

CAREER OPPORTUNITY

DIRECTOR OF RENT STABILIZATION

RENT STABILIZATION DEPARTMENT

CITY OF PASADENA, CALIFORNIA

SALARY: \$191,877–\$239,846 DOE/DOQ

APPLY
TODAY
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HOY!

THE CITY OF PASADENA, CALIFORNIA INVITES APPLICANTS FOR THE POSITION OF RENT STABILIZATION DIRECTOR.

The role offers an exciting opportunity to run the newly established Rent Stabilization Department and provide information to landlords, tenants, and the general public about the rights and responsibilities of renters and landlords, adopt and enforce policies, and move the new department into a fully operational organization! This Director will manage a team of 20 full-time staff and an approximate budget of \$6 million. The City is seeking a capable, confident, and passionate leader with a strong vision and extensive technical expertise.

The ideal candidate will be an experienced operational and fiscal administrator with a background in program management, staff development, and regulatory processes. They should possess emotional intelligence, diplomacy, and adept communication skills, and be capable of fostering connections among various stakeholders, including City Council members, the Pasadena Rental Housing Board, tenants, landlords, and actively engaged city residents. This role offers exciting opportunities for visionary leadership of the Department's initiatives, which include rental policy, community outreach, and supporting the Board. Discover more about what makes Pasadena such an amazing community to work, live, and play at [VISIT PASADENA](#) and [CITY WEBSITE](#). *Shape the way Pasadena moves, now and in the future—apply today!*

CLICK
LINKS



PASADENA

THE COMMUNITY

PASADENA, CALIFORNIA, IS A CITY WITH A LONG, RICH HISTORY OF CULTURAL DIVERSITY AND INNOVATION. Pasadena values and celebrates our community's different cultures, backgrounds, and lived experiences. The City is committed to transparency, accountability, and excellence in local government. We are leading efforts to provide affordable housing, serve as a model for environmental sustainability, and improve the quality of life for everyone. The City is nestled in the west foothills of the San Gabriel Mountains, just 15 miles north of downtown Los Angeles. This ethnically and economically diverse City is home to about 140,000 people and thousands upon thousands of visitors to its many exciting venues and events.

Its economy thrives on the educational and entrepreneurial features of the City, including the **California Institute of Technology (Caltech)**, **Art Center College of Design**, and **Pasadena City College**. Historical homes and landmarks line the streets of Pasadena, giving the community a sense of heritage, while looking to the future. Traveling from Pasadena to neighboring communities is a breeze thanks to the **Metro L Line** that includes six stations in Pasadena en route to the San Gabriel Valley. From its historic buildings to its beautiful landscapes and California sunshine, Pasadena is truly the ideal place to live, work, and play!

[CLICK LINKS](#)



THE CITY GOVERNMENT

THE CITY OF PASADENA IS A **FULL-SERVICE MUNICIPALITY** governed by a City Charter and City Council/Manager form of government and has approximately 2,300 full-time staff. The City is committed to the values of responsiveness; honesty and integrity; accountability; excellence; open, clear, and frequent communication; innovation; and diversity, equity, inclusiveness, and belonging.



THE BOARD

THE **PASADENA RENTAL HOUSING BOARD (PRHB)** ensures fair and equitable housing practices within the city of Pasadena. This 13-member board, including seven tenant members, four at-large members, and two alternates, was established through the voter-initiated City Charter Amendment (Measure H) in November 2022. The PRHB oversees the implementation of the Pasadena Fair and Equitable Housing Charter Amendment, ensuring fair housing practices citywide.

Check out the Board's composition and agendas.



THE DEPARTMENT

ESTABLISHED IN DECEMBER 2023, THE RENT STABILIZATION DEPARTMENT supports the Pasadena Rental Housing Board to implement the Pasadena Fair & Equitable Housing Charter Amendment through public information and outreach, policy development and support, managing a registry of residential rental units, and supporting enforcement activities. The Department addresses the significant portion of the renter households within the city, with 57.7% of units being occupied by renter households. The Department's mission is to empower tenants and landlords, ensure fair rental practices, and foster a thriving rental housing community in Pasadena through effective enforcement, education, and collaboration.

[Check out the Department's website](#)

[Read the specifics of Measure H, Pasadena's Fair & Equitable Housing Charter Amendment](#)



DEPARTMENT OBJECTIVES

ENFORCE RENT STABILIZATION LAWS. Implement policies and procedures to prevent unfair rent increases, eviction, and other violations while ensuring rental-property owners receive a fair return on investment.

ASSISTING TENANTS AND LANDLORDS. Provide counseling and guidance to empower tenants and landlords to understand their rights and responsibilities and navigate PRHB processes for petitions, hearings and accessing other City services.

COLLECTING AND ANALYZING DATA. Comprehensive data on rents, housing availability, and other data to inform policy decisions and enforce regulations.

ENGAGING IN COMMUNITY OUTREACH AND EDUCATION. Collaborative initiatives with community organizations will educate tenants and landlords about their rights and responsibilities under Pasadena's rent stabilization law (Charter Article XVIII).

SUPPORT THE PASADENA RENTAL HOUSING BOARD. Fulfill the Board's policy development functions and processes and facilitate public meetings.

CURRENT CHALLENGES / OPPORTUNITIES

ASSESS FEE STRUCTURE. Participate in an assessment of current fees, ensuring that revenue generates sufficient income for the Board to function effectively.

DEPARTMENT STAFFING AND DEVELOPMENT. Hire, train, and develop staff for this new Department.

DEPARTMENT OPERATIONS AND RENTAL REGISTRY DATABASE. Build out the operations and services of the new Department, including the rental registry database of all residential rental properties in the city.

THE JOB/THE IDEAL CANDIDATE

THE RENT STABILIZATION DIRECTOR WILL NAVIGATE a dual reporting structure, accountable to both the Rental Housing Board and the City Manager. This position will be appointed by and report to the City Manager on a daily basis, and they will be actively engaged with the Board regarding meetings, operations, and other areas of interest, while managing a team of 20 full-time staff and an approximate budget of \$6 million. This role will lead initiatives focused on rent stabilization, community education, empowerment, and rental data collection. They will focus on community engagement, communicate with the Board and City Council, and interface with external organizations, and develop staff to do the same. The Director will help build the Department's reputation as a significant and effective organization through the demonstration of a positive culture that values integrity, transparency, and the capacity to inspire trust and confidence in others.

The ideal candidate for this role is knowledgeable, consistent, and a detail-oriented professional, and will be a people-centric executive leader. They should be a compelling public speaker and presenter, capable of simplifying complex research and ideas to engage audiences effectively. They will communicate regularly with the Board and Council, highlighting the Department's impactful efforts, and act as the Department's spokesperson for the broader Pasadena community.

CORE COMPETENCIES

The ideal candidate will demonstrate the following:

Decisiveness. Possesses confidence, sound judgment, and the capacity to motivate others to achieve departmental objectives.

Problem Solving. Demonstrates strong analytical skills and navigates complex housing issues effectively.

Diplomacy and Sensitivity. Responds to community needs and fosters an inclusive and supportive environment for everyone.

Integrity. Emphasizes fairness, transparency, and accountability in all actions related to rent stabilization and housing policy.

Team Management. Mentors, trains, and encourages staff in their careers. Provides resources and opportunities for learning and skills development.





MINIMUM QUALIFICATIONS

Any combination of education and/or experience that provides the knowledge, skills, and abilities necessary for acceptable job performance would qualify. Example combinations include:

- ▶ **EDUCATION:** Graduation from a four-year college or university with major coursework in public or business administration, law, urban planning, or a closely related field.
- ▶ **EXPERIENCE:** At least five (5) years of management or supervisory experience which has included program planning and development and supervision of professional and support staff.
- ▶ **DRIVER'S LICENSE:** Possession of or ability to obtain a Class C California driver's license and a satisfactory driving record.
- ▶ **SCHEDULE:** Ability to attend evening or weekend meetings and events, as required.

HIGHLY DESIRED QUALIFICATIONS

- ▶ Experience in the housing field is desirable, specifically in rent stabilization, landlord-tenant relations, fair housing, code enforcement, homelessness prevention and/or affordable housing.
- ▶ A master's degree in a related field.
- ▶ Bilingual (Spanish-speaking).

SALARY & BENEFITS

The salary range for this position is **\$191,877–\$239,846 DOE/DOQ**, plus a competitive benefits package that includes but is not limited to:

RETIREMENT: 2.5% @ 55 CalPERS formula for Classic members (employee pays 10%); 2% @ 62 CalPERS formula for new members (employee pays half the normal cost, currently 7.75%).

HEALTH INSURANCE: The City provides an allowance to assist with medical premiums. In 2024, the allowance for Employee + 2 or more dependents is \$1967.29 per month (Employee only = \$756.65; Employee + 1 = \$1513.30), and contributions are adjusted annually.

DENTAL INSURANCE: The City contributes 100% of an employee-only PPO premium. For employees who cover a dependent, Pasadena contributes an additional \$80 per month toward a dental premium.

VISION INSURANCE: The City offers vision care plans for employees. Enrollment is optional and premium is paid by employee.

VACATION LEAVE: Accrual rate of 120 to 200 hours per year based on years of service.

LIFE INSURANCE: Pasadena provides life insurance and accidental dismemberment coverage in the amount of \$200,000.

SHORT-TERM & LONG-TERM DISABILITY. Paid by the City.

MANAGEMENT TIME OFF: 40 hours per year (City Manager may grant up to 80 additional MTO hours).

SICK LEAVE: 80 hours of sick leave allocated per year.

HOLIDAYS: Eleven (11) paid holidays.

BONUS PAY: Up to 12% of base pay may be provided on an annual basis at the discretion of the City Manager based upon consistent and highly meritorious or superior performance.

VEHICLE ALLOWANCE: \$475 per month with City Manager approval.

SCHEDULE: The City administration operates on a “9/80” schedule, closing on alternate Fridays!

RELOCATION ASSISTANCE AVAILABLE!

For additional details, please see the [Salary Resolution](#) for executive management employees.

[CLICK LINK](#)

HOW *to* APPLY

For first consideration, apply by **APRIL 19** at:

W B C P J O B B O A R D

SAVE THE DATES. Round one interviews will be held in person **MAY 9**. Finalists will move forward to round two, in-person interviews on **MAY 10**. Selected candidates must be available for both dates.

Please contact your recruiter, Levi, with any questions:
866.929.WBCP (9227) toll-free | **541.664.0376** direct
levi@wbcpinc.com

