

# Director of Community Development



*Town of Apple Valley*  
CALIFORNIA



## THE TOWN OF APPLE VALLEY

Incorporated in 1988, the Town of Apple Valley, CA is located in the heart of the Victor Valley in the County of San Bernardino, at an elevation of 3,000 feet. Known as the “High Desert”, Apple Valley is strategically located 95 miles northeast of the Los Angeles metropolitan area, 140 miles north of San Diego, and 185 miles south of Las Vegas.

The Town has 78 square miles in its incorporated boundaries, and a sphere of influence encompassing 200 square miles” to complete that first paragraph. Apple Valley experiences an average of 350 days of sunshine per year with winter temperatures dipping into the low 20s to high 70s, and summer temperatures ranging from the low 40s through 110 degrees Fahrenheit.

Currently, 70,924 (2013) residents make Apple Valley their home. Once a playground of movie stars, Apple Valley continues to provide a wide range of reasons for families to make Apple Valley their home.

## COMMUNITY DEVELOPMENT DEPARTMENT

Planning expedites the Town’s land development and entitlement processes including the General Plan, Specific Plans, and Development Code as well as CEQA analysis, and provides support to the Planning Commission, Development Advisory Board, and Development Review Committee. Working cooperatively with the Town’s Wastewater, Building, and Engineering divisions, the Development Services Building, where these functions are housed, serves as a “one-stop” shop for the Town’s business and development partners and facilitates the fulfillment of the Town Council’s goals.

Housing and Community Development administers Federal and State grant funding to build a sustainable community, create a suitable living environment, and expand economic opportunities for the benefit of low and moderate-income persons. The division touches many residents by providing improved housing opportunities, public facilities and infrastructure, assistance to small businesses and local non-profits to fund programs for the elderly, disabled persons, fair-housing services, homeless persons, food pantries and more.

## THE POSITION

The Director of Community Development shall be responsible for providing progressive, comprehensive community planning and housing rehabilitation programs in accordance with policies of the Town Council of the Town of Apple Valley. In addition, direct the activities of those departments providing direct development services to the community and its residents.

## EDUCATION AND TRAINING

Equivalent to graduation from an accredited four-year college or university with a Bachelor’s degree in planning, housing, business or public administration or an occupationally related field. Masters Degree in Public or Business Administration or closely related field, with experience in municipal or county government is highly desired.

**Experience:** Minimum of three (3) years supervisory and work experience in housing or community development, urban planning, economic development and/or redevelopment, preferably with a government agency.



# COMPENSATION AND BENEFITS

As of January 1, 2024, the base salary is \$134,616 to \$190,212 annually. In addition to the base salary, the Town offers:



## BENEFITS

- Cafeteria Plan up to the amount of \$13,200 annually towards the purchase of medical, dental, and vision coverage.
- Town paid life insurance of \$50,000.
- Optional life insurance up to \$300,000.
- Retiree Health Savings Plan.



## VACATION TIME

- 80 hours of administrative leave per fiscal year.
- 80 hours of accrued vacation during first year.
- 13 paid holidays, plus 3 floating holidays.
- 9/80 Work Schedule.



## RETIREMENT

- Cafeteria Plan up to the amount of \$13,200 annually towards the purchase of medical, dental, and vision coverage.
- Public Employees' Retirement System (PERS) 2% @ 55 plan for qualified "classic" employees as defined by CalPERS - employee contribution (7%) with prior public service; new members to PERS participate in a formula of 2% @ 62 - employee contribution (6.25%).



## APPLICATION PROCESS

- To be considered for this exceptional career opportunity, submit your résumé, cover letter, and a list of four work-related references to Human Resources by emailing [hr@applevalley.org](mailto:hr@applevalley.org). Résumé should reflect years and months of employment, as well as size of staff and budgets you have managed. Those individuals determined to be the most ideally suited for the opportunity will be invited to interview with the Town. This position is open until filled, first review will be September 30, 2024.

**For additional information, please visit:  
[applevalley.org](http://applevalley.org)**





## **CONTACT US**

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14955 Dale Evans Pkwy.  
Apple Valley CA 92307  
760.240.7800

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