



**CITY OF LAGUNA WOODS**  
24264 El Toro Road, Laguna Woods, CA 92637  
(949) 639-0500 / TTY (949) 639-0535  
[www.cityoflagunawoods.org](http://www.cityoflagunawoods.org)

## **JOB ANNOUNCEMENT**

### **DEVELOPMENT MANAGER**

**(FULL-TIME; EXEMPT AND AT-WILL)**

\$89,918.40 - \$125,881.60 annually, plus a monthly benefit allowance,  
monthly technology allowance, and other benefits

*Appointment may be made at any point within the range.*

### **About the City of Laguna Woods**

The City of Laguna Woods occupies approximately three square miles of land that was once a part of South Orange County's expansive Moulton Ranch. Prior to the 1960s, dry farming and cattle grazing dominated the area, with a few scattered ranch dwellings and barns.

On March 24, 1999, the City of Laguna Woods was incorporated as Orange County's 32<sup>nd</sup> city. It is a general law city with a Council-Manager form of government and 10.25 full-time equivalent employees. In addition to being one of California's safest and fiscally healthiest cities, the City of Laguna Woods is unique in that the average age of its 17,644 residents is greater than 75.

The City of Laguna Woods is bordered by the cities of Aliso Viejo, Irvine, Laguna Beach, and Laguna Hills, as well as the Laguna Coast Wilderness Park and other open space areas. Nearby transportation corridors include Interstate 5, State Route 73, and State Route 133. The Pacific Ocean is located approximately five miles to the west. Notable land uses include the private gated community of Laguna Woods Village, several senior-oriented residential communities, a number of commercial centers, and three public parks.

More information about the City of Laguna Woods is available on the [City's website](http://www.cityoflagunawoods.org).

Posted: 4/29/2024

## About the Position

The City of Laguna Woods is seeking a planning professional to fill a new, full-time Development Manager position. The successful candidate will plan, organize, coordinate, manage, and oversee planning, building, economic development, code enforcement, and other programs, projects, and services generally related to community development.

The successful candidate's day-to-day responsibilities will be focused on:

- *Administrative Permits.* Reviewing, processing, and issuing commercial cannabis permits, eligible facility request permits (wireless facilities), sign permits, special event permits, temporary use permits, tree removal permits, outdoor seating permits, and other land use-related permits of an administrative nature;
- *Discretionary Permits.* Reviewing, processing, and preparing conditional use permits, sign programs, and other discretionary permits for City Council consideration;
- *Contract Management.* Managing contracts with third-party building permitting, building plan review, code enforcement, and planning service providers, including by evaluating performance and enforcing terms and conditions; and
- *Planning Assistance.* Responding to planning-related inquiries and complaints, including by providing information and referrals. This will often involve interpreting the Laguna Woods Municipal Code and researching, compiling, and analyzing information and data.

The Development Manager will interact extensively with members of the public and other external parties. Applicants should have strong writing skills and be comfortable speaking in public and communicating with residents, businesses, community groups, and elected officials.

The Development Manager reports to the City Manager.

Essential duties are further described in the [Development Manager job classification](#).

## Education and Experience

Any combination of education and experience that provides the knowledge, skills, and abilities necessary for this position is qualifying. A typical way of obtaining the required qualifications is to possess a bachelor's degree from an accredited college or university with major course work in public administration, public policy, planning, architecture, or subjects applicable to the assignment, and five years of increasingly responsible full-time work experience involving relevant operations and activities.

Possession of a master's degree; prior experience administering programs, projects, or services for a municipal or other government agency; prior experience in a supervisory position; and, American Institute of Certified Planners ("AICP") certification are highly desirable.

## Benefits Summary

- CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM ("CALPERS") RETIREMENT  
Full-time employees are enrolled in either a "classic" (2% at 55) or "new/PEPRA" (2% at 62) CalPERS retirement program based on eligibility. Classic members pay a 7% employee contribution from salary. New/PEPRA members pay employee contributions from salary at rates established by CalPERS (8% for fiscal years 2023-24 and 2024-25) as may change from time-to-time.
- SOCIAL SECURITY AND MEDICARE  
Full-time employees pay a combined 7.65% from salary toward Social Security and Medicare, as may change from time-to-time. These contributions are in addition to the employee contributions for CalPERS retirement.
- MONTHLY BENEFIT ALLOWANCE  
Full-time employees receive a monthly benefit allowance that can be applied toward health, dental, and/or vision insurance, as well as health and/or dependent care flexible spending accounts up to legal maximums. The monthly benefit allowance is \$1,200 per month for 2024 and \$1,500 per month for 2025.
- DEFERRED COMPENSATION  
Full-time employees may contribute a portion of their salary to the City of Laguna Woods' MissionSquare Retirement (formerly ICMA-RC) 457 Deferred Compensation Plan.
- PAID TIME OFF  
Full-time employees earn 160 hours (20 days) of paid time off per calendar year, on a per pay period basis. Paid time off may be used for vacation, sick leave, or other purposes and accrued up to a maximum of 480 hours (60 days).
- PAID HOLIDAYS  
Full-time employees receive [10 single-day paid holidays plus an extended paid winter holiday](#) each calendar year.
- FLOATING HOLIDAYS  
Full-time employees receive two floating holidays per calendar year that must be used during the same calendar year. Floating holidays are earned during the first pay period of each calendar year.
- PAID BEREAVEMENT LEAVE  
Full-time employees are eligible for up to 40 hours of paid bereavement leave per 12-month period. Paid bereavement leave may be used after qualifying deaths or reproductive loss events.

- PAID COURT LEAVE  
Full-time employees are eligible for up to 80 hours of paid court leave per 12-month period. Paid court leave may be used when called to serve on a jury, appear as a witness in court other than as a litigant, or for other qualifying purposes.
- EMPLOYEE ASSISTANCE PROGRAM (“EAP”)  
Full-time employees may obtain voluntary, confidential assistance in working through various life challenges that may adversely affect job performance, health, and personal well-being through Aetna Resources for Living. The EAP is offered free of charge.
- TECHNOLOGY ALLOWANCE  
This position is eligible for a \$79.50 per month technology allowance for the use of personal cellular telephones, personal computers, and/or other personal technology to conduct City of Laguna Woods business.
- TELECOMMUTING  
This position is not eligible for regular telecommuting.
- All benefits are subject to change.

## How to Apply

Applications for this position are due by **Monday, May 20, 2024 at 5 p.m.**

To apply for this position, please email, mail, or hand-deliver a completed City of Laguna Woods employment application, cover letter, and resume to:

[cityhall@cityoflagunawoods.org](mailto:cityhall@cityoflagunawoods.org)

OR

City of Laguna Woods  
Attn: Human Resources  
24264 El Toro Road  
Laguna Woods, CA 92637

The City of Laguna Woods employment application, job classification, and benefits resolution are available on the City’s website ([www.cityoflagunawoods.org/HR](http://www.cityoflagunawoods.org/HR)) and at Laguna Woods City Hall.

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*The City of Laguna Woods is an Equal Employment Opportunity employer and does not discriminate on the basis of any legally protected category (race, religion, creed, color, national origin, ancestry, physical or mental disability, medical condition, pregnancy, childbirth or related medical conditions, veteran status, sexual orientation, gender identity or expression, genetic information, marital status, military or veteran status, sex, age over 40 years, or any other basis protected by applicable federal, state, or local law,*

*including association with individuals with one or more of these protected characteristics or perception that an individual has one or more of these protected characteristics).*

*The City of Laguna Woods provides employment rights and non-discrimination on the basis of disability as established in the Americans with Disabilities Act. Reasonable accommodation may be made to enable a person with a disability to perform these positions' essential functions.*