



We invite applications for the position of:
ASSISTANT/ASSOCIATE PLANNER
MONTHLY SALARY: Assistant Planner - \$8,384 - \$9,998,
Associate Planner - \$9,221 - \$10,991
Plus a comprehensive benefits package

The City of San Mateo Community Development Department is seeking an Assistant/Associate Planner

Why Join our Department?

The Community Development Department, also known as CDD, is organized into four core divisions — Planning, Building, Code Enforcement, and Housing. CDD has broad responsibilities including, but not limited to, long-range planning, review of applications for new developments, construction permitting and inspection, and implementation of the City's housing and code enforcement programs. You will be joining a talented team in a fast-paced, dynamic work environment dedicated to serving the San Mateo community. The Community Development Department's core function is to ensure a quality-built environment, healthy neighborhoods, and a strong economic base in the City. The Planner positions are integral to CDD's team of highly motivated professionals who work closely with internal and external customers to provide comprehensive planning services to the community. Collaboration, innovation, respect, accountability, creativity, transparency, thoughtfulness, and informed risk-taking are attributes and competencies that we are seeking in the candidate.

With the recent adoption of a new General Plan and an updated Housing Element, the Planning Division is poised to lead multiple exciting initiatives in the coming years. These include a comprehensive Zoning Code Update, the implementation of over 100 Housing Element policies and programs, a historic policy update, and a full update to the City's Downtown Area Plan. Additionally, a variety of significant planning projects, including multi-family and mixed-use developments around the City's Caltrain stations and Downtown, are currently in the pipeline. If you are a planner eager to contribute to impactful projects and policy initiatives, San Mateo offers the ideal environment to make a meaningful difference.

The City's Planning Division is a team of 11 planners and is currently seeking a qualified Associate Planner to fill this role.

Look to some of the reasons why the City of San Mateo is a great place to work, https://www.youtube.com/watch?v=GTIzeSpc_g

What You'll Do

- The *Assistant Planner/Associate Planner* performs professional level work in the field of current planning and/or advance planning to promote the City's Mission and Values. The current vacancy may be filled at either level based on experience.

Assistant Planner - is the entry level class in the professional planning series and is distinguished from the Associate Planner by the performance of less complex tasks and duties in the fields of current or advance planning, which require the application of fundamental planning principles. Assignments are generally limited in scope and within the design and procedural framework established by higher level employees. However, as experience is acquired, the employee performs with increasing independence. Since this class is typically used as a continued training class, employees may have only limited work experience.

Associate Planner - is the journey level class in the professional planning series and employees within this class are distinguished from the Assistant Planner by the performance of the full range of duties as assigned, which require the application of professional knowledge and skills to various municipal planning, zoning, and environmental problems and the preparation of specific reports and plans. The position provides opportunity for independent judgment in planning work details and making technical determinations. Work in this class is distinguished from that of Assistant Planner by the greater complexity of assignments including preparing zoning code and general plan amendment studies, and by the greater independence with which the incumbent is expected to operate. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the lower class of Assistant Planner or, when filled from the outside, require prior professional planning work experience.

The *Assistant Planner* receives general supervision from a Senior Planner or higher level department personnel.

The *Associate Planner* receives direction from a Senior Planner or higher level department personnel and may exercise technical and functional supervision over lower level staff as assigned.

For a complete list of duties for these Planner positions, reference our job specifications at <https://www.cityofsanmateo.org/DocumentCenter/Index/86>

Who You Are

- An individual who possesses thorough **knowledge** of modern principles and practices of zoning and urban planning; site planning and architectural design; principles and practices of environmental impact assessment; current literature, information sources, and research techniques in the field of urban planning; and general building and engineering practices as they relate to planning review.
- An individual who possesses the **ability** to learn laws underlying general plans, zoning, and land divisions; learn applicable environmental laws and regulations, and methods of assessment; analyze and compile technical and statistical information and prepare reports; learn computer system in relation to planning functions; communicate clearly and concisely, both orally and in writing; and establish and maintain cooperative working relationships with those contacted in the course of work.

What You Bring

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

Assistant Planner:

- You possess at least one year of responsible experience in a public or private planning organization.
- You have the equivalent to a Bachelor's degree from an accredited college or university with major course work in planning, architecture, economics, geography, public administration or a related field.

Associate Planner:

- You possess at least two years of professional planning experience comparable to that of an Assistant Planner in the City of San Mateo.
- You have the equivalent a Bachelor's degree from an accredited college or university with major course work in planning, architecture, economics, geography, public administration or a related field.

Bonus Points (*highly desirable*)

- Master's Degree in Planning or a related field.
- American Institute of Certified Planners (AICP) certification is desirable at the Associate level.
- Public sector experience.

What We Offer

Assistant/Associate Planner

- *Salary:* Assistant Planner - \$8,384 - \$9,998/month; Associate Planner - \$9,221 - \$10,991/month
- Comprehensive benefits package including generous paid leave and health benefits
- CalPERS retirement (2% @ 55 for classic members; 2% @ 62 for new members). Classic employees contribute 8.34% to CalPERS and New members contribute 7.50% to CalPERS
- Participation in the Social Security Program
- Programs: Deferred Compensation plan with City match up to 0.5% of base salary, City will contribute 0.5% of base salary to the deferred compensation plan, and 1% City contribution to a Retirement Health Savings Account
- Free Fitness classes through City of San Mateo Parks and Recreation, Employee Assistance Program and Credit Union Membership
- Bilingual Diff: \$90 bi-weekly (if applicable)
- This classification is represented by the San Mateo City Employees' Association. For more information, please refer to the [General Unit Association](#) benefit summary document.

Are You Ready? Apply.

Submit an online application, résumé, (*required*) and supplemental questionnaire at www.calopps.org or to the Human Resources Department, City of San Mateo, 330 W. 20th Avenue, San Mateo, CA 94403, (650) 522-7260.

Application Deadline

Recruitment will close on **July 2, 2025, at 11:59 p.m.**

Examination Process

All applications, *résumés (required)* and responses to supplemental questions received will be reviewed for minimum qualifications. *Résumés* are required but do not take the place of a completed employment application. A fully completed application is required; a *résumé* does not replace the information required on the employment application, including work history. Applications with "see *résumé*" as a substitution for the work experience description, those with none or unclear current/past employment information, or those with insufficient information to evaluate possession of minimum qualifications will not be considered; missing information cannot be assumed. A limited number of the most highly qualified applicants will be invited to participate in the examination process, which may consist of an oral panel interview, written exercise, training and experience application review, or in the form of a practical demonstration of skill and ability, or any combination of these; **a Zoom oral panel interview is tentatively scheduled for mid July 2025.**

An employment list will be established from those who pass the examination process. Current and future vacancies may be filled from this list. The list will remain in effect for at least six months with the possibility of an extension for an additional six months. Once placed on an employment list, and at the time a vacancy occurs, eligible candidates may be contacted by the hiring department and scheduled for additional department interviews.

Date Posted – June 25, 2025

Note: The City of San Mateo reserves the right, at its discretion, to limit the number of qualified candidates invited to the selection process. **ALL RESPONSES WILL BE CONDUCTED VIA THE EMAIL ADDRESS PROVIDED IN YOUR ONLINE APPLICATION.** Therefore, it is imperative that you provide an email address to which you have access, and it is recommended that you frequently check your email for notices from: sanmateo@CalOpps.org.

Fine Print

Prior to hire, candidates will be required to successfully complete a pre-employment process, including a driving record review, reference check, and Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background checks. A conviction history will not necessarily disqualify an applicant from appointment.

The policy of the City of San Mateo is to grant equal employment opportunity to all qualified persons without regard to race, color, sex, age, religion, ancestry, physical or mental disability, sexual preference, marital status, or national origin. It is the intent and desire of the City of San Mateo that equal employment opportunity will be provided in recruiting, hiring, training, promoting, wages, benefits, and all other privileges, terms and conditions of employment.

In compliance with the Americans with Disabilities Act, applicants requiring accommodations for any part of the testing or recruitment process must notify lcoles@cityofsanmateo.org or (650) 522-7264 seven (7) days in advance of the deadline for the part of the process requiring accommodations. Do not upload any documents related to your request for accommodation in CalOpps. The City of San Mateo complies with employment provisions of the Americans with Disabilities Act.

CITY OF SAN MATEO
Assistant/Associate Planner

Supplemental Questionnaire

*Please provide answers to the following questions, limiting your response to a maximum of 250 words each. Responses to the supplemental questions will be used in the selection process. Usage of Artificial Intelligence (AI) software (e.g., ChatGPT) is not acceptable. Neatness, clarity of expression, grammar, spelling, and ability to follow instructions will be considered in evaluating your responses. Failure to answer the questions will result in an incomplete application packet and your application will not be considered for the position; do not put "see resume" or copy parts of resume/work duties as a response. **(Questionnaire responses must be submitted with the employment application.)***

1. This is a flex position that can be filled by an Assistant or Associate Planner, with a focus on finding a qualified Associate Planner for the position; what are the skills and experience that qualify you as an Associate Planner?
2. Describe your experience with current and/or advanced planning projects, such as development review applications use permits, planned developments or Zoning Code amendments. What was the most challenging or complex project that you managed, and what is your level of experience with CEQA and environmental review?
3. What are the tools and techniques that you use to ensure effective communication and excellent customer service?