

# DIRECTOR OF DEVELOPMENT SERVICES



Fairfield  
BY MARRIOTT



THE PRESERVE  
CITY OF CHINO



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## THE COMMUNITY

The City of Chino is one of the fastest-growing communities in San Bernardino County, with a current population of approximately 93,000 and projections reaching 135,000–140,000 at buildout. Chino's motto, "Where Everything Grows," originally reflected the City's rich agricultural heritage; today it also captures the growth of families, businesses, and a thriving local economy. In recent years, Chino was recognized as one of the nation's top ten "Boomtowns," underscoring its strong population growth and economic momentum.

Located in the western portion of San Bernardino County, Chino, is strategically positioned where Los Angeles, Orange, Riverside and San Bernardino Counties converge. Residents enjoy convenient access to the region's transportation network, including Ontario International Airport just 10 miles away. Chino Airport, located in the southeast portion of the City is the largest non-commercial airport within a 20-mile radius and serves as a leading general aviation airport for independent pilots, students, trainers, and corporate users.

Chino offers an enviable quality of life and a distinctive hometown atmosphere. The City Council and staff are deeply committed to preserving Chino's character and heritage. They support thoughtful growth and economic development that enhances the quality of life for residents and businesses alike.

Many young families call Chino home, and the median age is under 38. For several years, America's Promise Alliance recognized the City as one of the "100 Best Communities for Young People." The City demonstrates its commitment to residents of all ages by offering extensive programs, services, and community events through its highly regarded Community Services, Parks and Recreation Department.

Growth continues to shape Chino's future. Large-scale master-planned communities such as The Preserve at Chino, along with continued commercial and industrial investment, are helping transform the City while maintaining its strong sense of community. With several key development areas still underway

and significant long-term buildout anticipated, Chino offers a dynamic environment where thoughtful planning and development will play a critical role in shaping the community's future.

In March 2024, Chino voters approved Measure V, a local sales tax initiative expected to generate approximately \$28 million annually for the City's General Fund. The City Council has committed these additional resources to priority investments in infrastructure and local services, including public safety, beautification, homelessness intervention, mental health services, and drinking water improvements.

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## CITY GOVERNMENT

The City of Chino operates under the Council-Manager form of government. Policy-making and legislative authority are vested in a City Council consisting of the directly elected Mayor and four Council Members elected by district. The City Manager implements Council policies and ordinances and oversees daily city operations. Departments include Administration, Community Services, Parks & Recreation, Development Services, Finance, Human Resources/Risk Management, Police, and Public Works. Fire services are provided by contract with the Chino Valley Fire District. The City employs 433 full-time and 181 part-time staff and has an all-fund operating budget of more than \$278 million for FY 25-26.

The City of Chino's workforce is experienced, engaged, and committed to exceptional customer service. To support this, each team member attends a new employee orientation to learn about Chino's history, vision, values, structure, culture, and customer service standards. Additionally, managers participate in a Leadership Academy to advance their skills and professional growth.



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## THE DEVELOPMENT SERVICES DEPARTMENT

The Development Services Department plays a critical role in shaping Chino's future, guiding development in a way that supports the City Council's vision while maintaining Chino's unique character and high quality of life.

The Development Services Department's primary role includes maintaining and implementing the City's long-range plans and entitlement and permitting process. This includes assisting in the setting of goals for developing, preserving, and rehabilitating residential neighborhoods and commercial and industrial areas. The Department includes the following core functions: Planning, Building, Code Enforcement, Accessibility, Housing, and Permit Center.

Reporting to the City Manager/Assistant City Manager, the Director of Development Services oversees department functions supported by a team of 37 dedicated professionals with an annual operating budget of \$10.2 million for FY 25-26. The Department has four additional positions approved in the Housing and ADA Divisions expected to onboard in the next year.

Working collaboratively with other City departments, the Development Services team facilitates high-quality development, ensures compliance with local and state regulations, and supports business investment throughout the community. With continued residential, commercial, and industrial development occurring across the City, the Department plays an essential role in managing growth, maintaining development standards, and providing responsive and efficient service to the development community and residents.

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## THE OPPORTUNITY

This is a unique opportunity to help guide the future of one of the Inland Empire's most dynamic and rapidly growing communities. Chino continues to experience significant residential, commercial, and industrial growth, with several major development areas still underway, and long-term buildout anticipated in the coming decades.

The next Development Services Director will play a key leadership role in shaping how this growth occurs, ensuring development aligns with the City Council's vision while maintaining the qualities that make Chino such a desirable place to live and do business.

The position offers the opportunity to lead a talented and dedicated team of professionals and to work closely with the City Manager/Assistant City Manager and executive leadership team on strategic initiatives that support responsible growth, economic vitality, and high-quality community development.

With strong City Council support for infrastructure investment and local services, including the recent passage of Measure V, Chino is well-positioned to continue investing in the community while thoughtfully managing growth. For a collaborative and forward-thinking community development professional, this role offers the opportunity to make a lasting impact on a city that is actively shaping its future.

Key priorities for the new Director will include:

- Fostering economic development and business investment in the community
- Supporting continued development of major master-planned communities
- Ensuring efficient, customer-focused development review processes
- Strengthening collaboration across departments involved in development services
- Maintaining high planning and development standards while facilitating growth

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## THE IDEAL CANDIDATE

The ideal candidate will be an experienced and collaborative community development professional with a strong understanding of municipal planning, development services, and economic development. The next Director will bring a strategic and forward-thinking perspective to managing growth, balancing development opportunities with Chino's community character, high quality of life, and City Council priorities.

This leader will be solutions-oriented, politically aware, 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.

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 development experience.

A strong collaborator, the successful candidate will work effectively across organizational lines to align priorities, coordinate efforts, and support timely project delivery. 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.

In addition to supporting new development, the Director will recognize the importance of economic vitality through both business attraction and retention. This includes an openness to exploring creative approaches related to land use, regulatory frameworks, and the built environment to support long-term economic sustainability and a thriving local business community.

The City is seeking an accessible and engaged department leader who can build strong teams, 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. The successful candidate will be comfortable operating in a dynamic and growing community while maintaining a focus on service excellence and organizational effectiveness.

The successful candidate will bring many of the following attributes:

- **Strategic Leadership** – Able to see the big picture while effectively managing day-to-day development activity in a fast-growing community.
- **Development Expertise** – Strong understanding of land use planning, development review, entitlement processes, and the regulatory framework affecting municipal development.

- **Business-Friendly Approach** – Demonstrates an understanding of the development community's needs and is committed to creating a responsive, predictable, and efficient development environment.
- **Process Improvement & Innovation** – Continuously seeks opportunities to streamline processes, reduce barriers, and improve service delivery through creative problem-solving and the thoughtful use of technology.
- **Collaborative Approach** – Builds productive partnerships across departments and with developers, businesses, residents, and regional stakeholders to support coordinated and timely outcomes.
- **Customer-Focused Mindset** – Provides responsive, solutions-oriented service while maintaining the integrity of the City's standards and policies.
- **Political Acumen** – Demonstrates sound judgment and the ability to navigate complex and sometimes competing interests with professionalism and diplomacy.
- **Team Leadership** – A supportive and engaged leader who mentors staff, promotes professional development, and fosters a positive and accountable work environment.
- **Effective Communication** – An articulate communicator who can clearly explain complex planning and development issues to elected officials, stakeholders, and the public.
- **Growth Management Perspective** – Able to balance development opportunity with thoughtful planning that protects community character and long-term quality of life.

The successful candidate will possess any combination of equivalent experience and education that provides the required knowledge, skills, and abilities necessary for successful job performance, such as a bachelor's degree in urban and regional planning, economic development, or a related field and a minimum of six years of responsible administrative experience in the field of municipal planning (current and advanced), economic development, building, code compliance, housing and accessibility, including four years in a management capacity. A Master's degree in Public Administration and American Institute of Certified Planners (AICP) certification are desirable.

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## COMPENSATION & BENEFITS

The salary range for this position is \$178,484 - \$246,419. Placement within the range will be DOQE. In addition to salary, Chino offers a competitive benefit package that includes, but is not limited to:

### Retirement:

- Classic employees hired on or after 10/16/11, 2% at 55 (7% employee contribution); and
- New Members (PEPRA) hired after 1/1/13, 2% at 62 (7.25% employee contribution, subject to change) .

The City does not participate in Social Security, except Medicare. City pays the cost of the employee portion of the Medicare Tax.

### Health, Dental, and Vision Insurance:

Employees are provided with a Benefit Bank to purchase medical, dental, and vision insurance for themselves and their eligible dependents. The Benefit Bank total equals the premium cost of HMO medical at the Kaiser family rate, HMO dental at the Delta Care family rate, and vision at the VSP Choice family rate. Unused portions of the Benefit Bank will be paid out in the employee's regular paychecks as earned.

**Annual Physical/Wellness :** Up to \$1,200 per fiscal year may be provided for gym membership, annual physical, or related out-of-pocket medical expenses.

### Retirement Health Savings (RHS) Plan :

Employee will contribute a minimum of \$25 per pay period on a pre-tax basis to an RHS.

**Life Insurance:** The City provides \$250,000 in life insurance coverage. Supplemental life insurance is available at the employee's cost.

**Short and Long-Term Disability:** City pays for a short/long-term disability program.

**Vacation Leave:** Eligible to accrue vacation hours based on years of service in prior public agencies, up to a maximum of 20 days per year or 16.6666 hours per month.

**Management Leave:** Employees are provided with 90 Management Leave hours in the first pay period of July each year. Newly hired management employees will receive a prorated Management Leave benefit.

**Paid Holidays:** 12 days per year.

**Floating Holiday Time:** 35 hours of Floating Holiday Time in July each year (prorated for new hires after completing six months of full-time, continuous service).

**Sick Leave:** Accrues 10 hours per month up to a maximum accrual of 1,080 hours.

**Tuition Advance Program:** Eligible for tuition advancement up to \$3,500 per fiscal year for an accredited college/university degree program or professional development course.

**Deferred Compensation:** City-paid contribution of \$700 per month to a 457 deferred compensation plan. Employee may also participate in a 401(a) defined contribution plan.

**Other benefits:** Computer loan program, employee assistance program, Section 125 Plan, and Bilingual Pay.

More information about benefits for Executive Management can be found [here](#).

## Application & Selection Process

The closing date for this recruitment is **midnight, Sunday, May 10, 2026**. To be considered for this opportunity, upload a cover letter, resume, and list of six professional references using the "Apply Now" feature at [www.tbcrecruiting.com](http://www.tbcrecruiting.com). Submissions are confidential and will be handled accordingly throughout the various stages of the process.

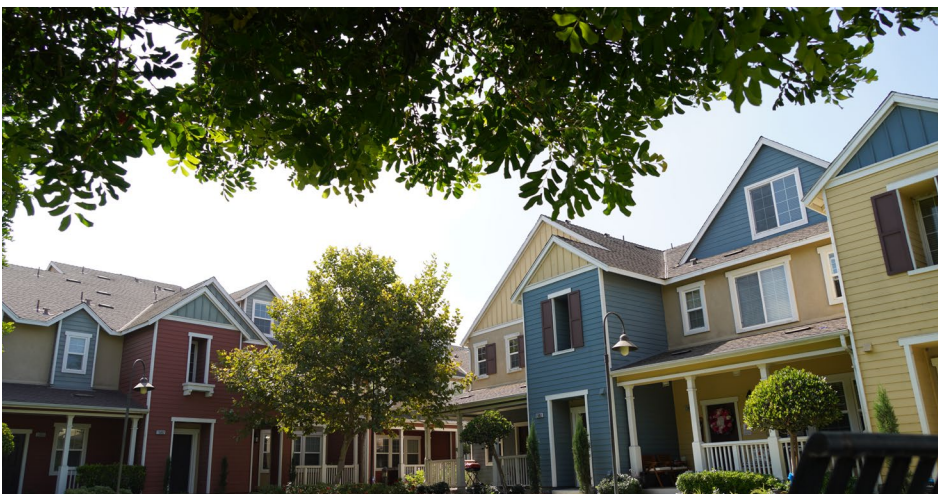
**TB & CO.**

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**TERI BLACK & COMPANY, LLC**

[www.tbcrecruiting.com](http://www.tbcrecruiting.com)

Following the closing date, applicants with the most relevant qualifications will be granted preliminary interviews by the consultants. Candidates deemed the best qualified will be invited to participate in additional interviews with the City of Chino. As part of the selection process, candidates may be asked to complete a leadership assessment. The City anticipates making an appointment shortly after that, following the completion of an extensive background and reference checks. Please note that references will not be contacted until mutual interest has been established.



This job announcement, and the terms written herein, do not serve as an express or implied contract.