

# CITY OF POMONA

invites you to apply for the position of

## Development Services Manager





## Why consider being the Development Services Manager for Pomona?

National developers are investing in Pomona. World renowned institutions are investing in Pomona. Thriving artists are investing in Pomona. The City of Pomona is the perfect place for you to invest in your career. It's a place where you can enjoy going to work and feel challenged and energized.

Pomona is located at the eastern edge of LA County near the 10, 57, and 60 freeways. This centralized location to LA, Orange, San Bernardino, and Riverside Counties gives Pomona an excellent strategic advantage for investment. For developers and businesses, it provides a great opportunity to partner with the City to revitalize and energize Pomona. As an employee, it means you may spend less time commuting and more time doing things you want to do.

Pomona has recently adopted a new General Plan and a specific plan designed to revitalize the City's commercial corridors. The next Development Services Manager will lead a dedicated team set to implement these cutting-edge plans. If this sounds like an exciting opportunity, this may be the right position for you.

### MISSION STATEMENT:

The City of Pomona improves the quality of life for our diverse community.

### MOTTO:

VIBRANT · SAFE ·  
BEAUTIFUL

## The Organization

The City of Pomona, named after the Roman goddess of fruit and fruit trees, was founded in 1887, incorporated in 1888 and became a charter city in 1911. The City is a highly diverse and multi-cultural community of approximately 165,000 residents. Pomona has the fifth largest population in Los Angeles County and spans approximately 23 square miles.

The City operates under a City Council-Manager form of government. There are six Council Members elected by district and a Mayor that is elected citywide. All elected officials serve 4-year staggered terms.

The Development Services Department consists of Planning, Building and Safety, and Code Compliance. The Planning Division is actively engaged in a high volume of exciting development projects throughout the City with our partners in Health Care, Higher Education, Historic Preservation, Public Arts Projects and Developers of residential, commercial, and industrial development types. The Planning Division provides staff support to the City Council, Planning Commission, Historic Preservation Commission, and the Cultural Arts Commission.

## Key Projects You Don't Want to Miss...

- **CORRIDOR SPECIFIC PLAN** – In 2014 the City Council adopted the Pomona Corridors Specific Plan, which encompasses a formed based code to direct development along four of the City's major corridors (Mission, Holt, Garey, and Foothill). The City is experiencing an increase in developer interest and entitlement applications, which are expected to improve the face of the City along the arterial roadways and transform the public realm into "places" that create vibrant neighborhood districts and segments.
- **DOWNTOWN SPECIFIC PLAN UPDATE** – A comprehensive update of the 20 year old Pomona Downtown Specific Plan, which has had great success and will continue to attract new development to the historic downtown and introduce new housing, mixed use, and TOD opportunities.



*Projects, continued*

- **TRANSIT ORIENTED DEVELOPMENT (TOD)** – A recently prepared “Station Area Plan” for the north Metrolink station and future Gold Line light rail station outlines excellent TOD development potential and is attracting a wide range of development interest to create a vibrant TOD neighborhood adjacent and surrounding the northern transit center in Pomona.
- **CITYWIDE ZONING CODE & SUBDIVISION ORDINANCE UPDATE** – A comprehensive update will provide an excellent opportunity to be involved with re-writing and re-formatting these ordinances, bringing the City into compliance with the recently adopted General Plan transforming Pomona into a vibrant mixed-use City with a multitude of “infill” development opportunities in segments of the City that have not had new investment in recent years.

“Pomona offers an excellent personal and professional opportunity for someone to diversify their planning experience.”

-Mark Lazzaretto  
Development Services Director

## The Development Services Manager Position

The Development Services Manager will assume all management responsibilities for all services and activities of the Planning Division including the development and implementation of division goals and objectives. In addition, the Development Services Manager will:

- Prepare and administer the City’s General Plan, Zoning Ordinances, and Historic Preservation Ordinance;
- Conduct a variety of organizational and operational studies; recommend modifications to programs, policies, procedures and service delivery methods as appropriate;
- Manage and participate in the development and implementation of the Planning Division budget, goals, objectives, policies, and priorities;
- Prepare and present reports to the Planning Commission, City Council, the Historic Preservation Commission, and other committees and boards;
- Confer with engineers, developers, architects, a variety of agencies, and the general public in acquiring information and coordinating planning and zoning matters;
- Administer provisions of the California Environmental Quality Act (CEQA), the City’s Historic Preservation Program, and other various environmental planning activities; and
- Provide highly responsible and complex professional support to the Development Services Director.

The complete job description is available on the website at [www.ci.pomona.ca.us](http://www.ci.pomona.ca.us)

## The Ideal Candidate

**The City is seeking a candidate who is dedicated to public service and has the following characteristics and skills:**

- Strong analytical skills to identify solutions and alternatives to proposed actions;
- Excellent communicator with honed interpersonal skills to keep the public, the department, the City Manager, the Planning Commission, Historic Preservation Commission, and the City Council fully informed;
- Forward thinker, who considers new approaches to dealing with issues and projects; and
- Strong dynamic leadership abilities.

### Education & Experience

- Eight (8) years of responsible professional urban planning experience, including three (3) years of administrative and supervisory experience with a public agency.
- A bachelor's degree with major course work in urban planning, geography, or a related field. A master's degree is desirable.





## Compensation & Benefits

Salary: \$9,164 - \$11,138 monthly depending on qualifications.

### The City's generous benefits package includes:

- A four (4) day, 40 hour work week;
- Six percent (6%) education incentive pay for a master's degree or higher;
- 100 hours of Executive Leave per year;
- 80 hours annual vacation accrual; 3 years prior public service experience accrue 120 vacation hours;
- 13 holidays per year, including two floating holidays;
- 12 sick leave days per year;
- Annual sick leave sell back program and sick leave conversion;
- Annual vacation sell back program;
- Public Employees' Retirement System (CALPERS), 2% @ 60 for classic members – No deduction for Social Security;
- Employee pays the employee's member contribution toward retirement;
- \$700 monthly health insurance contribution; \$75 monthly dental insurance contribution;
- \$25 Section 125 plan contribution
- Flexible Spending Accounts (voluntary participation);
- \$100,000 City-paid life insurance policy; voluntary additional life insurance available;
- \$2,500 tuition reimbursement for job related courses;
- Voluntary Deferred Compensation Plan and Vision Plan; and
- Retiree health benefit.

## The Application Process

If you are interested in pursuing this exciting career opportunity, please submit an online application.

Apply online at [www.ci.pomona.ca.us](http://www.ci.pomona.ca.us)

**APPLY IMMEDIATELY.** This posting will remain open until filled. Applications will be screened in relation to the criteria outlined in the complete job description, available at [www.ci.pomona.ca.us](http://www.ci.pomona.ca.us)

If you have any questions regarding this position, please contact please contact Susan Dippolito, Human Resources Analyst, at 909-620-2296.

**EQUAL OPPORTUNITY EMPLOYER**