



THE CITY OF REDWOOD
CITY INVITES APPLICATIONS
FOR:

ASSISTANT PLANNER

#25A-70

Hybrid schedule available

SALARY:

\$9,009.41 - \$10,954.06 monthly

Closing: January 5, 2026, at 11:59 pm
(Opened: 12/1/2025)

Application Process

Apply online at

www.CalOpps.org

Member Agency: Redwood City

Candidates with a disability, which may require special assistance in any phase of the application or selection process, should advise the Human Resources Division upon submittal of application.

Selection Process

Zoom interviews

tentatively scheduled for

Week of January 19, 2026

All applications including supplemental questionnaires will be reviewed for completion, relevant education, experience, training and other job-related qualifications. Those who best meet the stated qualifications and requirements for the position will be invited to participate in the selection process. The specifics of the selection process will be communicated to those selected candidates.



WHY JOIN THE REDWOOD CITY TEAM?

We offer a wide range of meaningful career opportunities with potential for growth, training and development, competitive salaries, flexible work schedules, paid time off, and robust benefits. The Redwood City team is guided by **core values** of **excellence**, **integrity**, **service**, **collaboration**, **inclusion**, and **innovation**. Inherent in these values is a great organizational culture based on trust, strong and supportive leadership, respect, risk-taking, empowerment, and effective communication.

The community is known for its inclusivity, strong engaged neighborhoods, and civic pride. The City works diligently to maintain positive and productive relationships with community partners, together providing outstanding services, programs and opportunities for residents and businesses. This mix of tradition and progress, community and diversity, makes Redwood City an extraordinary place to work and call home. If you're looking to grow your career as a part of a hard-working and fun Community Development Department team that fosters innovation, creativity and collaboration, we hope you'll apply.

ABOUT THE POSITION

The City of Redwood City invites you to apply for the position of Assistant Planner. This is an excellent opportunity for a motivated professional to lead or participate in several exciting development projects in Redwood City and may participate in long range planning efforts underway. The position allows for a hybrid work schedule (3 days in office and 2 days working remotely).

THE IDEAL CANDIDATE

The ideal candidate will embrace providing excellent customer service, including working with project applicants and members of the public and have demonstrated experience and/or skills in the following areas:

- Excellent project management skills,
- The ability to manage multiple tasks and priorities,
- Strong analytical skills and the ability to synthesize and summarize complex information.
- Strong interpersonal and communication skills, including strong writing and presentation skills.

Additionally the ideal candidate will be someone who:

- Is highly motivated, self-directed, and able to take initiative and use independent judgment.
- Is a team player who likes working with a variety of City staff and the public.



BENEFITS

The successful candidate will enjoy the following benefits:

- **Retirement:** Public Employees Retirement System (PERS) CalPERS 2% @ 60 for current members or reciprocal agencies; 2% @ 62 for new members.
- **Health Insurance:** Opportunity to select from a variety of plans that are administered by PERS; Maximum City contribution is \$2,598.76 for 2025.
- **Dental & Vision Insurance:** The City pays 95% of the premium.
- **Life Insurance**
- **Long Term Disability**
- **Employee Assistance Program**
- **Life Insurance**
- **Bilingual Premium:** 2.5% - 5%
- **Vacation Leave:** 10-25 days per year
- **Sick Leave:** 12 days per year
- **Holidays** 14/year and *Holiday pay)
- **Bereavement Leave:** Up to 3 days
- **Flexible Spending Account**
- **Fitness Center:** Access at City facilities.
- **Education Reimbursement Program** up to \$1,500 Annually
- **Deferred Compensation Plan (457)**
- **Commuter Program:** City matches up to \$100/month on commuter expenses. (6-minute walk from Caltrain to City Hall)

What you'll do, at a glance:

- Assist customers as a counter planner.
- Review planning applications and development proposals for compliance with required standards.
- Check building permit plans for compliance with required standards.
- Prepare approval letters and staff reports for the Zoning Administrator and other advisory boards as needed.
- Present projects to the Zoning Administrator and other regulatory boards or commissions.
- Conduct policy research and basic analysis on advanced planning initiatives.
- Attend community meetings with supervisory staff as needed.

To view full job description, click [here](#).

MINIMUM QUALIFICATIONS:

Any combination of experience and training that would likely provide the required knowledge, Skills and abilities are qualifying.

Experience:

One (1) year of responsible experience in city planning is desirable.

Education:

Equivalent to a bachelor's degree from an accredited four-year college or university with major coursework in city or regional planning, architecture, or a closely related field.

A City application and supplemental questionnaire is required. Prior to appointment, candidates will be required to pass a background check (at no cost to the candidate) including the following:

- Criminal History Check
- Department of Justice Fingerprints
- References

Please note internal candidates may be required to complete the above-mentioned requirements.

City of Redwood City's Core Values



BUILD A GREAT COMMUNITY TOGETHER



**SUPPLEMENTAL QUESTIONNAIRE
ASSISTANT PLANNER #25A-70
CITY OF REDWOOD CITY**

Please provide answers to the following questions. Failure to answer the questions will result in an incomplete application packet and your application will not be considered for the position. (Questionnaire responses must be submitted with the employment application.)

The supplemental questionnaire is a key component of your application and will be used to assist us in evaluating your qualifications, background, analytical ability and writing skills. While there is not a strict minimum or maximum word count, we encourage you to take your time to reflect on the prompts and submit thoughtful and complete answers. As a rough guide with regard to maximum answer length, we anticipate that candidates should be able to answer all the questions without going beyond a combined total of 1,000 words.

1. Describe a time when you encountered a difficult customer or a conflict working on a project (professional or school) and how you resolved it. Indicate in your response:
 - How you resolved the problem.
 - Lesson(s) you learned from the experience.

2. Describe your experience managing competing deadlines related to a planning project or tasks (professional or school) that you worked on. Indicate in your response:
 - The type of planning project or tasks you worked on and the competing priorities.
 - Why you prioritized the deadlines in the manner you chose.
 - Based on what you know now, would you have done anything differently? If any, please describe key takeaway(s) or lesson(s) learned from the experience.

Special Instructions: A City application, responses to the supplemental questions, and a cover letter are required. Applications must be filled out completely. Failure to complete the application, supplemental questions, and cover letter will disqualify the applicant from the recruitment process. Failure to list work experience, and education or training or stating "See Resume" in the work experience section of the application will be considered an incomplete application and subject to disqualification. Resumes may be attached separately, but resumes will not be accepted in lieu of a City application.

The City of Redwood City is proud to be an Equal Opportunity Employer!
*The Immigration Act of 1986 requires proof of identity and eligibility for employment at date of hire.
Any provisions contained in this bulletin may be modified or revoked without notice.*