



THE CITY OF REDWOOD
CITY INVITES APPLICATIONS
FOR:

ASSOCIATE PLANNER - (LONG RANGE) #25A-54

Hybrid schedule available

SALARY:

\$ 9,912.72 - \$12,051.00 monthly

**Closing: Monday, 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 Associate Long Range Planner within the Community Development Department's Planning Division. This position, which will be focused primarily on long range planning activities, is an excellent opportunity for a motivated professional to lead or participate in numerous long range efforts underway including:

- [Greater Downtown Area Plan](#), an update of the City's vision for Downtown and adjacent neighborhoods
- Update to the City's Historic Preservation Ordinance
- Development of objective design standards
- Implementation of the City's Housing Element
- Research, tracking, and implementation of new State laws
- Development of policies and standards to address climate change risks in coordination with Engineering and Public Works Departments
- Regular maintenance and updates to City's zoning code and General Plan

In addition to long range planning activities, this position will be assigned a limited number of current planning projects depending on Planning Division needs. The position allows for a hybrid work schedule (3 days in office and 2 days working remotely).

Under general direction from the Assistant Community Development Director, the Associate Long Range Planner performs a variety of complex technical planning activities and completes work related to assigned areas of responsibility.

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

BUILD A GREAT COMMUNITY TOGETHER



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)

City of Redwood City's Core Values



- Supports development of City policy related to land use, urban design, housing, transportation, and related topics to support long range planning initiatives;
- Conducts research and analysis supporting planning studies and assists in preparation of planning reports and documents;
- Analyzes and prepares amendments to the General Plan and Zoning Ordinance;
- Provides technical assistance to other City staff and to the public in planning and development matters;
- Evaluates and analyzes small- and medium-sized development projects and proposals for compliance with City goals, policies, and ordinances and, as needed, facilitates environmental analysis;
- Facilitates applications for planning permits and environmental review, project manages their review by City staff, and prepares associated staff reports and presentations for the Zoning Administrator, Planning Commission, City Council, and other boards, commissions, and committees;
- Meets with applicants, professionals, citizens, organizations, etc. related to their projects and/or long range policy;
- Attends meetings of and makes presentations before community groups, the Planning Commission, City Council, boards, commissions, and committees, and other governmental bodies in coordination with supervisory staff, as required;
- Staffs the planning counter as needed;
- May be designated as liaison for the Architectural Advisory Committee or Historic Resources Advisory Committee at the direction of the Planning Manager or Community Development Director;
- Performs related duties as assigned.

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

THE IDEAL CANDIDATE

The ideal candidate will embrace the City's emphasis on excellent customer service and have demonstrated experience and/or skills in the following areas:

- Both physical planning and policy development, including formulation of reasoned policy recommendations;
- Project management or assisting in the project management of one or more long range policy/planning projects;
- Design and implementation or, at minimum, coordination of a community engagement process for one or more long range planning/policy projects;
- Excellent analytical skills and strength in synthesizing, summarizing, and clearly communicating complex information;
- Excellent organizational and time management skills and experience managing and meeting multiple, overlapping project timelines and deadlines;
- Excellent writing, presentation, and oral communication skills and experience clearly communicating complex planning concepts to diverse audiences;
- Experience translating regional and State policy into local regulations;
- Working with consultant teams;
- Experience processing development applications.

BUILD A GREAT COMMUNITY TOGETHER



Additionally, the ideal candidate will be someone who:

- Can see the big picture while remaining detail-oriented;
- Is highly motivated, self-directed, accountable, and demonstrates initiative and independent judgment;
- Is a team player with strong interpersonal skills who likes working with a variety of City staff and the public.

MINIMUM QUALIFICATIONS:

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

Experience:

Three (3) years of responsible experience in city or regional planning with at least one (1) year working in long range planning/policy development.

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:

1. Criminal History Check
2. Department of Justice Fingerprints
3. References

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



**SUPPLEMENTAL QUESTIONNAIRE
ASSOCIATE - LONG RANGE PLANNER #25A-54
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 on response length, we anticipate that candidates should be able to answer all three questions in a combined total of 1,200 words (~400 words per question).

1. Describe a specific long range planning project that you have worked on that required collaboration between multiple public, private, and/or community stakeholders. What was your role in the project? What were the key topics under consideration? What challenges did you face and how did you address them?
2. Describe a specific long range planning project that you have worked on (can be the same as response to Question 1 above) that required engagement with local community. What was your role in the community engagement process? How did you engage harder-to-reach populations? What challenges did you face and how did you address them?
3. Describe a time when you had to manage competing deadlines/priorities on one or more projects that you were working on. Indicate in your response:
 - The type of planning project or tasks you worked on and the competing priorities.
 - How you prioritized the deadlines. What considerations factored into your approach?
 - What was the outcome? Describe key takeaway(s) or lesson(s) learned from your experience. In hindsight, would you have done anything differently?

Special Instructions: A City application and responses to the supplemental questions are required.

Applications must be filled out completely. Failure to complete the application and supplemental questions 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.