THE COMMUNITY

The City of Alameda is a 10.6 square mile island community located in San Francisco Bay. Alameda is just seven miles east of San Francisco, and less than one mile west of the City of Oakland. Alameda is a diverse community with a population of approximately 79,000.

According to Money Magazine, the City of Alameda compares favorably to the "best places to live" in America. That is, in part, due to the small town feel of this Bay Area island community. It also has a high median family income, a large number of educational institutions nearby, more than double the number of restaurants and libraries as the "best places average," excellent air quality, and better than average weather.

GOVERNANCE

In 1916, Alameda became a charter city and was one of six cities that were the first in California to adopt the Council-Manager form of government. Under this form, the City is governed by a five-member City Council. Programs and services are administered by a City Manager.

The City Council is elected on a non-partisan basis. Council members serve four-year staggered terms, with two Council members elected every two years. The Mayor is elected to serve a four-year term. The Mayor and Council members are elected at large, and subject to two elected term limits. The City Auditor and the City Treasurer are also elected by the voters. There are no term limits associated with these positions.

The Mayor and City Council are responsible for passing ordinances and policies; adopting the budget; appointing citizens to Boards and Commissions; and hiring the three Charter offices of City Manager, City Attorney, and City Clerk.

As chief executive officer, the City Manager provides the leadership and organizational direction for the operation and management of all City departments. The City Manager implements the policies and ordinances of the City Council, overseeing operations of the City, and appointing the City’s department heads.

THE ORGANIZATION

Organized under 14 departments, the City provides a broad range of services including police and fire protection; construction and maintenance of streets, parks, storm drains and other infrastructure; recreational and cultural activities, including a golf complex comprised of two 18-hole championship golf courses and one nine-hole executive course; and general government and administrative support services. Additionally, the City provides power to residents through its electric utility, Alameda Municipal Power (AMP). For more information, please go to: www.alamedaca.gov

THE DEPARTMENT

The Community Development Department is a dynamic, diverse, and collaborative department responsible for implementing the Council goals for an economically diverse and financially sustainable community, and fulfilling the community’s plans to revitalize Alameda Point.
into a mixed-use, transit-oriented development.

The Department seeks a balance between business development, retention, and maximizing City real estate assets and providing housing opportunities for all income levels, including the City’s unsheltered residents.

The Community Development Department is comprised of the following divisions:

**Base Reuse**
Develops and implements community plans for transforming the 878-acre former Naval Air Station (Alameda Point) into a mixed-use, transit-oriented development and oversees the environmental clean-up and the transfer of remaining land from the Navy to the City.

**Economic Development and Community Services**
Maintains and grows Alameda’s tax and employment bases through business recovery, retention, expansion, and attraction efforts, real property development, tourism support, facade and art grants administration, and workforce development; and works to end homelessness in Alameda, promotes positive child and youth development, and improves coordination and delivery of social services.

**Housing**
Coordinates the City’s affordable housing programs and policies including implementing the 1st time Homebuyer and Inclusionary Housing Programs and administering the federal Community Development Block Grant (CDBG) & Home Investment Partnerships (HOME) programs. Administers two service agreements with the Housing Authority to develop affordable housing and implement the City’s Rent Stabilization Program.

**Asset Management**
The Department manages properties owned by the City, including Alameda Point and Tidelands properties. The asset management division of the department oversees approximately $13 to $14 million in commercial and residential leases. At the same time ensuring that City goals and values are reflected in each transaction including job and sales tax generation, reduced maintenance obligations, reduced City risk, and consistency with community planning processes and vision. Asset Management includes property management. Aside from the usual tasks associated with commercial buildings and residential properties, property management addresses maritime challenges associated with piers, wharfs, fendering systems and dredging.

Current priorities for the Community Development Department include:

1. Facilitate the transfer, reuse and development of former federal lands by effectively implementing contractual development agreements for Alameda Point including the Site A (68 acres) and West Midway (23 acres) projects;

2. Carry out business retention, expansion and attraction programs consistent with the City’s Economic Development Strategic Plan;

3. Plan and implement COVID-19 economic recovery plan;

4. Provide stewardship of City-owned Land assets, including Public Trust properties;

5. Administer an efficient commercial and residential leasing and property management program at Alameda Point;

6. Implement new programs to support Alameda’s unsheltered residents, including day center and safe parking programs;

7. Support the Social Services Human Relations Board (SSHRB) and the Alameda Collaborative for Children, Youth and Their Families (ACCYF), whose activities build mutual understanding, respect and good will and improve social services in the community;

8. Implement the City’s Public Art Program, including supporting the Public Art Commission; and
9. Administer programs that provide assistance for the City’s low, moderate and middle income residents, including but not limited to Inclusionary Housing, Community Development Block Grant and HOME Investment Partnerships Program.

The Community Development Department has a committed, hard-working, knowledgeable, and diverse team of 12 full time employees, including three senior managers with significant experience in their respective areas and an annual operating budget of approximately $40 million which varies from year to year.

The Position and Ideal Candidate

This position provides an individual an exciting opportunity to see the continued development of the community including the continued redevelopment of the former Naval Air Station. The City is seeking a community oriented, collaborative professional with significant experience in one or more of the department’s service areas. This is a hands-on executive position that carries a diverse workload which includes meeting and working collaboratively with community groups, non-profit organizations, real estate development professionals, and regularly presenting to City Council and other City boards/commissions.

The ideal candidate will be:

- An inclusive manager who accepts feedback, ideas, and innovation at all levels and values the experience of their team. Further, the individual selected will foster a culture of mutual respect and continuous improvement where team members are always striving to be better.
- A focused professional known for being fair, even-keeled and consistent. The ideal candidate will be an empowering mentor who enjoys teaching and maximizing the potential of their staff.
- Passionate about overseeing a wide range of projects simultaneously. They will possess an impressive track record of delivering large and small-scale projects which reflects their keen ability to see projects and initiatives through from beginning to full completion.
- Able to balance competing priorities with confidence and accuracy.
- An articulate and credible communicator both verbally and in writing, with outstanding interpersonal skills and an extraordinary customer orientation. To that end, this professional must be a proactive internal and external communicator who is sensitive to the information needs of all stakeholders. In addition to being responsive and flexible, they must be comfortable dealing with an engaged community that is extremely committed to Alameda’s high quality of life standards.
- Previous experience being involved in regional interests and interacting with elected and appointed officials will be considered favorably. The new Community Development Director will have high emotional intelligence and self-awareness along with sophisticated political acumen in order to join an Executive Team that is collaborative, cooperative and supportive of one another’s individual as well as collective success.

In addition, the ideal candidate will have:

- Graduated from an accredited four-year college or university with major course work in economics, urban planning, business or public administration, or a related field. A related advanced degree is desirable.
- Broad and extensive experience including management experience in two of the following areas of responsibilities of the position: 1) Military Base Reuse 2) Affordable Housing and Homelessness program and policy development and implementation, including rent stabilization. 3) Economic development 4) Large-scale Asset Management.

COMPENSATION & BENEFITS

The salary range for the Community Development Director is $174,698 - $212,348 annually based on a 37.5 hour work week; placement within the range is dependent upon
The City also offers a competitive benefits package, including:

- **Retirement Program** – CalPERS retirement formula of 2% @ 55 for classic members or 2% @ 62 for PEPRA (new) members. Classic members pay 7% as pre-tax contribution and also 1.868% as pre-tax City contribution. New members pay half the normal cost as determined by PERS. The City does not participate in Social Security; however, employees contribute 1.45% for Medicare.

- **Medical, Dental & Life Insurance** – Pre-tax monthly allowance up to $2,475.48 is provided by the City for PERS health; depending upon health plan and number insured; dental insurance for the employee and all eligible dependents and a $100.00 life insurance policy are provided by the City.

- **Vacation** – 150 hours of vacation per year, increasing according to length of service time up to a max of 187.5 hours annually

- **Holidays** – 10 observed plus 5.5 floating holidays

- **Sick Leave** – 90 hours per year. Unused sick leave may be converted to PERS service credit upon retirement

- **Transportation Allowance** – $250 per month.

- **Administrative Leave** – 37.5 Hours annually-cashed out if not used

- **Long-Term Disability** – The City provides LTD insurance up to $8,000 per month

- **Optional Benefits** – Several optional insurance plans are available to eligible employees including vision, flexible spending account, dependent care program, long-term care, additional life insurance and 457 deferred compensation plans.

- **Deferred Comp** – City matches up to 1% of employee’s salary

**THE APPLICATION PROCESS**

Interested candidates should submit their resume and cover letter at:

https://www.govemntjobs.com/careers/alameda. The final filing date is 5:00 PM on Tuesday, September 8, 2020. Interviews are tentatively scheduled the week of September 14th, 2020.

If you have questions regarding this position or process, please feel free to contact: Nancy Bronstein, Human Resource Director, (510) 747-4922 or nbronstein@alamedaca.gov.

**AN EQUAL OPPORTUNITY EMPLOYER:** The City of Alameda encourages minorities, women and the disabled to apply. It is the City’s policy that all aspects of employment and promotion shall be without regard to sex, marital status or disability (except where dictated by requirements of the position), race, sexual orientation, political affiliation, religious creed, color, national origin or age. Qualified disabled persons must be able to perform the essential functions of the position with or without reasonable accommodations. No individual may pose a direct threat to the health or safety of himself/herself or other individuals in the workplace. Barring undue hardship, reasonable accommodations can be made in the application and examination process for disabled individuals or for religious reasons. Requests for reasonable accommodation should be made in advance to the Human Resources Department. Hearing Impaired TDD (510) 522-7538.

E-VERIFY: The City of Alameda utilizes the Federal government’s E-Verify program and new employees must provide documentation to establish both identity and work authorization, which includes showing a valid United States Social Security card at the time of hire (photocopies not accepted).

The information contained herein is subject to change and does not constitute either an expressed or implied contract.