



THE CITY OF  
STANTON, CA

INVITES YOUR  
INTEREST IN  
THE POSITION OF

COMMUNITY  
DEVELOPMENT  
DIRECTOR

## **THE COMMUNITY**

Priding itself on a balanced budget, the City of Stanton is home to more than 39,000 residents in the heart of northwestern Orange County. Recent years have seen the City of Stanton experience steady growth in the commercial, industrial and residential sectors, creating a balanced community with a deep sense of pride in its accomplishments.

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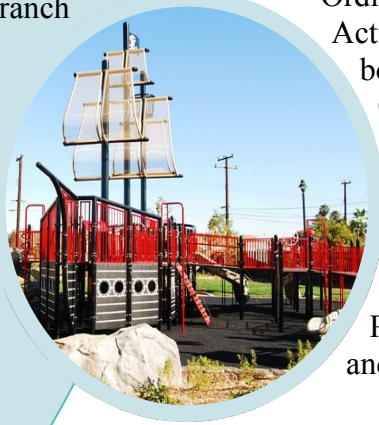
Community excitement within our three square mile City, comes from revitalization of commercial and residential areas and the attraction of major new developments. Stanton residents enjoy major retail opportunities, active civic volunteers and a business-friendly City organization. The City takes pride in operating a streamlined permit process and issuance procedure that complement the needs of the business community. Businesses also benefit from Stanton's strategic location, providing easy access to both the Los Angeles and Orange County markets.

## **CITY ORGANIZATION**

The City of Stanton has a Council-Manager form of government with five Council Members, elected in non-partisan at-large elections to four year overlapping terms. The Mayor and Mayor Pro Tem are Council Members that are elected by the City Council. The City's motto, "Community Pride & Forward Vision", truly defines the neighborly, small town feeling where people really make a difference.

The City has one police station with services contracted through the Orange County Sheriff's Department; one fire station with services contracted through the Orange County Fire Authority and one library branch serviced by the County of Orange.

City Manager, James A. Box, is responsible for the day-to-day City administration and the coordination of all City departments including contracted services. Mr. Box is responsible for overseeing an all-funds budget of \$37 million with a City staff of 52 full and part time employees.



## **COMMUNITY DEVELOPMENT DEPARTMENT**

The Community Development Director is responsible for providing highly complex staff assistance to the Planning Commission, City Manager and City Council and oversees the organization and direction of the Community Development Department, including planning, economic development, building, housing, parking control, community improvement and the Stanton Successor Agency.

The Planning Division is responsible for reviewing and processing development and use proposals to determine compliance with the goals set forth in the City's General Plan and development standards in the Zoning Ordinance and processes all entitlement applications.

The Economic Development Division provides support to businesses and developers by promoting incentives and offering technical assistance and support to start-ups, expansions, and relocations.

The Building Division is responsible for receiving applications, reviewing construction documents, issuing permits for the erection and alteration of buildings and structures, performing inspections for such permits and enforcing compliance with provisions or the Stanton Municipal Code and the California Building Codes.

The Parking Control Program is the enforcement of the City Codes and Ordinances as they relate to parking. Activities involve enforcing parking laws both in the Municipal Code and the California Vehicle Code, conducting the review and hearing process for those who contest parking citations and collecting all parking fines.

The Community Improvement Program is enforcement of City Codes and Ordinances in response to public



requests, field observations and as directed by City officials. The program is responsible for enforcement of the City's Zoning Ordinance, Business License inspections, Home Occupation inspections and various other codes or sections thereof.

The Stanton Successor Agency is responsible for winding down the efforts of the former Stanton Redevelopment Agency. Efforts are now focused on disposing of properties listed in the approved Long Range Property Management Plan and preparing Recognized Obligation Payment Schedules (ROPS).

The Housing Authority is involved with the construction, preservation and rehabilitation of affordable housing in the City. At this time, the Housing Authority is focusing on completing the redevelopment of the Tina/Pacific neighborhood. As part of former redevelopment activities, 25 of the 40 properties in this neighborhood were acquired. The Authority is working with an affordable housing developer to complete the acquisition of the remaining properties and redevelop the site in two phases.

## ***PORTRAIT OF THE IDEAL CANDIDATE***

The new Community Development Director must be a hands-on manager with at least 6 years of professional experience in community planning and development.

The ideal candidate must demonstrate excellent communication and leadership skills and must have a Bachelor's degree from an accredited college or university with major course work in planning, public administration or a related field.

Additionally, the new Community Development Director will be an individual who:

- Values excellence, customer service, organizational flexibility and family style teamwork.
- Has the highest level of integrity; takes responsibility for actions, is honest, forthright and open.
- Makes tough decisions, has good follow through, and understands the big picture.



- Can establish trust and positive relationships with the City Manager, City Council, Planning Commission, staff and other colleagues.
- Is proactive, takes initiative and resolves conflicts in an equitable and responsive manner.
- Can implement aspects of the City's adopted strategic plan related to Promoting a Strong Local Economy and Providing a High Quality of Life.
- Is knowledgeable of the related federal, state and local laws and regulations.
- Is innovative and creative in bringing new ideas on how to spread and deliver services to citizenry.
- Can manage a number of different projects and services simultaneously while being able to recognize the importance of shifting priorities when needed.
- Can direct, develop and motivate staff with an "open door" management attitude and brainstorming teamwork projects.
- Has outstanding interpersonal and leadership skills and participates as a key member of the City's executive management team.

## **COMPENSATION PACKAGE**

The City of Stanton offers a highly competitive compensation package. The Community Development Director position has an annual salary range of \$116,256—\$141,312 depending on qualifications. The City offers a generous benefit package, which currently includes:

- **CalPERS Retirement:** The City offers the CalPERS 2% @ 60 Plan for classic members; employee pays 7% member contribution. For new CalPERS members effective January 1, 2013, employee pays approximately 6.25% contribution; 2% at 62.
- **Comprehensive Leave Program:** 300 hours a year with provision of selling back 180 hours a year.
- **Group Medical and Dental Insurance:** Several plans available with City contribution toward premium or \$500 per month cash benefit for alternative private insurance.
- **Life/Disability Insurance:** City paid life insurance (\$50,000) and City paid long term and short term disability.
- **Car allowance:** \$300/month.
- **Cell phone allowance:** \$100/month.
- **4/10 Work Schedule:** City Hall is closed every Friday.
- **Paid holidays** and various programs including an Educational Reimbursement Program, Computer Purchase Program, Employee Assistance Program (EAP) and voluntary Deferred Compensation and Flexible Spending Programs.

## **APPLICATION PROCESS**

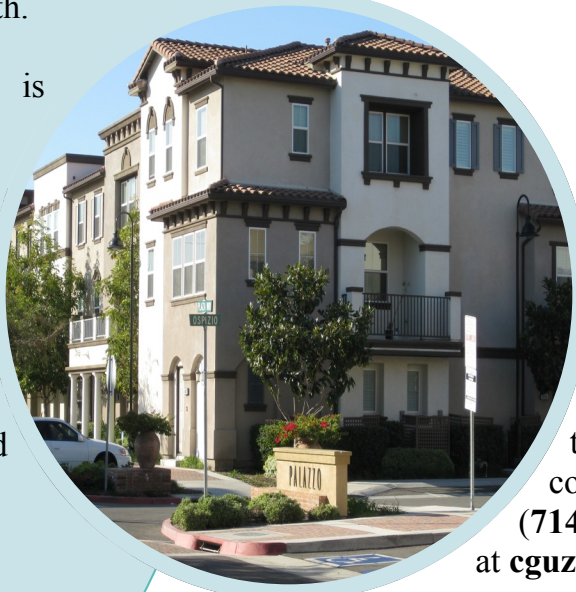
If you are interested and qualified for this outstanding career opportunity, please submit a completed City application, cover letter with your resume and the names and telephone numbers of three (3) work-related references to:

**City of Stanton  
7800 Katella Ave.  
Stanton, CA 90680  
Attn: Personnel**

Final filing date is **February 11, 2016**. Applications will be reviewed carefully and only those who appear to have the best qualifications will be invited to continue in the selection process.

References will not be contacted without prior approval of candidates.

To obtain an employment application, please visit the city's website: [www.ci.stanton.ca.us](http://www.ci.stanton.ca.us) or Stanton City Hall, Monday through Thursday, 7:00 a.m. to 12 p.m. and 1:00 p.m. to 6:00 p.m.



For questions regarding this recruitment, please contact Cynthia Guzman at (714) 890-4225 or via e-mail at [cguzman@ci.stanton.ca.us](mailto:cguzman@ci.stanton.ca.us).