

CITY OF SANTA ANA INVITES YOUR INTEREST  
IN THE POSITION OF

# EXECUTIVE DIRECTOR

COMMUNITY DEVELOPMENT



[www.santa-ana.org/community-development](http://www.santa-ana.org/community-development)





## ABOUT SANTA ANA

Santa Ana is located 33 miles southeast of Los Angeles and 90 miles north of San Diego. The county seat of Orange County and center of all state and federal government buildings and courthouses, Santa Ana encompasses an area of approximately 27 square miles. With a population of over 310,000, it is the second largest city in Orange County.

Proud of its rich history and cultural diversity, the City boasts an active arts and cultural community, including theaters, concert halls, and municipal zoo, Artists Village, Discovery Science Center, and Bowers Museum of Art. Additionally, world-famous amusement parks and beaches are just minutes away. The City's diverse business community benefit from the City's ideal location, a regional transportation center, and easy access to five major freeways. Over 50% of the City's land is dedicated to residential use, with an additional 30% used for commercial and industrial purposes. Schools, public parks and vacant land comprise the remainder of the City's property. The City has housing units, consisting primarily of single-family detached homes and multiple-family homes such as duplexes, as well as some townhouses and mobile homes. Santa Ana is currently developing exciting improvements in its charming city center and surrounding areas including the OC Streetcar, the first modern streetcar project in Orange County. This will serve Santa Ana's vibrant, revitalized downtown, which includes government offices, courthouses, colleges, an artists' village and a thriving restaurant scene. The luxury condominiums, mixed-use projects and both new and historic homes surrounding this modern transportation system will mix to energize this dynamic urban environment and make Santa Ana a destination for residents, businesses and visitors.

## THE ORGANIZATION

The City of Santa Ana founded in 1869 and became a charter city in 1952 with a Council-Manager form of government including a mayor and six council members by geographic ward. Council members are elected to four-year terms with a three-term limit and the mayor is elected to two-year terms with a four-term limit. The City Council hires the City Manager, City Attorney and City Clerk and makes appointments to City Boards and Commissions. The City Manager is ultimately responsible for the appointment of all other employees of the City, and appoints the Executive Directors of the City's agencies. The City consist of the City Manager's Office, City Attorney's Office, City Clerk's Office, Community Development, Finance, Human Resources, Information Technology, Library, Parks, Recreation and Community Services, Planning and Building, Police, and Public Works. The City's budget is \$717.1 million for FY 2021-22 and 1,263 employees.

## THE DEPARTMENT

The Community Development Agency (CDA) is responsible for providing services in the area of economic development, job training, affordable housing, parking enterprise, downtown development, and also coordinates efforts to address homelessness throughout the City. Community Development Agency plans, develops, and administers programs to accomplish the public policy goals of the Santa Ana City Council, Santa Ana Housing Authority, and Workforce Development Board. With 62 full-time and 16 part-time employees, the department is divided into four divisions: Housing Authority, Housing Development, Economic Development, and Homeless Services; and an administrative arm which jointly supports each division. Under these divisions are other functions such as: business retention and attraction, Community Development Block Grant, Work Center, parking structure management, and art programs. There is also a component that is still unwinding





the former Santa Ana Redevelopment Agency.

The Community Development Department's proposed budget is \$116.2 million for FY 2022-23 and is fourteen percent of the overall Citywide Budget. The Agency is composed of four division managers; Economic Development Manager, Housing Division Manager, Homeless Services Division Manager and Principal Management Analyst. Each Division Manager reports to the Executive Director and is responsible for the delivery of a variety of programs and services to the community. The Agency core services provided is essential in making lives and communities better now and in the future by providing access to programs that stabilize the community and the residents. To learn more about CDA, visit: [www.santa-ana.org/community-development](http://www.santa-ana.org/community-development)

## THE POSITION

Reporting directly to the City Manager, the Executive Director of Community Development plans, organizes, and directs program functions of the department.

Oversight of the department includes Economic Development, Homeless Services, Housing Development and Housing Authority along with an administrative division that assist all divisions. As part of the Executive Management team, the Executive Director will work closely with other executives to ensure mutual success.

On the horizon for the new Executive Director are several critical programs and projects, which include:

- Continued administration of Council initiatives including newly funded Economic Development Programs, Business Assistance Grants, Artist Grants and Parking Structure Murals.
- Oversight and management of the Disposition and Development Agreement to transform an outdated city owned parking structure into a residential and hotel development across two blocks in downtown Santa Ana.
- Oversee the first year operation of the City's new homeless navigation center.
- Implement the necessary staffing to operate the newly approved Rent Stabilization Ordinance and Just Cause Eviction Ordinance.

## IDEAL CANDIDATE

The City seeks a seasoned, strategic and innovative leader with a track record of providing outstanding community development to be its next CDA Executive Director. The ideal candidate will have a proven performance record in managing significant community development related priorities. The next Executive Director will be a strategic thinker, a visionary with the ability to execute plans that achieve the City's objectives of developing distinctive programs. Successful candidates shall have expertise in the areas of real estate, development, economic development, housing, homeless services, and have an ability to balance resources by keeping community needs at the center of their decision-making.

The new Executive Director will have an engaging management style with a successful record of accomplishment of creating and implementing innovative and nontraditional approaches to challenges while maintaining energy and enthusiasm within the department. This is a community-facing position, candidates must be skilled in providing services to vulnerable populations, and creating partnerships with local non-profits and other community based organizations.



## MINIMUM QUALIFICATIONS

- A Bachelor's degree in public or business administration, community development, or a related field. A Master's degree is desirable.
- A minimum of eight (8) years of experience of progressively responsible administrative and management experience in economic development, housing development, and homeless services. Previous experience at the director level in a smaller city, or as a division head in a large department, is essential.
- Past leadership in a diverse community; Bilingual (Spanish or Vietnamese) is desired.

## COMPENSATION AND BENEFITS

The City has an exciting and comprehensive compensation package:

**Salary:** \$168,900 to \$219,780 annual, commensurate with the successful candidate's experience and qualifications.

**Retirement:** CalPERS 2.7% @ 55 formula for Classic members with Employer Paid Member Contribution (EPMC) which employees pay 8% toward the City's contribution as cost-sharing. CalPERS 2% @ 62 formula for New members which employees pay 7% member contribution.

**Medical and Dental Insurance:** Various medical choices provided through CalPERS (HMO and PPO) and dental coverage. Employees who waive medical and/or dental coverage receive a cash-back benefit.

**Medical Retirement Subsidy Plan:** Employee contributes 1.25% to a fund that helps pay for medical premium at retirement.

**Vision Flexible Spending and 457 Deferred Compensation Plans:** Available at employee's expense.

**Life Insurance:** Three (3) times salary not to exceed \$300,000. Optional additional coverage is available for employee and dependents.

**Vacation:** 120 hours per year, increasing to 200 hours after 19 years of service.

**Management Vacation Benefit:** 100 hours per year.

**Sick Leave:** 96 hours per year with a maximum accumulation of 2,000 hours.

**Car Allowance:** \$6,000 per year.

**Electronic Device Stipend:** \$100 per month.

**Bilingual Pay:** \$175 per month (if applicable).

**Long Term Disability:** City pays 100% of the plan cost.

**Holidays:** Eleven days and one floating holiday (96 hours per year).

**Work Schedule:** 9/80 plan.

## APPLICATION PROCESS AND RECRUITMENT SCHEDULE

To be considered for this exciting career opportunity, please complete and submit a City application form online at [www.santa-ana.org/directorjob](http://www.santa-ana.org/directorjob) by Friday, July 1, 2022 at 11:59 p.m. Please include a cover letter and resume with your application.

Applications will be screened on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews. Candidates deemed most qualified will be invited to participate in a final interview process that includes comprehensive reference and background checks. For additional information about this opportunity, please contact James Murray at [jmurray@santa-ana.org](mailto:jmurray@santa-ana.org) or 714-647-5371.

[www.santa-ana.org/directorjob](http://www.santa-ana.org/directorjob)