



Assistant/Associate Planner

If you are a Planning professional looking for an amazing opportunity in the middle of Silicon Valley, then don't wait apply now!

The City of East Palo Alto seeks an **Assistant/Associate Planner** to join our team under administrative direction of the Community & Economic Development Department to help pioneer and manage future development while maintaining compatibility with community expectations.

We are the "City on the Move" with a goal to foster a healthy, well designed, diverse and thriving environment, while preserving the heritage of a multi-cultural community. East Palo Alto has significant potential for growth due to its central location, and updated General Plan. The City is in process of updating the Ravenswood Specific Plan, a designated priority development area, in response to recent demand for development and represents exciting planning opportunities. The position is expected to perform professional work in the field of current and/or comprehensive planning; and to provide information and assistance to developers, and the business community on land use planning, housing, and development related matters. This recruitment is to fill one regular, full-time position in the classification of Assistant or Associate Planner in the Planning Division.

We are currently hiring for a Planner (Assistant or Associate level), to join our Planning Division in our mission of serving the Community. The level at which an individual is hired will be dependent on the applicant's qualifications and work experience.

The city on the move!

The Community

The City of East Palo Alto is a beautiful community located in the heart of the Silicon Valley, bordering the San Francisco Bay. Founded by speculators and farmers in 1849, the town was originally named Ravenswood. East Palo Alto has a rich history of community self-determination since its relatively recent incorporation in 1983. The population is approximately 30,000 with an area of 2.5 square miles.

Community assets include:

- A rich historical heritage
- A culturally diverse community
- An active and engaged resident population
- A friendly residential community with a small town family oriented atmosphere
- A Bay Area location centrally located to San Francisco and East Bay and South Bay cities.

The Community is concerned about maintaining its quality of life and housing affordability while planning for balanced future development. The City expects to experience a significant increase in development review activity over the next 2-3 years, including commercial office space, affordable housing, and schools projects.

The Organization

The City of East Palo Alto is a general law city and operates under the Council/Manager Form of Government. Legislative authority is vested in a five member City Council elected at large, one of which is appointed Mayor by the Council. Key City Council advisory bodies include: the Planning Commission, Rent Stabilization Board, and the Public Works and Transportation Commission.

With a total operating budget of \$33.2 million and authorized staff of 113 employees, the City provides a variety of direct services to its residents. Along with the City Attorney's and City Manager's Offices, and typical internal departments, the City partners with the Menlo Park Fire Protection District, Veolia Water Company, and the East Palo Alto Sanitary District to meet its residents' needs.

The Department

The East Palo Alto Planning Division is responsible for current and long range planning within the city. The division maintains and updates the city's General Plan and interprets and enforces the city's Zoning Regulations. The division provides support to the Planning Commission .

The City of East Palo Alto and its Planning Division completed the process of updating the City's General Plan, which establishes policies, goals, and programs for the long-term physical development of the community. It's a guideline for implementing the community's vision for what residents and other stakeholders want the City to be for future generations.





The Position

The Assistant/Associate Planning position is a full-time position appointed by Planning Manager and Community and Economic Development Director; it is a non-exempt, SEIU classification. This is an exciting time for planning in East Palo Alto. The City is in process of updating the Ravenswood Business District Specific Plan, a designated Priority Development Area. The City is also processing multiple applications for large mixed use projects, housing and office developments. Planners will have the opportunity to work on complex and varied projects in an environment with a diverse and engaged community. Specific responsibilities for this position will include:

Assistant Planner: This is the first experienced-level class in the professional planning series. Initially under general supervision, incumbents with basic planning experience perform professional and technical planning work in current, advance, and/or environmental planning activities. As experience is gained, assignments become more varied and are performed with greater independence. Positions at this level usually perform most of the duties required of the positions at the Associate level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Associate Planner: This is the full journey-level class in the professional planning series. Incumbents are expected to perform the full range of professional and technical planning work in all of the following areas: current, advance, and/or environmental planning activities and daily departmental operations, in addition to providing project management and administration. Positions at this level are distinguished from the Assistant level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions 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. This class is distinguished from the Senior Planner in that the latter is the advanced journey-level class in the series and is responsible for organizing, assigning, and reviewing the work of departmental and/or contract staff involved in a major area of the Planning Division, in addition to performing the more complex planning and project management activities.

Positions in the professional planner class series are flexibly staffed and positions at the Associate level are normally filled by advancement from the Assistant level requiring two (2) years of experience at the Assistant-level and after gaining the knowledge, skill, experience, licenses, and certifications which meet the qualifications for and after demonstrating the ability to perform the work of the higher-level class.

Minimum Qualifications

Assistant and Associate Planner: Equivalent to a bachelor's degree in Urban Planning, Geography, Public Administration, Business Management or a closely related field.

Assistant Planner: One (1) year of full-time professional experience in planning, zoning and related community development activities.

Associate Planner: Three (3) years of professional experience in planning, zoning and related community development activities, or two (2) years of experience as Assistant Planner at the City of East Palo Alto.

Possession of a master's degree in City Planning, Architecture, Public Administration, Business Administration, or closely related field is desirable, and will substitute one-year of professional experience.

Licenses and Certifications:

Possession of a valid California Class C Driver's License and a good driving record, at the time of appointment.

Compensation and Benefits

Salary:

Assistant Planner: \$79,361—\$94,464

Associate Planner: \$85,660—\$104,120

Retirement:

CalPERS Classic Members — 2.5% @ 55 formula (Employee pays 8% employee contribution. Three year average final compensation.)

CalPERS New Members — 2% @ 62 formula

(Employee pays 6.25% employee contribution. Three year average final compensation.)

Benefits:

Medical: City pays 100% Employee Coverage and 65% Dependent Coverage)

Dental: (City pays full cost for employee only) **Life Insurance:** (City pays for coverage of \$25,000)

Long Term Disability: (City paid) **State Disability Insurance:** (Employee paid)

Holidays: 12 paid holidays / year **Vacation:** 80-hours per year

Sick Leave: 8 hours / month

Optional Benefits: Flex (125) Plan with Supplemental Benefits

HOW TO APPLY

Apply before first review date: December 3, 2021

To be considered, please submit your cover letter, application and supplemental questionnaire information at: <https://www.calopps.org/>

Application packets will be screened in relation to the criteria outlined in this brochure and job description (s). Candidates deemed to have the most relevant qualifications by the City may be invited to the panel interview. The most qualified candidates, as determined by the City, will be invited to the final interviews.

For additional information contact:

Irma Martinez, Human Resources Technician

Phone: (650) 382.8719 • Email: imartinez@cityofepa.org

The filing deadline is Friday, December 17, 2021 by 5:00 p.m.