



**San Juan
Capistrano**

EXECUTIVE RECRUITMENT



NOW RECRUITING

Director of Development Services

Confidential Recruitment

Open Until Filled

John Andrews, Executive Recruiter

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WHY JOIN OUR CITY?

Help Shape the City's Next Chapter

The City of San Juan Capistrano is entering an exciting new chapter. As several long-serving executives conclude their service, the City is recruiting key leaders who will have a rare opportunity to help shape the next generation of its executive team.



AT A GLANCE

35,469

Population

14.4 sq mi

Vibrant community

South OC

Desirable location

Well-managed

Annual budget surpluses

THE COMMUNITY

The City of San Juan Capistrano (pop. 35,469) is a captivating and vibrant 14.4 square mile community with an engaged citizenry located in desirable south Orange County. The City is unique in Southern California with the benefit of having a true central and historic downtown complete with a turn of the century railroad depot, mission, Los Rios Historic District, and numerous shops and restaurants all within walking distance.

The well-managed City is in an enviable position with annual budget surpluses and investments in public safety, critical infrastructure, parks and other quality of life improvements.

This is a rare opportunity to join a high-functioning team in a well-managed and desirable city and help shape the executive team that will lead San Juan Capistrano into its next chapter.

The Development Services Department

The City of San Juan Capistrano's Development Services Department oversees planning and development in the community in accordance with the City's General Plan, Land Use Code, Architectural Design Guidelines and the California Building Code (CBC).

The department provides the following functions:



Current and long-range
land use planning



Building safety permitting
and inspections



Code Enforcement



Housing services



Historic Preservation



What We Are Looking For

The ideal candidate will be an energetic and collaborative community development professional with a strong understanding of municipal planning, development services, housing programs and economic development. The next Director will bring a strategic, forward-thinking, and hands-on perspective to managing growth, balancing development opportunities with San Juan Capistrano's community character, high quality of life, and City Council priorities. As a working director, this individual will remain closely involved in high-priority projects and take ownership of moving them from concept through completion.

01

A Business-Friendly, Solutions-Oriented Partner

This leader will be solutions-oriented, politically astute, and committed to delivering a high level of service to the development and business community. The successful candidate will be comfortable working in partnership with developers, business owners, residents, elected officials, and regional stakeholders to facilitate high-quality projects and support continued investment in the City. A proactive, business-friendly approach, grounded in responsiveness, consistency, and clarity, will be essential.

02

Efficient, Transparent and Innovative Processes

The Director will play a key role in ensuring that development processes are efficient, transparent, and aligned with City goals. This includes a willingness to evaluate existing practices, identify opportunities for improvement, and implement thoughtful, creative solutions that enhance service delivery while maintaining the integrity of the City's standards. The ideal candidate will embrace innovation, including the use of technology and process improvements to streamline operations and ensure a predictable and user-friendly experience.

THE IDEAL CANDIDATE (CONTINUED)

03 Collaboration Across the Organization

A strong collaborator, the successful candidate will work effectively across organizational lines to align priorities, coordinate efforts, and support timely project delivery, particularly where development review and engineering responsibilities intersect. The Director will understand the interconnected nature of development services and will foster a culture of partnership and shared accountability both within the Department and across the organization.

04 Economic Vitality

The Director will recognize the importance of balancing thoughtful development with preserving the unique historic character, charm, and sense of community that make San Juan Capistrano special. This includes an appreciation for the City's rich history and a commitment to ensuring that future development is compatible with the community's identity and long-term vision. The Director will also recognize the importance of maintaining a vibrant local economy, supporting existing businesses, and thoughtfully evaluating opportunities that contribute to the City's long-term economic sustainability.

05 An Accessible, Engaged Leader

The City is seeking an accessible and engaged department leader who can build strong teams, mentor employees, support staff development, and foster a positive, accountable workplace culture. Experience leading multidisciplinary teams and managing multiple priorities in a fast-paced environment will be essential.

06 Clear Communication

The successful candidate must also be able to translate technical issues into concise, practical recommendations and clearly communicate project status, risks, and decisions to the City Manager and executive team.

THE POSITION

Job Description

The Director of Development Services plans, directs, manages and coordinates the activities and operations of the Development Services Department including processing development applications and conducting advanced planning studies; to monitor the General Plan for compliance with the Municipal Code and mandated State statutes; to administer the CDBG and Housing Program for the City; and to provide highly responsible and complex administrative support to the City Manager.

Essential Functions



Among other essential functions, The Director of Development Services oversees and assumes full management responsibility for all Development Services Department operations, programs, services and activities, including planning, building, and code enforcement.



The Director further directs the development, implementation and administration of Development Services Department plans, policies, and procedures; establishes departmental goals, objectives and priorities.



The Director works closely with applicants, residents, elected officials, City departments, and outside agencies and represents the Department before the City Council and other public bodies.



The Director also oversees and participates in the development and administration of the Development Services Department budget; approves the forecast of funds required for staffing, equipment, materials and supplies; approves expenditure and implements budgetary adjustments as appropriate.

Salary & Benefits

ANNUAL SALARY

\$208,212 – \$253,092

Placement within the range is dependent upon qualifications and experience. Salary is supplemented by competitive benefits that include, but are not limited to benefits as noted below:

Scan for more details



Retirement

Enrollment in the Orange County Employees Retirement System (OCERS) is required. Employees entering a public retirement on or after 01/01/2013 fall under OCERS' PEPPRA plans and choose between the defined benefit formula of 2.5% at 67 or a hybrid plan of 1.62% at 65 combined with a 401(a) defined retirement contribution plan. Public employees with OCERS or prior reciprocal service fall under the 2.0% at 57 formula.

CalPERS Reciprocity

OCERS and CalPERS are reciprocal retirement systems. Reciprocity is established for members who terminate employment with one public retirement system, leave their funds on deposit, and enter another reciprocal retirement system within 180 days. Reciprocal benefits are designed to allow employees who transfer between public retirement systems to preserve and enhance their total retirement benefits.

The City of San Juan Capistrano does not participate in Social Security.

Deferred Compensation

The City contributes \$500/month to the employee's 457 deferred compensation account, and employees may also elect to contribute a portion of their salary, tax-free, up to the IRS-established limit.

A Competitive Benefits Package



Health Insurance

The City currently offers nine CalPERS medical plan options, with the City paying 100% of the monthly premium for employee and dependents coverage for six of the nine plans available. Employees who provide proof of group medical insurance coverage may opt out of medical coverage and receive \$400/month opt-out compensation.

Auto and Cell Phone Allowance – \$225/month automobile allowance and \$80/month cell phone allowance.

Dental & Vision – City-paid coverage for employees and their eligible dependents through Aetna Dental and Vision Service Plan (VSP).

Retirement Health Savings (RHS) – Employee pre-taxed contributions in the amount of \$225 per month to the employee’s RHS account are required.

Life Insurance – Two times annual salary, plus \$20,000 up to a maximum of \$500,000.

Short and Long-Term Disability – Disability coverage or income projection up to 2/3 of salary due to non-work-related disability, injury, or illness, up to a maximum percentage of salary.

Holidays – 12 paid holidays per year, plus 20 floating holiday hours pro-rated during the first year based on hire date.

Vacation Leave – 184 hours annually, pro-rated each pay period, and with no cap.

Administrative Leave – 80 hours annually, pro-rated each pay period.

Sick Leave – 96 hours annually, pro-rated each pay period, and with no cap.

Tuition Reimbursement – \$5,000 available annually for a degree from an accredited college, university, or certification program, based on a total possible Citywide pool of \$35,000.

Work Schedule – 9/80 work schedule.

Other Benefits – The City also offers Medical and Dependent Care Flexible Spending Accounts, an Employee Assistance Program through New York Life, and voluntary supplemental insurance plans through Aflac.

City Hall Holiday Closure – City Hall is closed Christmas Eve through New Year’s Day.



HOW TO APPLY

Open Until Filled

Submit a cover letter and resume to:

SJC.DDSrecruitment@jacobgreenandassociates.com

QUESTIONS? CONTACT

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A CONFIDENTIAL PROCESS

JGA conducts recruitments through a strict, candidate-protective confidential process. Candidate information is shared only with the appointing authority. All interviews occur offsite with logistics managed discreetly to ensure privacy and controlled exposure at every step.



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sanjuancapistrano.gov