

CITY OF LAWNSDALE



Full-Time Employment Opportunity

DIRECTOR OF MUNICIPAL SERVICES

SALARY: \$8,559 - \$10,044 PER MONTH PLUS BENEFITS

OPEN: APRIL 25, 2018

CLOSE: JUNE 7, 2018

Please read flyer thoroughly prior to completing employment application

ABOUT THE POSITION:

Under direction of the City Manager, plan, organize, and direct the activities of the Municipal Services Department. This department head level position is "at will" and part of the Central Management Team. The incumbent has full responsibility for the management of multiple service delivery areas, to include: code enforcement, parking enforcement, animal control, emergency preparedness, contract services and other programs and activities as assigned.

EXAMPLE OF DUTIES:

Essential duties may include, but are not limited to: oversee and direct the day-to-day operations of the Department; develop, plan and implement department goals and objectives; research, develop and administer policies, procedures, regulations and requirements affecting department; plan, direct, supervise and assign the work activities of personnel; monitor work flow and ensure compliance with policies, procedures, and applicable regulatory requirements; administer and conduct field inspections for compliance with city statutes, codes, ordinances and regulations; prepare and serve notices and citations; review, prepare and obtain documentation for cases; develop, administer and monitor department's budget; administer contract and act as liaison with law enforcement and fire department services; receive and respond to public inquires and complaints; coordinate and implement community based events; prepare and present oral and written reports to the City Council, City Manager, commissions and committees; and perform other duties as assigned.

SELECTION PROCEDURE

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Applications are being accepted until June 7, 2018 at 4:00 p.m. Please submit an official City Employment Application and resume to the City of Lawndale's Administrative Services/ Personnel Department. All official City applications materials will be screened and only the most qualified applicants, as reflected by their application materials, will be invited to participate in the selection process. Resumes are accepted but NOT in lieu of an official City Employment Application. Candidates that require special accommodations due to a disability are encouraged to request accommodations prior to the closing date. Applications may be obtained from the City website at www.lawndalecity.org or by contacting the City of Lawndale at (310) 973-3200. EOE.

THE IDEAL CANDIDATE

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The City of Lawndale is seeking a dynamic leader with admirable integrity, independent judgment and outstanding interpersonal skills. The individual will be a hands-on professional dedicated to providing exemplary municipal service to the City's internal and external customers. The ideal candidate must have extensive analytical, technical, organizational, communication and supervisory skills and the ability to collaborate and maintain effective working relationships with customers and internal staff.

MINIMUM QUALIFICATIONS:

Graduation from an accredited college or university with a major course work in public administration, criminal justice, political science, urban planning/development or related field. A master's degree is preferred. Five (5) years of increasingly responsible experience in code enforcement, planning, law enforcement and investigative work, including: two (2) years managing or directing a division or department. Completion of P.C. 832 is required. California Association of Code Enforcement Officers (CACEO) and International Code Council certificates preferred. A valid California Driver's License is required.

Successful candidates must have knowledge of principles, practices and techniques of investigations, community and public relations; city land use, zoning and planning codes, ordinances; animal control, parking and law enforcement practices; contract administration; federal, state, county and city laws and regulations regarding emergency disaster and hazard mitigation planning and response; supervision and personnel management; ability to direct and control the operation of a department and its budget; analyze, develop and implement department policies and procedures; prepare clear and concise written reports, spreadsheets, correspondence and make presentations; evaluate sensitive situations quickly and initiate appropriate action to resolve enforcement, operational and technical issues; supervise, lead and explain enforcement procedures and programs to staff and public. On a continuous basis sit at desk; frequent use of hands and fingers; speak and hear; intermittently twist to reach equipment surrounding desk; walk and stand; occasionally bend, squat, stoop, kneel, push, pull, and lift 25 pounds; subject to frequent interruptions and public contact; work flexible schedule, days and evenings, to accommodate meetings and deadlines.



CITY OF LAWNSDALE

14717 Burin Avenue, Lawndale, CA 90260 ♦ (310) 973-3200 ♦ www.lawndalecity.org

THANK YOU FOR EXPRESSING INTEREST IN OUR CITY! LAWNDALE, HEART OF THE SOUTH BAY!

ABOUT LAWNDALE

Lawndale is centrally located in the Centinela Valley of Los Angeles County, approximately fifteen miles southwest of downtown Los Angeles and five miles east of the Pacific Ocean. Lawndale is an urbanized area of predominately single - family homes, encompassing 1.9 square miles. The City enjoys a moderate climate with a yearly average temperature of approximately 68 degrees. The population is approximately 35,000.

The City of Lawndale was incorporated on December 28, 1959, as a general law city. The City has a council-manager form of government with an elected Mayor and four Councilmembers and a full-time appointed City Manager. The City is a contract city with police and fire services provided by Los Angeles County. There are about 60 full and part-time customer-oriented City staff to provide remaining City services.

EMPLOYMENT PROCEDURES

An original City Employment application must be received by the Personnel Department located at 14717 Burin Avenue, Lawndale, California, 90260 on the closing date and time posted on the front side of this job flyer. **Incomplete, late or illegible applications will be disqualified and will not be accepted.**

This position is designated as "at-will", serving at the pleasure of the City Manager, and subject to discharge without notice and right to appeal. Candidates should refer to Selection Procedures on the front of this flyer for the selection process. Candidates chosen to fill vacancies will be required to pass a physical examination (which includes a drug/alcohol test) and a background investigation (which includes fingerprinting). Candidates must be able to provide documentation which authorizes their legal right to work in the United States in compliance with the Immigration Reform and Control Act of 1986 upon hire.

The City of Lawndale is an Equal Opportunity Employer which does not discriminate against applicants based on their race, skin color, gender, religion, sexual orientation, or disability. Please notify the Personnel Department prior to the final filing date should you require special accommodations in the testing process. All employees are designated disaster service workers in the event of an emergency or natural disaster that threatens the life, health and/or safety of the public.

EMPLOYEE BENEFITS (May not apply to all positions):

RETIREMENT– The City contracts with the California Public Employee’s Retirement System (CalPERS), in compliance with Public Employees' Pension Reform Act of 2013 (PEPRA). The City offers 2% @55 formula for “classic members” and 2% @62 formula for “new members.” The City does not participate in Social Security.

BENEFITS – The City provides extensive health benefits for full-time employees, through a flexible benefit spending plan coordinated with IRS Section 125; and wellness reimbursement program (\$100 per fiscal year).

WORK SCHEDULE – The City offers varying work schedules to include 5/40, 9/80 and 4/10 work schedule. City Hall is open Monday through Thursday 7:00 a.m. to 6:00 p.m., 4/10 schedule; although many facilities operate during evenings and weekends.

LEAVES – 6 paid Holidays plus varying number of Floating Holidays arising out of 4/10 plan provisions; 10 days of Vacation Leave; 8 - 10 hours per month of Sick Leave; 89 hours per fiscal year of Administrative/ Management Leave.

BASIC LIFE AD&D INSURANCE – All full-time employees receive a life insurance policy.

LONG TERM DISABILITY – Employees are covered by disability insurance which will provide income for an employee who is totally disabled from injury or accident.

DEFERRED COMPENSATION – The City offers various programs that allow full-time employees to voluntarily defer pre-tax earnings into a savings account. City contribution match up to \$7750 for Central Management Team.

ADDITIONAL COMPENSATION- Bilingual pay (\$45 per month); Car Allowance (\$125 per month); and Tuition Reimbursement (\$1,800 per fiscal year).

CREDIT UNION – Members have access to loans and low interest rates and good savings programs.

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