

Salary and benefits...

- Salary range \$120,822 to \$146,874 annually (salary adjustment pending)
- Public Employees' Retirement System (PERS), "3% @ 60" formula, Employee pays full 8% share, but may do so under the Internal Revenue Code, Section 414, a tax deferral option.
- Minimum 18 days paid vacation; may sell back up to 80 hours of vacation accrual annually
- 11 paid holidays
- Cafeteria Flexible Benefits Plan, \$905 monthly, includes dental insurance, long term disability income protection insurance, and CALPERS health insurance options
- A 457 Deferred Compensation Plan is available
- No participation in Social Security
- \$40,000 Life Insurance Policy

Application process...

A completed City of Daly City application must be submitted with a résumé and response to the supplemental questions. Apply immediately. Open until Filled.

City of Daly City
Human Resources Department
295-89th Street, Suite 105
Daly City, CA 94015

Telephone – (650) 991-8028
Fax – (650) 991-8228
www.dalycity.org
www.calopps.org

SUPPLEMENTAL QUESTIONS

Please respond to the following:

- Describe your experience managing and supervising community and economic development programs and staff. Include the number of employees and budget you managed.
- What is your preferred approach to supervision, leadership and teamwork? Please describe approaches and specific examples for each.
- Provide examples of how you have effectively addressed staff development and staff concerns.
- Provide examples of how you have collaborated with the community and with developers.

The City of Daly City



**invites applications
for**

**ASSISTANT
DIRECTOR OF
ECONOMIC &
COMMUNITY
DEVELOPMENT**

The City . . .

The City of Daly City, "Gateway" to the San Francisco Peninsula, stretches from the Pacific Ocean to San Francisco Bay and is strategically located minutes from downtown San Francisco and SF International Airport. One of the most ethnically-diverse cities in the nation, Daly City is the most populous city in San Mateo County with 105,000+ residents. Exciting new commercial, housing and public facilities developments are helping to transform the community as it approaches the centennial celebration of its incorporation.

The Department . . .

The Department of Economic and Community Development is responsible for the management of the following divisions: Building, Economic Development, Housing and Community Development, Planning and Zoning, Code Enforcement and the Daly City Redevelopment Agency. These divisions are responsible for the implementation of policy pertaining to the orderly and balanced physical and economic growth in Daly City. The Department of Economic and Community Development coordinates the work of these divisions in order to strengthen and preserve the City's neighborhoods; strategically develop the City's revenue base; coordinate new growth and long range plans; and pursue economic development through and merchants.

The Position . . .

The Assistant Director of Economic and Community Development assists the Director of Economic and Community Development in planning, organizing, coordinating, supervising, directing and managing the staff and programs of the Department of Economic and Community Development. Additionally, the Assistant Director contributes to an on-going process for evaluation of program goals, objectives and strategies, prepares, administers and directs annual departmental programs and fiscal budgets and acts on behalf of the Director of Economic and Community Development in the director's absence.

The Ideal Candidate...

Education and experience: Requires a Bachelor's degree, desirably a Master's degree, in Public or Business Administration, Planning, Economics, Marketing or a field of study relevant to the requirements of the position and 5 or more years of progressively responsible, professional experience, managing community and economic development programs including direct supervision and management of program planning, development and implementation preferably at the local government level.

The successful candidate must possess a valid California, Class C driver's license at the time of hire.

Competitive Characteristics...

- Highly effective interpersonal skills
- True service orientation and commitment, results-oriented, creative and decisive
- Ability to effectively develop and prepare budgets
- Excellent spoken and written communication skills including effective public speaking
- Ability to work closely with the City Council, department heads, external agencies and private entities, skillfully working in a team as well as independently
- Upbeat, enthusiastic self-starter and strong motivator with high energy level
- Sensitivity to all ethnic, cultural and political segments of Daly City's diverse community



**CAREERS IN
LOCAL GOVERNMENT**