CITY OF STANTON, CALIFORNIA INVITES YOUR INTEREST IN THE POSITION OF Community & economic development director
THE COMMUNITY

The City of Stanton is home to more than 39,000 residents, and over 2,500 businesses in the heart of northwestern Orange County. Diversity is a key attribute with the City, with 51% Hispanic origin, and a growing Asian population of over 25%. The City also has a young population with the median age of 34 years, and a median household income of $57,622.

In recent years, the City of Stanton has experienced rapid growth in the commercial and residential sectors, creating a balanced community with a deep sense of pride in its accomplishments, especially along the City’s Beach Blvd. corridor. The revitalization successes have been attributed to the City’s business and development friendly atmosphere. The City takes pride in operating a streamlined permit process and issuance procedure that complement the needs of the business and development community. Businesses also benefit from Stanton’s strategic location, providing easy access to both the Los Angeles and Orange County markets.

The focus for the future of the City is to continue building on the successes of recent revitalization efforts, focusing on the Beach Blvd. corridor. This will include addressing the vacant Sam’s Club property; as well as development of a Specific Plan to foster the creation of a downtown district; and continuing to build new housing for all sectors of the population.

CITY ORGANIZATION

The City of Stanton has a Council-Manager form of government with five Council Members with a directly elected Mayor and four Council Members, elected in non-partisan by-district elections to four year overlapping terms.

The City of Stanton is organized into six (6) major departments including: Administration, Administrative Services, Community Development, Public Safety Services, Public Works, and Community Services.

The City has approximately 61 full and part-time employees and a total all-funds budget of approximately $35.8 million.

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.

COMMUNITY DEVELOPMENT DEPARTMENT

The Community and Economic 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 Department, including Planning, Economic Development, Building, and Housing Divisions. The Department consists of two full time planning staff, a Building Technician, Building Inspector, part-time Departmental Assistant, and a Planning Intern.

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 is responsible for supporting business retention and growth within the City, supporting the revitalization efforts of the City’s Beach Blvd. corridor, and developing positive relationships with the key developers in the region to promote development of vacant or underutilized land in the City.

The Building Division is responsible for receiving applications, reviewing construction documents, issuing permits for new construction and alteration of
buildings and structures, performing inspections for such permits, and enforcing compliance with provisions of the Stanton Municipal Code and the California Building Codes. Building inspection and plan check services are contracted through Charles Abbott & Associates.

The Housing Division is responsible for the retention and development of affordable housing within the City. This is inclusive of property management of Housing Authority owned residential units, and the relocation and development of an affordable housing project currently underway.

The Community Development Department as a whole focuses on a business-friendly platform, with the goal of working towards “yes”.

**PORTRAIT OF THE IDEAL CANDIDATE**

The new Community and Economic 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 and Economic Development Director will be an individual who:

- Has a strong economic development background, with a focus on partnering with the community, rather than regulating the community.
- Is able to balance the regulatory aspect of the Planning Division with the Economic Development Division’s goals of business support, growth, and development.
- Is able to find creative solutions to difficult development sites to encourage new development.
- Can foster positive relationships with the residents, business community, developers and other outside agencies.
- Has the ability to develop the vision for the department and identify appropriate tasks to execute in order to achieve said vision.

- Values excellent customer service, organizational flexibility and family style teamwork.
- Has the highest level of ethics and integrity; takes responsibility for actions, is honest, forthright and open.
- Makes tough decisions, has good follow through, and understands the big picture.
- Is proactive, takes initiative and resolves conflicts in an equitable and responsive manner.
- Can establish trust and positive relationships with the City Manager, City Council, staff and other colleagues.
- Is knowledgeable of the related federal, state and local laws and regulations.
- Can manage a number of different projects and services simultaneously while being able to recognize the importance of shifting priorities when needed.
- Has outstanding interpersonal and leadership skills and participates as a key member of the City’s executive management team.
- Can direct, develop and motivate staff with an “open door” management attitude and brainstorming teamwork projects.
- Thoroughly understands the City’s political environment and sensitivities and functions effectively within that environment.
The City of Stanton offers a highly competitive compensation package. The Community and Economic Development Director position has an annual salary range of $122,076—$155,796 depending on qualifications. The City offers a generous benefit package, which currently includes:

- **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, Dental and Vision Insurance:** Several plans available with City contribution toward premium or $500 per month cash benefit for alternative private insurance.

- **Life and Disability Insurance:** City paid life insurance ($50,000) and City paid long term and short term disability.

- **Auto:** $300 per month auto allowance.

- **Cell phone allowance:** $100 per month.

- **4/10 Work Schedule:** City Hall is closed every Friday.

- **Holiday Closure:** City Hall is closed between Christmas Eve and New Year’s Day.

- Paid holidays and various programs available to employees including Educational Reimbursement Program, Employee Computer Purchase Program, Employee Assistance Program (EAP) and voluntary Deferred Compensation and Flexible Spending Programs.

---

**APPLICATION PROCESS**

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

hr@ci.stanton.ca.us or

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

Final filing date is Monday, July 8, 2019. 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 be contacted only following explicit candidate approval.

To obtain a detailed employment announcement, visit the city’s website: 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 City Manager Jarad Hildenbrand at (714) 890-4277 or via e-mail at jhildenbrand@ci.stanton.ca.us.