles, the City is conveniently situated within a short distance from the region's incomparable beaches, desert, and mountain areas. Historically, known for its prime citrus growing conditions, Pomona is now re-establishing itself as a strategic location for business and industry in the Pacific Rim marketplace.

Pomona was founded in 1875 and was named after the Roman goddess of fruit and fruit trees. Incorporated in 1888, Pomona became a charter city in 1911. Pomona is the home of the Los Angeles County Fair (Fairplex) and is easily accessible from several major freeways, Metrolink commuter rail stations, and airports. Ten colleges are within a short drive from Pomona's revitalized downtown area, including the Claremont Colleges, California Polytechnic University Pomona, and the University of La Verne. The City also offers two renowned medical facilities. The Pomona Unified School District serves the community and educates a student population of 30,000. More than 120 churches representing many of the world's faiths contribute to the varied culture of the community.

A variety of housing options exist within the City's limits. From custom-built homes on quiet, tree-lined streets to mansions of historical significance, from rental property to home ownership, the City of Pomona strives to meet the housing needs of its residents. Pomona leads the Valley in all major economic categories including retail sales, bank deposits, and employment. Its production industries include high quality optics, electronic software, glass, cosmetics, paper and steel products, and defense weapons systems. High technology research and development are on the rise and the City is experiencing an increase in corporate office building development.

Over 3,000 historically significant buildings are located in Pomona, as is a budding artist's colony, and a popular antiques district. The National Hot Rod Association is headquartered in Pomona and the City also lays claim to owning the only grove of redwoods in Southern California. The local Farmer's Market is recognized regionally and has helped to increase foot traffic in Pomona's revitalized and vibrant downtown area. The City's signature development project, Mission Promenade, and neighboring City Hall, will bring an unprecedented combination of new commercial, retail and residential opportunities to the downtown area, further adding to Pomona's renaissance.

## THE ORGANIZATION

The City is governed under a Council-Manager form of government. There are seven City Council members who serve four-year staggered terms. The Mayor serves as the presiding officer of the Council and is elected at-large for a four-year term. In addition to the City Manager, the City Clerk, City Attorney, and City Treasurer are also appointed by the City Council. The City also has eight citizen commissions providing recommendations to the City Council on matters such as planning, quality of life, and community services.

The City is a full-service municipality with a \$235 million annual operating budget and approximately 743 full-time employees in 11 different departments: Administration, City Attorney, City Clerk, Community Development, Community Services, Finance, Human Resources, Library, Police, Public Works, and Utility Services. The City contracts with Los Angeles County for its fire protection. In recent years, the City has substantially enhanced the infrastructure serving the Pomona community. Major capital improvement projects have resulted in more efficient traffic circulation, and state-of-the-art water service and supply.

The City Manager, Mr. Douglas Dunlap, was appointed by the City Council in 2000. Mr. Dunlap has successfully built an organizational culture that prides itself on setting high expectations, providing quality customer service, and being open, results oriented, and supportive of continuous professional growth.

## THE DEPARTMENT

The recently constituted Community Development Department currently has 40 full-time staff members and an annual operating budget of \$21.4 million. The Department administers the Community Development Block Grant (CDBG) program, the Emergency Shelter Grant (ESG) program that provides for coordination of services for the homeless, the Section 8 Rental Subsidies Program, the Housing Rehabilitation Program, and the Shelter Plus Care and Supportive Housing Program Grants. In addition, the Department supports the activities of the Planning, Historical Preservation, and Community Life Commissions.

## THE POSITION

As a key member of the City Manager's Executive Team, the **Planning and Housing Director** serves as the City's long-range strategic planner and expert advisor to the City Manager, City Council, and other Team members regarding planning and

housing related matters. The Director is responsible for assessing organizational effectiveness and establishing performance measures; formulating and implementing Department goals, priorities, and operating policies; developing and administering the Department's budget; selecting, leading, training and mentoring Department personnel; and coordinating Department activities with other City departments and outside agencies.

In addition, the **Planning and Housing Director** manages the General Plan process; works closely with the Deputy Executive Director of Redevelopment to complete important Downtown projects; monitors architectural and engineering work on development projects to ensure conformance to the City's General Plan and housing program; oversees data gathering, analysis, interpretation and reporting of pertinent community, demographic, and physical information; provides professional advice and assistance to business groups, property owners, developers, and community and regional agencies on planning and housing strategies; and works closely with the Redevelopment Agency to identify opportunities for improving the City's economic base.

## CURRENT ISSUES & PRIORITIES

Current issues and priorities the City is facing that the new **Planning and Housing Director** will have to address are:

- Completing the comprehensive update of the City's **General Plan** (last updated in 1964).
- **Modernizing systems and processes** for ultimate efficiency and aligning resources accordingly.
- Embracing **customer care** as a top priority.
- Addressing **development challenges** associated with aging facilities.
- Participating with other departments in **enhancing the image of the City**.
- **Accommodating the impact of growth** on infrastructure and services.
- Sustaining adequate levels of **affordable and senior housing**.
- Leading and streamlining the **development review process**.
- Being **politically astute**.

## QUALIFICATIONS

Interested candidates must have a Bachelor's degree in urban planning, business/public administration, or a related field and

ten (10) years of responsible planning and housing experience including five years of management and supervisory experience. A Master's degree is desirable. Candidates must also have or be able to obtain a California Class C driver's license.

The ideal candidate will be a sophisticated planning and housing development manager who has exceptional leadership, interpersonal and people management skills.

## PERSONAL CHARACTERISTICS

- Visionary
- Innovative
- Excellent Communicator
- Proactive
- Results Oriented
- Analytical yet Decisive
- Successful Managing Change
- Accessible
- Customer Service Oriented

## SALARY AND BENEFITS

The annual salary range for the **Planning and Housing Director** is \$94,875 - \$131,500 depending on qualifications plus an excellent management benefits package that includes:

- CalPERS retirement 2% at 55. The City pays employer contribution and reports the value of the employee's contribution.
- 9/80 Work Schedule.
- 13 holidays.
- 12 sick days per year. Annual sick leave sell-back program and sick leave conversion plan.
- Progressive vacation accrual based on prior public employment and a vacation buy back program.
- 220 hours of executive leave per year.
- \$700 monthly allocation for health insurance. The City also offers a 125 Flexible Benefits Plan and \$75 monthly allocation for dental insurance.
- Two (2) times annual salary life insurance plus long-term disability insurance.
- Tuition reimbursement.

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## EQUAL OPPORTUNITY

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The City of Pomona is an Equal Opportunity Employer. The City considers applicants without regard to race, color, religion, national origin, ancestry, disability, sex, sexual orientation, age, or any other status protected by law. The City seeks candidates who can make contributions in an environment of cultural and ethnic diversity.

The City of Pomona makes reasonable accommodations for the disabled. If candidates require special arrangements to participate in the selection process, they should state their needs in writing when submitting an application package.

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## APPLICATION PROCESS

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An application package consisting of two (2) copies of your resume with a signed cover letter outlining qualifications, an RJA supplemental questionnaire, and a list of five (5) professional references is required for consideration. A questionnaire can be obtained by calling RJA at (626) 447-3318 or through our website. Completed application packages should be sent to:

Dr. Richard Garcia, President  
**RJA Management Services, Inc.**  
550 W. Duarte Road, Suite 6  
Arcadia, CA 91007  
AA/EOE  
[www.rjamangement.com](http://www.rjamangement.com)

All application materials must be received by  
**September 16, 2005**

Following the filing date, application materials will be screened against the criteria in this brochure and preliminary interviews will be scheduled with candidates having the most relevant qualifications. The City will determine which candidates to invite to participate in the formal interview process. Selection of the *Planning and Housing Director* will follow shortly thereafter.

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## ADDITIONAL INFORMATION

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Additional information on the City of Pomona can be found at the City's website:

[www.ci.pomona.ca.us](http://www.ci.pomona.ca.us)

