



*Accepting Applications for*  
**Planning Manager**

Annual Salary Range

**\$ 124,956 – \$ 151,884**

plus full benefits, including CalPERS Pension

**Filing Deadline: August 26, 2019 at 5:00 p.m. or first 100 applications (whichever occurs first)**

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

The City of San Pablo is actively seeking candidates for the position of Planning Manager. If you are experienced in directing the daily operations and functions of the Planning Division, including review and processing of community development, environmental and planning projects and applications to ensure consistency with policies and procedures, overseeing public counter services, permitting, and plan check review; coordinating Planning Division activities with other divisions and departments; and providing highly complex staff assistance to the Director of Community & Economic Development and have a minimum of five (5) years of progressively responsible experience in municipal planning, including two (2) years of supervisory responsibility, we encourage you to consider applying for this outstanding opportunity to take your leadership, professional, and technical skills and implement them in a well-resourced, professional organization, with an exceptional executive leadership group and solid team to make a positive impact on the community of San Pablo!

In addition to the great salary and benefits, including a four-day work week and the ability to work with other innovative executives, the incumbent will serve as a member of the Planning Division within the Community and Economic Development Department. Incumbents in this management-level classification 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.

**About the position:** The incumbent of this position plans, manages and evaluates the work of an Assistant/Associate Planner, Planning Aide and contract Planner to ensure systems and processes in the organization run smoothly and optimally. A successful Planning Manager should have good leadership, analytical, and decision-making skills, as well as the ability to deal with a lot of divergent information and, often, to use this information while conveying decisions to other departments and divisions. They should possess the ability to review organizational procedures and analysis to improve efficiency. For additional information about the position, see the [Job Description page](#) of the City's website.

**Experience and Training:** An ideal candidate must have demonstrated expertise in leading, managing, organizing, directing, and coordinating the work of staff in a Planning Division. The Planning Manager is a leader who will work collaboratively to advance the planning, development and administration of services at the City's Planning Division. Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be: five (5) years of increasingly responsible experience in municipal planning, including two (2) years of supervisory responsibility, and the equivalent of a Bachelor's degree from an accredited college or university with major course work in planning, environmental studies, or a closely related field and possession of a certificate from the American Institute of Certified Planners is highly desirable.

**Required license and certificate:** Possession of, or ability to obtain, a valid California driver's license.

**Benefits:** The City provides an excellent benefits package including medical, dental, paid vacation and holidays, life & disability insurance as well as CalPERS retirement pension. Please see the [Benefits page](#) of the City's website for details.

**How to apply:** Applications will only be accepted online at <http://www.governmentjobs.com/careers/sanpabloca>. For general questions, call the Human Resources Division at (510) 215-3000. Applications must be submitted to GovernmentJobs.com 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.

**Recruitment timeline:** Although dates may change we suggest planning your calendar accordingly, as these are currently the only interview dates. First Interview: **Wednesday, September 11, 2019**. Estimated Start: middle-to-end of September 2019.

**Background investigation and Pre-employment medical examination:** Successful candidates will undergo a complete background investigation, fingerprinting, and pre-employment medical examination, which includes TB testing. Americans with Disabilities Act (ADA): Please contact the Human Resources 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 with managing staff.

Describe your experience with CEQA.