



THE CITY OF LAKEPORT

INVITES YOUR INTEREST FOR THE POSITION OF



COMMUNITY DEVELOPMENT DIRECTOR

The City of Lakeport

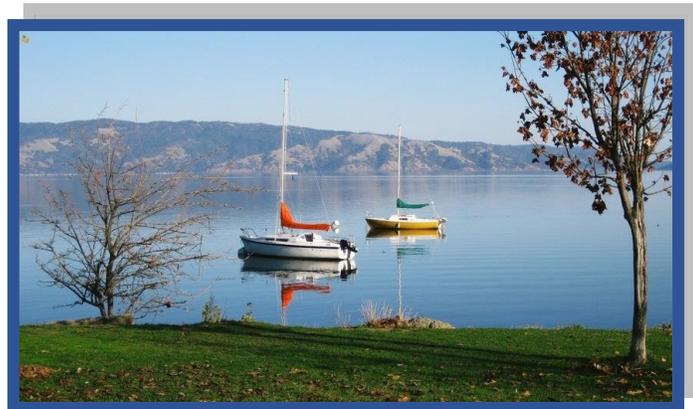
Lakeport, population 4,936, is located along the west shore of Clear Lake and is the County Seat for Lake County in Northern California. Lakeport has a distinctive small-town character, with strong community values and an emphasis on preserving a rural quality of life. Lakeport has a land area of 2.7 square miles with a median age of 51.7 years. Lakeport's retail trade area contains well over 52,000 people. Quality medical and educational institutions are available in the city and neighboring areas.

The downtown area is the historic center of commercial activity within the community. Direct access to Clear Lake, including a lakefront park and several free public boat ramps makes Lakeport a popular site for all kinds of water-related activities. Several bass fishing tournaments are scheduled each year, attracting large numbers of participants to nationally certified events.

Residents of Lakeport are committed to their community and involved in its city government. Annual community events are important to the residents of Lakeport. Lakeport is a "way of life." Family participation in the annual Fourth of July fireworks and the County Fair is always a highlight of the year.

Access to Clear Lake makes the Lakeport downtown area the hub of activity during the summer months. The City offers a highly professional and friendly work environment, well supported by the community. Employment with the City provides a rewarding environment with individuals who care about each other and the community they serve.

Lakeport operates a City Council-City Manager form of government. The City Council is strongly supportive of the City staff.



Experience, Education, and Certifications

The selected candidate will have any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Example combinations include possession of a four-year college curriculum with major work in planning, or a related field; and five years of progressively responsible planning experience, which would have included current and advance planning assignments and three years of supervisory experience. The selected candidate must possess a valid Class C California Motor vehicle operator's license.

The Position

The Community Development Director reports directly to the City Manager and is a member of the City's cohesive management team.

The Ideal Candidate

The ideal candidate will have the following:

KNOWLEDGE OF:

- ◆ Operations, services and activities of a comprehensive community development program
- ◆ Management skills to analyze programs, policies and operational needs
- ◆ Principles and practices of program development and administration
- ◆ Principles and practices of municipal budget preparation and administration
- ◆ Principles of supervision, training and performance evaluation
- ◆ Pertinent federal, state and local laws, codes and regulations
- ◆ Economic development programs, including marketing, branding, and retail recruitment

ABILITY TO:

- ◆ Lead by example and create enthusiasm among employees and energize the Community Development Department
- ◆ Plan, organize, coordinate, direct, mentor, and recognize the achievements of staff
- ◆ Build a rapport with the local development community, residents, and businesses
- ◆ Delegate authority and responsibility
- ◆ Implement and enhance the City's business friendly atmosphere
- ◆ Read, interpret, and analyze construction documents
- ◆ Identify and respond to community and City Council issues, concerns and needs
- ◆ Develop and administer departmental goals, objectives and procedures
- ◆ Prepare clear and concise administrative and financial reports
- ◆ Prepare and administer budgets
- ◆ Analyze problems, identify solutions, and implement recommendations
- ◆ Research, analyze and evaluate new service delivery methods and techniques
- ◆ Interpret and apply federal, state and local policies, laws and regulations
- ◆ Communicate clearly and concisely, both orally and in writing
- ◆ Negotiate difficult issues with integrity, empathy, and skill
- ◆ Analyze current operating processes, procedures, and technology usage and identify the potential for greater efficiencies and stakeholder satisfaction
- ◆ Provide leadership for activities directed towards business recruitment, job development, business retention, and revitalization



Compensation & Benefits

The City provides an excellent employee benefit package, including:

Salary: Range is from \$7,043 to \$8,702 per month.

California Public Employees Retirement System: The City provides the PERS retirement program at the following formulas: 2.5%@55 for classic members and 2.0%@62 for new members to the system after 1/1/13. The City does not participate in social security.

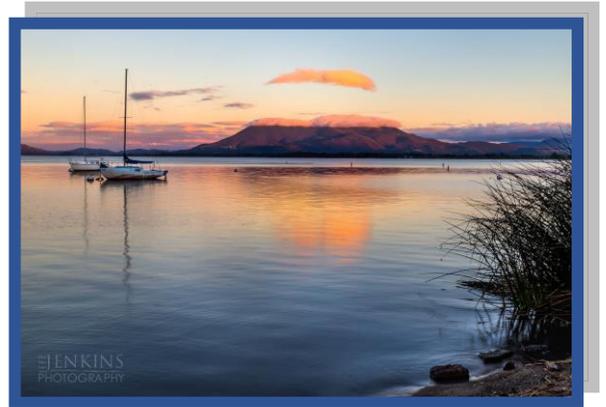
Medical/Dental/Vision Insurance: The City provides health, dental and vision insurance for the employee and dependents. Employee pays a percentage of the medical premium.

Vacation Leave: Paid vacation for management classifications is generally 15 days (120 hours) annually for the first 5 years and increasing up to 200 hours based on time in service.

Holidays: There are 13 paid holidays per year.

Sick Leave: Sick leave is accumulated at the rate of 1 working day per month.

Other Benefits: The City provides an employee assistance program; air ambulance services; life insurance based upon one year's annual salary (\$100,000 maximum coverage); long-term disability insurance. Currently the City offers an annual technology stipend of up to \$1,500, and a cell phone stipend of \$80 per month.



The Process

Potential applicants are encouraged to contact the Administrative Services Director, Kelly Buendia, with any questions regarding the position or the process. Applicants are encouraged to view the full job description on the Employment page of the city website at www.cityoflakeport.com. If you are interested in this exciting career opportunity please submit a cover letter, your resume, application and three work-related references to:

City of Lakeport
Attn: Kelly Buendia
225 Park Street, Lakeport, CA 95453
(707) 263-5615, Ext. 101 ♦ (707) 263-8584 (fax)
kbuendia@cityoflakeport.com

Final filing date is April 20, 2020 by 5 p.m.

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