CITY OF WESTMINSTER, CA

Community Development Director
THE COMMUNITY

Westminster, CA is a vibrant and diverse community with a rich history and blend of residents, businesses, and tourists from many ethnic cultures and backgrounds. Located in northwest Orange County, Westminster occupies 10.2 square miles and is surrounded by some of Southern California’s key attractions including Disneyland, Knott’s Berry Farm, world-class beaches, and Catalina Island. The city is conveniently accessible by local and major freeways and highways, as well as a robust public transportation system. Westminster is located within 10 miles of John Wayne Airport.

Westminster is home to the Westminster Mall, numerous prominent car dealerships along Beach Boulevard, Westminster Center retail complex, and the Rose Center Performing Arts Theater and Banquet Hall -- all offering a variety of retail, food, and business experiences. Westminster is also home to the world-renowned “Little Saigon,” a community which offers an authentic cultural experience with Vietnamese architecture, festivals, and businesses. It is a thriving business district that holds the famous 150,000-square-foot Asian Garden Mall as the hub of Vietnamese-American businesses and cultural activity in the area.

As of 2022, Westminster is home to an estimated population of 90,000. The richly diverse community that makes up the City of Westminster is comprised of approximately 51% Asian and Pacific Islander, 20% White, 25% Hispanic, 1% Black, and 3.5% other. The City boasts the nation’s largest concentration of Vietnamese-Americans.

CITY GOVERNMENT

Westminster is a general-law city, incorporated in 1957, and operates under a council-manager form of government. The five-member City Council consists of a directly-elected mayor and four council members elected by district.

With a staff of 234 full-time employees and a total FY 22-23 budget of $107 million (General Fund operating budget of $65 million), the City provides a full range of municipal services in eight major operating departments.

The Community Development Department consists of the Planning, Building, and Housing Divisions; and oversees the Planning Commission.
THE IDEAL CANDIDATE

Are you a dynamic, forward-thinking professional in the planning and building field seeking to make your mark as an executive in local government? The City of Westminster is looking for someone with a proven track record of success who can advance the City’s community and economic development priorities through collaboration, outreach, and innovation.

The Director will have a hands-on and proactive approach to addressing a broad range of planning, housing, and development-related issues; and must have exceptional management, interpersonal, and communication skills to maneuver through complex. The ideal candidate is a politically astute, confident leader, with excellent presentation skills; and will have the ability to effectively present to the City Council, the community, and stakeholders.

Westminster is comprised of many small businesses centers; auto dealerships; restaurants that support an active foodie scene; the world-renowned Little Saigon; the Asian Garden Mall; the Westminster Mall; and big-box retailers such as Costco, Walmart, and Target.

Current and upcoming projects include:

- Oversight of development at the Westminster Mall in accordance with the award-winning Westminster Mall Specific Plan.
- Development of objective design standards to expedite quality projects.
- Revitalization efforts of Little Saigon to improve commercial façades and economic development as a premier cultural destination.
- Streamline and update internal and external application and permit processes.
- Implementation of General Plan updates.

This is a Department Director classification that reports directly to the City Manager and oversees, directs, and participates in all activities of the Community Development Department, including short- and long-term planning, development, and administration of departmental policies, procedures, and services. This classification provides assistance to the City Manager in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, municipal functions and activities, including the role of an elected City Council, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering City goals and objectives within general policy guidelines.


EXPERIENCE & EDUCATION

Candidates shall possess the equivalent of a Bachelor’s degree from an accredited college or university with major course work in community development, urban planning, civil engineering, or a related field and seven (7) years of management and/or administrative experience in community development, urban planning, and project administration. Experience as a Civil Engineer, a Master’s degree, and a CBO are desirable. Possession of A.I.C.P. certification is preferred.
COMPENSATION & BENEFITS

SALARY RANGE: $152,196 - $194,244 ANNUALLY DEPENDING ON QUALIFICATIONS

RETIREMENT BENEFITS: The City participates in the California Public Employees’ Retirement System (CalPERS). Tier 2 (Classic Member hired on or after July 28, 2011): 2% @ 60 formula; employees contribute 8.0% of salary towards retirement costs. Tier 3 PEPRA (New PERS members hired on or after January 1, 2013): 2.0% @ 62 formula; employees contribute 7.50% of salary towards retirement costs.

Employees are required to participate in Medicare. Employees may participate in Section 457 supplemental retirement plans (i.e., deferred compensation). City contributions toward retiree medical insurance are based on length of employment.

INSURANCE BENEFITS: Cafeteria benefits plan: $1,600/month (individual) or $1,800/month (family coverage) toward the purchase of health, dental, vision and life insurance, plus additional voluntary products.

Medical insurance is provided through CalPERS’ health insurance program. Unused cafeteria plan dollars may be received as taxable income. A pretax flexible spending account is also available for health and dependent care expenses. City-paid Long-Term Disability (LTD) benefits of 66.6% of salary to a maximum of $10,000/month; paid Employee Assistance Program (EAP) also provided.

EXECUTIVE LEAVE: 120 hours annually, prorated.

VACATION: 120 hours accrued during first year. An additional eight hours earned for each additional year of service up to five years. Additional 8 hours yearly benefits apply every 5 years of service. Employees may cash out unused vacation hours. Vacation Max: 200 hours annually.

HOLIDAYS: Employees receive 8.5 paid holidays and an additional 27 hours of floating holiday time annually to be used at the employee’s discretion.

SICK LEAVE: 96 hours of paid sick leave per year. Employees may cash out sick leave earned during the previous year at 50% of total value.

WORK SCHEDULE: Traditionally, City Hall employees work a 9/80 schedule with every other Friday off. However, City Hall employees temporarily work a 4/10 work schedule with every Friday off.

CELL PHONE/DATA PLAN REIMBURSEMENT: $100 per month.

APPLICATION AND SELECTION PROCESS

This opportunity is open until filled with first review of applications on July 5, 2023.

APPLY IMMEDIATELY - OPPORTUNITY COULD CLOSE AT ANY TIME.

Applicants must submit a fully completed online application and attach a resume of two (2) pages in length or less in PDF format for consideration.

Access the online application at: www.governmentjobs.com/careers/westminster

Following a review of applications, candidates deemed most qualified will be invited to continue in the testing process. The top candidate will undergo an extensive background investigation as part of the pre-employment process.

Please contact Human Resources at 714-548-3453 with questions regarding this recruitment.

The provisions of this announcement may be modified or revoked by the City of Westminster without notice.

www.westminster-ca.gov

An Equal Opportunity Employer