



**Monthly Pay: (A)\$9,815 (B)\$10,306 (C)\$10,821 (D)\$11,362 (E)\$11,930**

**Filing Deadline: Friday, April 13, 2018 at 5:00 PM**

**Applications MUST be submitted online at [www.CalOpps.org](http://www.CalOpps.org)**

**and MUST include answers to the Supplemental Questionnaire**

### **DEFINITION**

To plan, organize, and direct the activities of the Planning Division within the Community & Economic Development Department of the City of San Pablo. The Department includes three Divisions: Economic Development, Planning, and Building. The Planning Manager will be responsible for directing the daily operations and functions of the Planning Division, including administering the City's Zoning Ordinance and General Plan; supervising the processing of applications for use permits, site plan reviews and variances; and presenting staff recommendations to the Planning Commission and City Council.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Department Director. Responsibilities include direct supervision of professional, technical and clerical staff.

### **EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

#### Essential

- Develop and implement goals, objectives, policies and priorities; guide the effective implementation of land use development, planning and building services to maintain and enhance the City as a safe, vital and sustainable community
- Prepare amendments to the General Plan and coordinate the work of assigned staff in plan analysis, plan formulation, and implementation of a wide variety of planning, zoning, and environmental review activities
- Ensure that development and land uses comply with the California Environmental Quality Act (CEQA), the City's adopted General Plan, and with all Zoning and Municipal Codes
- Advise property owners, developers, and investors regarding City and State plans, ordinances, and California building code regulations relating to property development
- Conduct discussions with public and private officials concerning the City's Planning functions and serve as the City's liaison representing the City's interests and policy



positions on issues related to City Planning.

- Work in close coordination with the City's Code Enforcement Division.
- Serve as the Zoning Administrator, enforcing applicable zoning ordinances and codes; and making recommendations on planning entitlements such as subdivisions, use permits, design review, and conformance with local and State laws and regulations.
- Participate in the selection, contract negotiation, and oversight of consultants and outside professional services.
- Serve as staff liaison, and prepare and present reports and resolutions to the City's Planning Commission.
- Prepare and present reports and resolutions to the City Council.
- Participate in the preparation and administration of the annual budget Department budget; review and evaluate current programs and anticipate future needs.
- Review and evaluate administrative and internal control systems and procedures of the Division.
- Attend and present at City Council, Standing Committee and Ad-hoc Subcommittee meetings.
- Provide support and assistance to other City departments as needed.
- Select, supervise, evaluate and train staff.
- Manage and coordinate grant application submittals, reporting, and project completion.

#### Important

- Perform related duties as assigned.

#### QUALIFICATIONS

##### Knowledge of:

- Modern theories, principles, and practices of city and regional planning; trends in government planning with particular reference to the latest developments in urban planning.
- Relevant Federal and State laws, regulations, and procedures concerning planning, zoning, and building activities, including the California Environmental Quality Act (CEQA).
- Administrative principles and practices, including budgeting, goals and objectives development, work planning and employee supervision.
- Research methods and techniques; principles of grant application, monitoring and reporting techniques.
- Effective verbal and written presentation methods.
- Modern office practices, procedures, methods and equipment, including data processing systems.



Ability to:

- Understand the applicability of existing Federal and State laws and regulations related to Planning and Building functions and to keep abreast of current developments in legislation and compliance methods.
- Meet and work effectively with a variety of policy boards, commissions, and committees, as well as the general public.
- Prepare, administer, and monitor an operating budget for the department consisting of a number of funding sources, including the administration of a variety of grant applications.
- Supervise, train, and evaluate assigned staff.
- Determine appropriate methods to provide guidance to assigned program areas most efficiently and effectively.
- Prepare clear and comprehensive reports, concise correspondence and other written materials.
- Work in a team atmosphere; establish and maintain effective working relationships with those contacted in the course of
- Communicate effectively, orally and in writing.

**EXPERIENCE AND EDUCATION**

Any combination of experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four year of increasingly responsible experience in planning or zoning, including some experience in administrative and supervisory responsibilities.

Education:

Equivalent to a Bachelor's Degree from an accredited college or university with major course work in planning or a related field. A Master's degree is desirable.

License or Certificate:

Possession of a valid California Driver's License.

Certification by the American Institute of Certified Planners (AICP) is highly desirable.

**PHYSICAL REQUIREMENTS:**

The work requires a combination of the following physical requirements depending upon a



given task, on a given day: 3 to 8 hours of sitting and vision accuracy (near); up to 3 hours of standing, walking, bending, crouching, stooping, twisting, turning, firm grasping, reaching forward or overhead, pinching, driving, vision accuracy (far); depth perception, field of vision, accommodations, color vision; up to 6 hours of face-to-face contact, verbal contact or public speaking, eye-hand coordination; up to 3 hours of lifting, carrying, pushing pulling 25 lbs. or less.

### **MENTAL REQUIREMENTS:**

The work requires a combination of the following mental requirements depending upon a given task, on a given day: abstract variables; interpreting, taking, comprehending and following instructions; standard problems; detailed uninvolved instructions; simple to complex- reading, writing, and math skills; spatial; clerical; forming, synthesizing, coordinating, analyzing, compiling, computing, copying, comparing, mentoring, negotiating, instructing, supervising, diverting, persuading, speaking-signaling, serving; helping, performing simple repetitive tasks to varied, complex tasks; maintain work pace; relate to other people; influence other people; generalizing; evaluating; responsibility for direction.

### **WORK ENVIRONMENT:**

Work is performed indoors; using a computer or other office equipment; working alone; working around or with others.

### **BENEFITS**

- **Retirement** - Public Employees' Retirement System (PERS) 2.5% @ 55 for "classic" members (employee pays 10.3% of salary); 2.0% @ 62 for new PERS members (employee pays 6.25%)
- **Medical Plan:** Choice of CalPERS Health Plan providers; employee pays a portion of the monthly premium
- **Dental Plan:** Delta Dental Plan of California with orthodontia coverage for children
- **Dual Medical Coverage:** Employees who have medical coverage through another source (e.g. spouse) have the option to receive taxable cash in-lieu (\$350 1-party, \$500 2-party/family) or to contribute the amount towards an existing Deferred Compensation Plan
- **Flex Benefits/ Cafeteria Plan:** City Pays \$450 per year
- **Schedule:** 4/9.5 hour workdays (Monday-Thursday). Every Friday off.
- **Vacation:** 75 hours to start up to 225 after 25 years
- **Sick Leave:** 7.5 hours per month
- **Life Insurance:** \$60,000 City-paid policy
- **Holidays:** 13 days per year
- **Floating Holiday:** initially prorated based on the hire date (1 day per year)
- **Employee Assistance Program:** Generous number of counseling sessions per year; available to employee and eligible family members
- **Educational Incentive Program**
- **Administrative Leave:** 83.3 hours per year

### **APPLICATION/SELECTION PROCEDURES**



**Applications will only be accepted online at [www.CalOpps.org](http://www.CalOpps.org) . Please click on the “Member Agency” button at the top of the page and select the City of San Pablo link. For general questions, call the Personnel Department at (510) 215-3000.**

Applications must be submitted to CalOpps by the date and time listed on the job announcement. Applications not submitted by the posted date and time will not be considered. The most qualified applicants will be invited to participate in the subsequent phases of the selection process. Meeting the minimum requirements of the position does not guarantee the advancement in any phase of the selection process. Final selection will be made from an eligibility list.

**Background Investigation and Pre-employment Medical Examination:** The successful candidate will undergo a complete background investigation and fingerprinting. The successful candidate having been offered employment is required to pass a City-paid pre-employment medical examination which includes TB testing. **Americans with Disabilities Act (ADA):** Please contact the Personnel Department on or before the filing deadline if special accommodations are necessary at any stage of the selection process. Every attempt will be made to consider your request (medical documentation must be provided upon request). **Immigration Reform & Control Act:** In accordance with the Immigration Reform and Control Act of 1986, all potential employees will be required to provide proof of United State Citizenship or authorization to work in the United States. **Drug-Free Workplace Policy:** In accordance with the Drug-Free Workplace Act of 1988, it is the objective of the City of San Pablo to achieve a drug-free workplace.

THE CITY OF SAN PABLO IS AN EQUAL OPPORTUNITY EMPLOYER.  
MINORITIES/WOMEN/INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY.  
QUALIFIED APPLICANTS RECEIVE EQUAL CONSIDERATION, WITHOUT REGARD TO  
RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, ANCESTRY, AGE, MARITAL STATUS,  
AND DISABILITY EXCEPT WHERE DICTATED BY THE REQUIREMENTS OF THE JOB.

**The information contained herein does not constitute either an expressed or implied contract of employment and these provisions are subject to change.**

### **SUPPLEMENTAL QUESTIONS**

What is the appropriate role of city planning in a substantially built-out city? What are the opportunities to watch for and what are the dangers to avoid? How can and should a planning agency in such a city “make things happen?”

Describe your experience in grant writing and grant administration.

Describe your experience with CEQA.