



THE CITY OF REDWOOD CITY  
INVITES APPLICATIONS FOR:

## SENIOR PLANNER (LONG RANGE)

#25A-53

**Salary**  
**\$12,253.91 - \$14,706.34**  
**Monthly**

Opened: 09/05/2025

Closing: 10/03/2025 by 11:59 pm

*Hybrid schedule - 3 days in office and  
2 days working remotely. Approval  
required, subject to a telework  
agreement.*

### Application Process:

Apply online at

[www.CalOpps.org](http://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:

Virtual Oral board interviews  
tentatively scheduled for

**Thursday, October 23, 2025**

All applications including supplemental questions 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 the 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 Planning 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 Senior 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 Redwood City and adjacent neighborhoods
- Update to the City's Historic Preservation Ordinance
- Development of objective design standards
- Implementation of the City's Housing Element and related policy initiatives
- Research, tracking, and implementation of new State laws
- Development of policies and standards to address climate resilience 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 Senior 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:

- Leads development of City policy related to land use, urban design, housing, transportation, and related topics to support long range planning initiatives.
- Coordinates consultants and staff work on planning studies.
- Provides technical assistance to other City staff and the public in planning and development matters.
- Evaluates and analyzes large, complex development projects and proposals.
- Facilitates applications for planning permits and environmental review through the Zoning Administrator, Planning Commission, City Council, and other boards and commissions.

**BUILD A GREAT COMMUNITY TOGETHER**



**The Successful candidate will enjoy the Following benefits:**

- **Public Employees Retirement System:** (PERS) 2%@60 for current members, 2%@62 for new members
- **Health Insurance:** The City pays 90% of premium, up to \$2,461.99 /Mo.
- **Dental & Vision insurance:** 90% premium paid by the City.
- **Employee Assistance Program**
- **Vacation:** 10-25 days per year
- **Sick leave:** of 12 days per year
- **Holidays:** 15 paid days per year
- **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
- **Education, Technology & Wellness** Reimbursement program.
- **Commuter Benefits** – City matched \$100/month on commuter expenses for public use. (6-minute walk from Caltrain)



- Prepares or supervises the preparation of environmental review documents.
- Analyzes and prepares amendments to the General Plan and Zoning Ordinance.
- Provides information to the public and prepares a variety of planning reports and documents.
- Meets with representatives, professionals, citizens, and organizations related to their projects or long range policy.
- Responds to inquiries regarding zoning and subdivisions; reviews applications for compliance with ordinances.
- Makes presentations before the Planning Commission, City Council, committees, community groups, boards, and commissions and other governmental bodies, as required.
- May be designated as Zoning Administrator or as liaison for a committee at the direction of the Planning Manager or Community Development Director.
- Performs related duties as assigned.

## THE IDEAL CANDIDATE

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

- Both physical planning and policy development;
- Project management of one or more significant long range policy/planning projects;
- Design and implementation of the community engagement process for one or more significant long range planning/policy projects;
- Working with and managing consultant and development teams;
- Post-entitlement processing of complex development projects;
- Excellent analytical skills and strength in synthesizing and summarizing complex information;
- Ability to translate regional and state policy into local regulations;
- Excellent organizational and time management skills and experience managing and meeting multiple, overlapping project timelines and deadlines;
- Excellent writing and presentation skills and experience communicating complex planning concepts to diverse audiences;

Additionally the ideal candidate will be someone who: questionnaire

- 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 and abilities are qualifying. A typical way to obtain knowledge and abilities would be:*

### Experience:

Four years of increasingly responsible experience in the field of city or regional planning, community development, urban design, affordable housing, and/or a related field with at least three years of experience working in long range planning/policy development.

**BUILD A GREAT COMMUNITY TOGETHER**



**Education:**

Equivalent to a bachelor's degree from an accredited college or university with major coursework in planning or a related field. A master's degree in urban planning or related field is desirable.

**Knowledge of:**

- Theories, principles, and practices of urban and regional planning, including objectives, standards, trends and research methods in long range, current, environmental and/or transportation planning.
- Recent developments and informational sources in the field of urban and regional planning.
- Land use, physical design, and demographics; and environmental, social, and economic concepts.
- City's General Plan document, precise plans, zoning ordinance, City Charter, City Code, and related documents.
- Methods and practices of community engagement and organization and citizen participation.
- Principals of local, State, and Federal laws applicable to planning, zoning, subdivision and environmental review, including but not limited to, the California Environmental Quality Act (CEQA), Permit Streamlining Act, Subdivision Map Act, and the State of California Planning and Zoning law.
- Principals of the functions and practices of city government and other public agencies; functions and practices of municipal planning.
- Principles of organization, administration, and personnel management.

**Ability to:**

- Organize and implement professional planning activities.
- Interpret and implement planning policies, procedures, codes, and ordinances, and be able to communicate them clearly and effectively to diverse audiences.
- Conduct analytical studies, compile technical, statistical, and economic information, evaluate alternatives, and make reasoned recommendations.
- Interpret and communicate pertinent City and department policies and procedures.
- Prepare meeting and hearing materials and prepare agendas for a variety of planning-related committees.
- Provide technical guidance to subordinate staff.
- Establish and maintain effective working relationships with the public, other City personnel, and outside agencies.
- Write and present clear, concise, and high-quality correspondence, planning documents, and staff reports.
- Read and interpret architectural drawings and plans, maps, specifications and reports.
- Communicate effectively, both orally and in writing.
- Demonstrate initiative and exercise good judgment in the performance of duties.
- Work independently and as a team member, recognize and set priorities, and meet milestones.
- Manage complex projects and lead interdisciplinary teams, including coordinating tasks and schedules, facilitating meetings, identifying challenges, and meeting established timelines.
- Perform tasks with a high degree of independence under supervision of the Community Development Director or designee.
- Meet appropriate physical demands necessary for adequate job performance.

**A City application, resume, cover letter, and supplemental questionnaire are required.** *Failure to answer the questions will result in an incomplete application packet and your application will not be considered for the position.*

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



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**Supplemental Questionnaire  
Senior Planner (Long Range) #25A-53  
City of Redwood City**

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The supplemental questionnaire is a key component of your application and will be used to assist us in evaluating your qualifications, background, and writing skills. There is a maximum word count of 1,200 for all questions; we encourage you to take your time to reflect on the prompts and submit thoughtful and complete answers.

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 managing 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 developing and/or implementing 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 your project management style and illustrate it through a specific project you managed. What strategies/techniques did you use to ensure the project successfully met its goals/objectives, stayed on schedule, and obtained support from the community and key stakeholders?

**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.*