



# EMERALD BAY

COMMUNITY ASSOCIATION

DIRECTOR OF ARCHITECTURE AND COMPLIANCE



## THE COMMUNITY ASSOCIATION

Located along the scenic coast of Southern California in an unincorporated Orange County area of North Laguna Beach, the Emerald Bay Community Association (EBCA) governs this private, gated community of approximately 550 homes on 150 acres through an elected seven-member Board. The Community Association provides a range of municipal services, including architectural control, security, facilities and landscape maintenance, roads and beach services, administration, tennis facilities, and youth and adult recreation programs. Several member committees assist the Board and Community Manager reach their policy and operating goals, respectively. The Architectural Committee reviews and approves plans for 80 or more new and renovated homes each year.

The Community Association, founded in 1929, is one of the earliest examples of private government in California. The Association's board-staff relationship follows the policy governance model as utilized and recommended by the California Association of Community Managers.

EBCA employs thirty full-time staff and eight part-time staff and has an annual operating budget of \$5.6 million. The facilities and common area reserve budget is currently around \$1 million annually, not including major renovations such as the recent reconstruction of the Main Gate entry and Community Park. The Association's facilities include a half-mile wide beach, six tennis courts, aquatics facility, community restrooms, beach and park volleyball courts, basketball court, community center and office, volunteer fire station, and parks.

Water and sewer services are provided by a California community services district with the same boundaries as EBCA, called the Emerald Bay Service District (EBSD), which is separately managed and governed by an elected five-member Board. Police services are provided by the Orange County Sheriff's Department and fire and emergency services by the Orange County Fire Authority from the community-owned volunteer station, under EBSD's fire service powers.



# THE POSITION

Under direction from the Community Manager of Emerald Bay Community Association (EBCA), the Director of Architecture and Compliance serves as the Deputy Chair and a voting member of the Emerald Bay Architectural Committee and represents the Committee at meetings of the EBCA Board of Directors; supervises and administers all activities of the EBCA Architecture and Compliance Department, ensuring private construction conformity with the Architectural Regulations and approved plans; works with and assists residents to understand their building needs, anticipating and solving potential problems before they occur; serves as the Architectural Committee liaison with neighborhood groups to address potential issues and concerns; assists the Community Manager with community facilities design, construction management and landscaping; and performs other related work as assigned.

## Organizational Relationship

The EBCA Director of Architecture and Compliance is an exempt executive management position reporting directly to the Community Manager and currently supervising the work of two employees, including a full-time construction inspector and an administrative assistant. The Director of Architecture & Compliance works closely with the volunteer Chair of the Architectural Committee, three other volunteer members, a contract licensed Architect and a contract licensed Landscape Architect.

The Community Manager's other direct reports consist of the EBCA Directors of Security, Maintenance, Finance, and Office and Member Services. The Community Manager reports to the EBCA Board of Directors.



## Major Job Functions

Plans, directs, and supervises activities of the Emerald Bay Community Association Architecture and Compliance Department, including all-of the following:

- ▶ The architectural review process, appeals, and overseeing construction conformance to EBCA approved plans
- ▶ Construction specifications and plans for refurbishment of the community's parks, recreation facilities, and buildings
- ▶ Construction management for EBCA construction projects
- ▶ Design, specification preparation, and bid analysis to assist the EBCA Board in awarding contracts for construction projects
- ▶ Manages cost control and budget performance
- ▶ Establish relationships with Orange County Planning, Public Works, and Building departments

# THE POSITION

## Representative Duties Include:

Plans, directs, and supervises activities of the Emerald Bay Community Association Architecture and Compliance Department, including all-of the following:

- Serves as Chair or Deputy Chair and voting member of the Emerald Bay Architectural Committee
- Plans, coordinates, and directs Architectural administration and construction inspections for compliance with EBCA approved plans
- Interprets and enforces all pertinent sections of the Emerald Bay Restrictions and Architectural Regulations.
- Works in collaboration with the Architectural Committee to propose changes to the Architectural Regulations when necessary
- Directs the keeping of records, maps, correspondence, and memoranda for each Lot
- Researches historical documents and plans
- Advises potential Architects and home builders regarding plan submittal processes and construction requirements in Emerald Bay
- Meets with neighborhood groups as necessary to address problems and concerns
- Recommends and manages consultant services, including other design and landscape professionals appointed by the Board to serve on the Architectural Committee
- Reviews plans submitted for Architectural Committee review for completeness and conformance to submittal requirements
- Prepares written staff review with pertinent comments for consideration by the Architectural Committee and Board
- Provides guidance and information to Association members on Architectural Committee procedures and policies
- As part of the management team, cooperates with the other four department heads in accomplishing the overall mission of the Emerald Bay Community Association
- Represents the Architectural Committee at meetings of the Board of Directors
- Consults and coordinate with the Association's general counsel on legal issues involving architecture and construction issues, including how to achieve best compliance with the Rules, court requirements, using digital evidence and the goals of litigation. In certain circumstances, may need to provide percipient deposition testimony on behalf of the Association.



# THE CANDIDATE

## Required Education, Certifications and Experience

The position requires a combination of education and experience.

- Graduation from an accredited college or university with a bachelor's degree or higher in architecture with ten or more years of increasingly responsible professional experience
- Architectural or design review committee member or chair for a private or public agency
- Experience with managing a team of three employees for a minimum of five years
- Ability to read and interpret topographic surveys and civil engineering plans
- Experience with preparation of cost estimates and budgets for large and small construction projects with tracking and monitoring construction schedules, and coordination of construction documents and drawings with consultants
- Knowledge of design, construction, contract administration, building codes and project management
- Experience with performing research of historic documents and property records
- Current California Architect license; additional licenses and certifications considered valuable
- Microsoft Office, PowerPoint, Access, Project, AutoCAD and Adobe Acrobat and other software user capabilities considered valuable
- Affiliation with the American Institute of Architects, preferred
- Valid California driver's license and acceptable motor vehicle report required



## Preferred Skills

- ▶ Experience with the California Coastal Commission requirements
- ▶ Knowledge of the California Environmental Quality Act process
- ▶ Experience with Municipal government Entitlement processes
- ▶ Experience with review of Land Use documents including property Deeds, easements, variances, etc.
- ▶ Experience with contractor insurance certificates and understanding insurance endorsements
- ▶ Use of Geographical Information System (GIS) mapping systems



# THE CANDIDATE

## **Management Style and Personal Traits – The Ideal EBCA Director of Architecture & Compliance**

The vacancy is being created due to the departure of the current EBCA Director of Architecture and Compliance. The relationship between the Emerald Bay Community Manager and Architecture Director can best be described as a partnership, where the Community Manager and the management team desire to retain that type of working relationship. The Community Manager encourages alternative problem-solving approaches and is seeking a person who is forward thinking and proactive. Ideally this will be a person who:

- Chaired committees, working with boards and an actively engaged citizenry
- Earned respect from professionals, citizens, and public officials for resolving issues in a fair and equitable manner without compromising the architectural integrity and goals of the community
- Has strong communication skills working with team members, consultants, and citizens
- Shows strong team leadership, building relationships with colleagues, consultants, and volunteers
- Exhibits effective analytical problem solving and negotiation skills to meet multiple priorities
- Is highly adaptable and adjusts to new situations confidently and easily
- Has an inclusive and participatory style that concludes with clear and concise direction to staff and is followed-up by establishing goals/timelines and holding subordinates accountable for performance
- Will effectively represent the Association to public agencies and other external entities; is diplomatic and has excellent verbal and written communication skills
- Has experience working with legal professionals; has sensitivity to potential and actual legal issues
- Enjoys working in a community with residents who are well educated and participatory
- Has a strong customer service orientation and welcomes the contributions of volunteers
- Is a good listener and facilitator; is diplomatic and has a calming effect on people; can say “no” without offending
- Radiates personal warmth, sincerity, empathy, and caring towards residents and guests
- Can quickly obtain the trust and respect of the Board, Association members, staff, and other groups, and can build effective working relationships
- Brings a track record of achieving goals and has a “can do”, positive attitude
- Is confident, keeps his/her ego under control, and has a sense of humor
- Has a solid work ethic and high integrity, follows through on commitments, has common sense, and does not take things personally
- Believes in technology and uses it

## COMPENSATION

The salary for this position will be sufficient to attract qualified, experienced Architects and is negotiable. Placement within the established range will be dependent upon qualifications and experience. In addition, excellent benefits are provided including:

- ▶ Group medical, dental, vision, and group term life insurance for self where the Association pays 100% of premium
- ▶ Paid vacation and sick leave start accruing on the first day of employment; eligible to join the Association's 401(k) retirement program after one year. Association contribution varies, and is currently 3.5% of salary
- ▶ There are 10 paid holidays annually and an additional floating holiday after 2 years
- ▶ Workers Compensation coverage
- ▶ Business cell phone and reasonable paid professional meeting attendance



## HOW TO APPLY

To apply for this outstanding career opportunity, please send your resume and cover letter electronically to: The Emerald Bay Community Association at [office@ebca.net](mailto:office@ebca.net), Attention: Community Manager.

**Initial Application Review:** Monday, February 7, 2022