



Apply to join the Redwood City team as an:

ASSISTANT/ASSOCIATE PLANNER

\$92,808 - \$112,836 Annually (Assistant Planner)

\$102,120 - \$124,140 Annually (Associate Planner)

Accepting applications through February 4, 2021 (**or until we have received 100 applications**)
at www.calopps.org

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 the [core values](#) of excellence, integrity, service and creativity. 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 team that fosters innovation, creativity and collaboration, we hope you'll apply.

About the Planning Division:

The [Planning Division](#) is one of three divisions within the Community Development and Transportation Department (Planning, Engineering, and Building). The Planning Division provides current and future physical planning for the community consistent with the City's General Plan and Zoning Code, and the policy direction of the City Council. The General Plan sets forth the community's vision for long-term physical form and development, quality of life and community values. The Zoning Code contains land use regulations that implement General Plan policies. The Division processes development applications, and provides technical and administrative support to the Planning Commission, Architectural Advisory Committee, and Historic Resources Advisory Committee.

About the role:

The Planning Division currently has **two vacancies** which can be filled at an Assistant or Associate level, depending on the experience and qualifications of the selected candidates. This provides an excellent opportunity for an entry level or journey level planner seeking variety and challenge. You will join a fast-paced, dynamic team environment, and will also have a chance to lead or participate in several exciting development projects in Redwood City. Below are examples of a few projects that you could be involved in at the Associate level:

- a. [150 El Camino Real - Townhomes](#)
- b. [690 Veterans – Hotel](#)
- c. [847 Woodside Road - Townhomes](#)

Please review the detailed job description for the Assistant/Associate Planner [here](#), which includes more information on the duties and essential knowledge, skills, and abilities for this role.

What you'll do, at a glance:

Assistant Planner

- 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 advisory boards.
- Conduct policy research and basic analysis on advanced planning initiatives.
- Attend community meetings with supervisory staff as needed.

Associate Planner (the above items and)

- Manage medium size development projects including mixed-used and residential and associated environmental analysis.
- Research and conduct more complex analysis of land use and demographic data and trends.
- Assist with advanced planning initiatives.
- Prepare staff reports and presenting projects to the Planning Commission.

What you'll bring to the table:

- A combination of experience, training and education that has prepared you to have the knowledge and abilities to succeed in this position. Examples of potential backgrounds include:
 - Graduation from an accredited four-year college or university with major coursework in city or regional planning, architecture, or a closely related field.
 - Assistant Planner: Experience is not required; Associate Planner: Three years of city or regional planning experience.
- Possession of, or an ability to obtain, a valid California Driver's License

Ideal candidates will have a record of demonstrating the following:

- **Excellent Customer Service and Creative Problem-Solving**– Providing excellent customer service and enjoys assisting the public at the counter; Evaluating past practices and best practices; developing creative and innovative solutions that improve outcomes and promote efficiency; implementing and managing change.
- **Technical Competency and Communication Skills** – Ability to analyze technical information, write and prepare reports, and to make presentations; Understanding of laws and regulations related to general planning and zoning.
- **Planning and Organizing** – Establishing courses of action for self and others to ensure that work is completed efficiently and accurately in a fast-paced environment.
- **Continuous Learning and Self-Development** – Actively identifying, creating and participating in learning opportunities; using newly gained knowledge on the job and learning through its application.

Perks & Benefits:

- **Health Insurance for you and your family** – Choose from a range of HMO, PPO and EPO options. The City pays 95% of the premium, up to \$1873.84 per month in 2021.
- **Dental and Vision Insurance** – The City pays 95% of the premium for employees and dependents
- **Pension membership in the [California Public Employees Retirement System \(CalPERS\)](#)** – New members join 2% at age 62; current members join 2% at age 60. For those unfamiliar with PERS:
 - It's the largest retirement pension system in the United States.
 - When you retire, PERS pays you a percentage of your salary for the rest of your retirement.
 - Your retirement benefit is based on your retirement age, years of service, highest salary, and other factors.
 - You don't have to stay with one employer for your entire career in order to keep earning towards your pension. There are nearly 3000 employers in California who participate in PERS, including a majority of California public agencies, school districts, charter schools, and the State of California.
- **Generous Paid Time-Off**
 - Vacation leave – 10 to 25 days per year, depending on years of City service
 - Sick leave – 12 days per year
 - Paid holidays – 17 days per year
 - Total paid time off (categories above combined) – 39-54 days per year
- **Bereavement Leave** – May take up to 3 consecutive work days, or more if travel over 300 miles is required.
- **Telework and Employee Safety amidst COVID-19** – The City is working remotely during COVID-19, and will continue to do so for the foreseeable future. If there are particular tasks that require your physical presence in the office, the City practices safety measures to minimize exposure.
- **Flexible Work Schedules & Telework** – The City supports flexible or alternative work schedules and partial teleworking as business needs permit, even when we're not in a pandemic.
- **Free Fitness Center Access at City Facilities**
- **Flexible Spending Account (Section 125)** – Use pre-tax dollars to pay for health insurance premiums, dependent care, medical expenses and commuter expenses.
- **Commuter Benefits** – City matches up to \$100/month on commuter expenses for public transit use.
- **Free Employee Parking**
- **Downtown Office** – Bright, spacious office located in Redwood City's vibrant downtown, with restaurants, shops and other amenities nearby.
- **City Hall within walking distance to Caltrain station (6 minutes)**
- **Education Reimbursement Program** of \$1,500 annually. \$1,500 may be used for courses taken as a part of a degree program. Up to \$750 may be used for job-related professional development classes outside of a degree program.
- **Life Insurance** – The City pays the full cost of the Basic Life Insurance. Policies available equal to one and one-half times the employee's annual salary, at a 60/40 premium split between the City and employee respectively.
- **Long Term Disability Insurance** – The City pays the full cost of the basic rate, up to a \$3,000 maximum monthly benefit. A buy-up option paid by the employee is available, for a total maximum monthly benefit of \$6,000.
- **Learning and Development Program** – The City fully supports professional development and offers a variety of classes and seminars for our staff to continue to learn and grow.

Interested in joining the Redwood City team?

Submit your application via www.CalOpps.org by 11:59 pm, Thursday, February 4, 2021
(or until we have received 100 applications)

Grow your career in public service while making an impact on the community.

The Fine Print

- Applications and the supplemental questionnaire will be **reviewed on a continuous basis** for completion, relevant education, experience, training and other job related qualifications. Those who best meet the qualifications and requirements for the position will be invited to participate in the selection process. Due to COVID-19, interviews will be conducted via Zoom.
- Prior to appointment, candidates will be required to pass a background check (at no cost to the candidate) including criminal history and a DMV check.
- Candidates with a disability which may require special assistance in any phase of the application or selection process should advise HR prior to or upon submittal of application by contacting Lucy Fung, HR Analyst, at lfung@redwoodcity.org
- Questions? Read hiring process [FAQs](#), or reach out via email to lfung@redwoodcity.org.
- Provisions in this document may be modified or revoked without notice.
- Redwood City is an Equal Opportunity Employer.

Supplemental Questions

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. Applications without answers will not be considered complete. 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 both questions without going beyond a combined total of 1,300 words.

1. We want to understand your interest in and qualifications for the position of the Assistant/Associate Planner with the City of Redwood City. Please explain why you are interested in this position, and describe your professional experience, education, training, knowledge, skills and/or abilities that have prepared you for this position.
2. Describe an example of excellent customer service that you have provided to a member of the public or a colleague. What do you believe exemplifies excellent customer service?