

RESOLUTION NO. CC-2607-050

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
REDONDO BEACH, CALIFORNIA, AMENDING THE OFFICIAL
BOOK OF CLASSIFICATIONS BY CREATING THE POSITION
OF WATERFRONT AND COMMUNITY SERVICES DIRECTOR**

WHEREAS, pursuant to Sections 2-3.602 and 2-3.603 of Article 6, Chapter 3, Title 2 of the Redondo Beach Municipal Code, the Mayor and City Council shall set forth from time to time the Class Titles and Specifications for job classifications; and,

WHEREAS, it is necessary to amend the Official Book of Classifications to reflect such action of the City Council.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF REDONDO BEACH, CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. That the Official Book of Classifications is hereby amended, as reflected in the attached Exhibit "A" by creating the class specification for the position of Waterfront and Community Services Director.

SECTION 2. That the Waterfront and Community Services Director is an Executive Management position assigned to the Management and Confidential group, and the initial salary range is hereby set at \$11,737 - \$22,013 per month.

SECTION 3. This resolution shall take effect immediately upon its adoption by the City Council.

SECTION 4. The City Clerk shall certify to the passage and adoption of this resolution and shall enter the same in the Book of Original Resolutions.

PASSED, APPROVED AND ADOPTED this 7th day of July, 2026.

James A. Light, Mayor

APPROVED AS TO FORM:

ATTEST:

Joy A. Ford City Attorney

Eleanor Manzano, CMC, City Clerk

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss
CITY OF REDONDO BEACH)

I, Eleanor Manzano, City Clerk of the City of Redondo Beach, California, do hereby certify that Resolution No. CC-2607-050 was passed and adopted by the City Council of the City of Redondo Beach, California, at a regular meeting of said City Council held on the 7th day of July, 2026, and there after signed and approved by the Mayor and attested by the City Clerk, and that said resolution was adopted by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Eleanor Manzano, CMC
City Clerk

Exhibit A

WATERFRONT AND COMMUNITY SERVICES DIRECTOR

DEFINITION

Under the direction of the City Manager, the position is accountable as a team member for performing executive level administrative work directing departmental operations, business units, teams, projects and complex tasks to achieve results in support of the City's mission, goals, policies and objectives.

DUTIES, RESPONSIBILITIES AND EXPECTATIONS

The position is accountable to direct the day-to-day management of the Waterfront and Community Services Departments by:

- Providing effective leadership to accomplish the administrative objectives of the City Manager and the policy goals of the City Council
- Providing leadership and strategic direction on matters of waterfront real estate, property and asset management, harbor operations, and recreation and special events.
- Providing initiative and leadership for the city's marketing, public relations, and tourism promotion programs
- Providing critical thinking on professional recommendations, decisions and completed staff work
- Providing initiative in achieving positive, timely results for the organization
- Providing effective planning, management and evaluation of departmental business units, programs, functions, services, contracts and projects
- Delivering outstanding internal and external customer service while solving problems and proactively creating sustainable solutions to issues
- Providing effective leadership, direction, supervision, training, coaching, teambuilding, evaluation, safety and support for employees
- Providing quality fiscal management prudently preparing and administering budgets, seeking new revenues, containing costs, safeguarding assets, improving productivity and accurately reporting financial conditions

- Providing leadership for negotiating business, lease and other real estate transactions
- Providing management for waterfront, parks, recreation, and community facility capital improvement project planning, financing, administration and construction
- Maintaining effective relations with City Council, Boards, Commissions, businesses, community groups and stakeholders to accomplish goals
- Providing interdepartmental leadership and administration of multiple projects
- Providing effective representation and communications to public agencies, businesses, employees, media and community
- Completing analytic research, preparing well-written reports and making effective presentations
- Providing effective contract, grants and regulatory administration
- Conducting regular performance evaluations of personnel; giving frequent and specific feedback about personnel performance; holding employees accountable for doing their jobs while also celebrating accomplishments and successes.
- Conducting duties, responsibilities, tasks and assignments with a constructive, cooperative, positive, professional attitude and demeanor
- Supporting the City's mission, goals, policies and objectives
- Supporting the City's corporate values of: openness and honesty; integrity and ethics; accountability; outstanding customer service; teamwork; excellence; fiscal responsibility; and environmental responsibility
- Performing other related duties as required

CLASSIFICATION

The position is exempt from coverage under the Fair Labor Standards Act and the employee is a member of the Unclassified Service.

QUALIFICATIONS

The position requires knowledge of leadership, management practices, techniques and methods to accomplish the goals and objectives of the City by combining the appropriate people, resources, processes and time to successfully achieve results. The position

requires the professional ability to analyze, innovate and solve complex municipal problems with initiative and while working as a team member in a dynamic environment.

The position requires graduation from an accredited college or university with a bachelors' degree in public administration, business administration or a closely related field. A master's degree in a relevant field is highly desirable. Knowledge of local government management is highly desirable.

At least five years of increasingly responsible management experience in government or comparable business or non-profit organization is required. Relevant experience with some or all of the following fields is desirable: waterfront operations, property management, lease negotiations, leisure, arts, culture, recreation, special events, housing, transit, youth, education, seniors, jobs development, facilities, parks, tourism and health services. Skills and experience with people, negotiations, finance, budgets, lease and contract administration, goal-setting, economic development, technology, legislative affairs, communications and public relations, and human resources are desirable.

The position requires computer literacy with knowledge in the use of Microsoft Word, Excel, and PowerPoint; ability to communicate using email programs; and, understanding and adherence to City policies for information technology.

The position's expected competencies are sound decision making; critical thinking ability; problem solving and innovation skills; a drive for results; analytic skills; interpersonal, customer service and diplomatic skills; ethical conduct; proven top performances.

The position requires meeting the physical employment standards for the position.