



**Deputy Director
of Development
Services**

THE COMMUNITY

The City of Chula Vista is located at the center of one of the richest cultural, economic, and environmentally diverse zones in the United States. It is the second-largest City in San Diego County with a population of 278,247. Chula Vista boasts more than 52 square miles of coastal landscape, canyons, rolling hills, mountains, quality parks, and miles of trails. Chula Vista is a leader in conservation and renewable energy, has well maintained infrastructure, outstanding public schools, and is consistently among the top safest cities in the country.

Chula Vista is Spanish for “beautiful view”, and there is more to see and do here than you can imagine! Great year-round weather entices runners, hikers, cyclists, birders, and outdoors enthusiasts from the bay to the lakes. Visit the bayfront with the Sweetwater Marsh National Wildlife Refuge and the Living Coast Discovery Center. The Safe Harbor Bayfront awaits kayakers and boaters. Cycle the Bayshore Bikeway and see more wonders on San Diego Bay. The lakes in eastern Chula Vista offers residents an area for walking, biking, quiet picnics, and boating.

Shopping, dining, and entertainment abound with two major malls and a historic downtown district. The Otay Ranch Town Center is an exciting outdoor shopping, dining, and entertainment destination. This bustling, urban open-air center features historic buildings; unique shops; a vibrant area of restaurants, breweries, and coffee shops; and seasonal events.

Chula Vista Center in the downtown area boasts major retailers, dining, movie theaters, and specialty shops. Third Avenue Village, billed as the cultural center of the city, features historic buildings, unique shops, a vibrant area of restaurants, breweries and coffee shops, and seasonal events.

There are 66 well-maintained parks and 60 sports fields available for outdoor sports, recreation activities, and picnics. Three challenging golf courses line the community. Tour the Chula Vista Elite Athlete Training Center and see America’s best professional olympic and paralympic athletes.

From rock and roll to rap to reggae – world-class entertainers perform at the North Island Credit Union Amphitheatre, San Diego County’s premier outdoor music venue. Sesame Place San Diego features family friendly rides, including water rides and slides, dining, and attractions.



At 535 acres, the West Coast’s largest waterfront development project is underway in Chula Vista. The Gaylord Pacific Resort and Convention Center is being built by RIDA Chula Vista, LLC, in partnership with the Port of San Diego and City of Chula Vista. With almost two million square feet of enclosed space on 22 stories and breathtaking ocean views, this project will anchor the future development of Chula Vista’s bayfront. The resort will host 1,600 rooms, multiple restaurants, an unforgettable sports bar, resort style pool, and an array of recreational facilities. The state-of-the-art convention center boasts an enormous open-floor exhibit hall space with meeting rooms, elevated ballrooms, and support areas to host large scale events. Plans are moving forward on the 383 acre University and Innovation District in the eastern section which will bring more education, jobs, and businesses to the City.

Established neighborhoods, quality housing opportunities, award winning contemporary communities, start-up firms, corporations, nationally recognized entertainment venues, the nation’s only warm weather athlete training center, an award-winning nature center, and a historic downtown all contribute to Chula Vista’s superb quality of life and attraction for both families and businesses.

GOVERNANCE

The City of Chula Vista is a Charter City which operates under the Council-Manager form of government. The City Council, which is composed of four council members and the mayor, is the governing body of the City and possesses various legislative powers. The City Council appoints a City Manager to serve as the chief administrator and invests in him or her the responsibility for carrying out the City Council’s general policies. The City Council also appoints a City Clerk. Members of the City Council and Mayor are limited to two four-year terms of office. All powers of the City, except as otherwise provided in the Charter of the City of Chula Vista, are vested in the City Council. The Mayor and City Attorney are elected at large.

The City currently has a staff of approximately 1,300 FTEs.

To learn more about the City of Chula Vista, go to:

<https://www.chulavistaca.gov/>



THE POSITION

This position assists the Director of Development Services in managing and directing the Development Services Department including planning, directing, managing, and overseeing the activities and operations of assigned divisions that may include Current Planning, Advance Planning, Land Development, Landscape Architecture, Building Services, Code Enforcement, Facilities Financing, Administration, and the Development Services Counter. A focus is on providing highly complex staff assistance to the Director of Development Services. This position will work closely with existing Deputy Director in the Department. Both Deputy Directors will assist the Director of Development Services by ensuring the daily operational needs of the Department are being met.

The department has 86 staff and eight divisions. This position will oversee four direct reports.

Knowledge of the following are necessary:

- » Principles and practices of real estate development, real estate acquisition and disposition, including eminent domain, and government relocation rules and procedures.
- » Principles of urban planning urban and environmental processing under CEQA and NEPA.
- » Principles of land development entitlement, grading, and public infrastructure design, and land division and right-of-way property actions under the California Subdivision Map Act.
- » Land use, physical design, demographics, environmental, social, and economic concepts.
- » Principles of public infrastructure financing and development phasing.
- » Principles of development and construction permit processing and issuance.
- » Principles of building construction review and inspection.
- » Principles and practices of policy development and implementation.
- » Principles and practices of leadership, motivation, team building, and conflict resolution.
- » Principles and practices of business correspondence and report writing; pertinent local, State and Federal rules, regulations, and laws.
- » Budgeting procedures and techniques.



Essential functions may include, but are not limited to the following:

- » Assist in the development and implementation of the Department's work plan. Assign work activities, projects and programs, and monitor workflow, review, and evaluate work products, methods, and procedures.
- » Prepare and administer the Department budget. Assist in budget implementation and participate in the forecast of additional funds needed.
- » Assist in administering policies and procedures to meet legal requirements and City priorities and coordinate department activities with other departments and outside agencies and organizations.
- » Monitor development in legislation related to Development Services functions, evaluate impacts, and recommend and implement policy and procedural improvements to meet legal requirements.
- » Confer with and represent the department and the City in meetings with members of the City Council, members of boards and commissions, various governmental agencies, developers, contractors, business and industrial groups, and the public.
- » Negotiate and resolve sensitive, significant, and controversial issues; participate in outside community and professional groups and committees, and provide technical assistance as necessary.
- » Research, prepare, and write staff reports and other technical and administrative documents and studies as necessary.
- » Build and maintain positive working relationships with co-workers, other City employees and the public using principles of excellent customer service.
- » Perform related duties as assigned.

THE IDEAL CANDIDATE

The ideal candidate will have exceptional management, interpersonal, and communication skills, with a hands-on and proactive approach to addressing a broad range of urban planning and development-related challenges. The City of Chula Vista is aggressively pursuing and purchasing land and properties, so the ideal candidate will have knowledge in the acquisition of real estate and negotiating public-private development partnerships on behalf of the City. The successful candidate will value relationships and be known as a manager who encourages innovation and problem solving yet holds people accountable for quality work. Ideally, the new Deputy Director will have notable success in business enterprises, property acquisition, and project delivery. A commitment to excellent customer service a must, as is someone who will provide leadership that promotes empowerment with the ability to respond and deliver projects with a sense of urgency in this fast-paced environment.

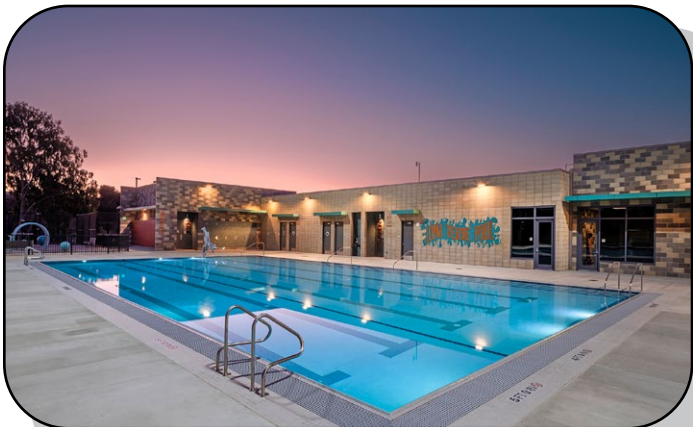
Key Attributes and Characteristics

- » Able to assess projects and programs with an eye on process improvements and best practices, including the gray areas.
- » Excellent interpersonal skills to build and foster positive business relationships with staff, leadership, the mayor and city council, commissions, and the business community.
- » Solid experience in both current and long-range planning is ideal.
- » A leader who is open to discussion and collaboration to overcome challenges and bring the best solutions.
- » A listener.

QUALIFICATIONS

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- » A bachelor's degree from an accredited college or university with major course work in planning, architecture, engineering, public administration, business administration, economics, sociology, or a related field.
- » A master's degree in any of the fields listed above is highly desirable.
- » Six (6) years of increasingly responsible experience in planning, land development, redevelopment, building services, code enforcement, development permitting, infrastructure finance, or development project management.
- » Two (2) years of management responsibility.



SALARY AND BENEFITS

The salary range for this position is \$165,766.90 - \$201,491.16.

To view the benefits page, please click here:

<https://www.chulavistaca.gov/home/showpublisheddocument/28281/638568260599384684>

APPLICATION AND RECRUITMENT PROCESS

The final filing date is Monday, December 30, 2024.

To be considered, please electronically submit your resume, cover letter and a list of five professional references (references will not be contacted in the early stages of the recruitment) to:

<https://koffassociates.com/deputy-dir-of-dev-svcs/>

Resumes should reflect years and months of positions held, as well as size of staff and budgets you have managed.

For additional information, please contact:



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Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the executive recruiter. Koff & Associates will report the results to the City. The City will then select candidates who will be invited to participate in a formal interview process. Extensive reference and background checks will be completed on the selected candidate.