

Foster City is a Great Place to Live, Work and Play!

3.5 YEAR LIMITED TERM - SENIOR PLANNER



HISTORY

Incorporated in 1971 and named after real estate tycoon and visionary, T. Jack Foster, Foster City is a one-of-its-kind master planned community that rose out of the reclaimed marshlands of the San Francisco Bay. The original Master Plan envisioned a self-contained community with a variety of housing types, neighborhood shopping centers, waterfront lots and parks, and other commercial & industrial uses.

THE ORGANIZATION

Foster City is a General Law City and operates under the Council-Manager form of government. The five members of the City Council/EMID Board are elected to four-year terms. The City Manager is appointed by the City Council/EMID Board and serves as the chief executive of the municipal organization. Foster City is a full-service city with a total 2024-2025 budget of \$142.8 million. Projected staffing includes 179 FTEs.

MISSION

The mission of the City of Foster City is to deliver services, invest in quality infrastructure and implement policies that prioritize public safety, smart planning, a vibrant economy, fiscal stability, community connections, and a sustainable environment. In pursuit of this mission, we use community engagement and data to make decisions and measure progress based on economic, social, and environmental factors.



COMMUNITY DEVELOPMENT DEPARTMENT

The [Community Development Department](#) is committed to planning, improving and maintaining the quality of life and public safety in the City consistent with the Goals and Policies established by the City Council in the General Plan and other related City ordinances and regulations consistent with the City's heritage as a Master Planned community.

THE POSITION

This is the advanced journey-level classification in the professional planning series. Incumbents work under general direction and exercise a high level of discretion and independent judgment in performing the full range of routine to complex planning services for the City. Incumbents also provide lead direction to professional, technical, and administrative support staff.

The Senior Planner is someone who has a strong background in current and long-range planning and can provide complex planning services to the City, including ordinances, general plan, environmental compliance and other related areas.

This position leads, oversees and performs more complex responsibilities and land use analysis, manages consultants and lower-level staff, and works independently to exercise judgement to complete established priorities and assignments.

This position manages, organizes, executes, and completes major development projects, assists with city-wide policy planning efforts, and performs related duties as required.



IDEAL CANDIDATE

The ideal candidate would be someone who has a passion for city planning, would be a strategic thinker and problem-solver with the ability to handle multiple high-priority projects, meeting project deadlines.

The candidate would also have strong written and communication skills, is self-motivated, assists in making planning process-related improvements and has strong interpersonal skills when interacting with residents, business owners, developers, co-workers and appointed and elected officials.

Annual Compensation

\$131,713.08

to

\$160,098.00

EDUCATION & TRAINING

Any combination equivalent to experience and education that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way would be:

Education: Equivalent to a bachelor's degree in urban planning, regional planning, geography, architecture, or a closely related field.

Experience: Three (3) years as a Planner for the City of Foster City or equivalent or four (4) years of professional experience in planning, zoning, architecture, or a related field.

For knowledge, skills, and abilities, review the [Senior Planner](#) job description.

BENEFITS

The City of Foster City provides a superior benefits program which includes:

Retirement Plan: Participation in CalPERS in the 2% @ 62 retirement plan for new members and 2.7% @ 55 for classic members.

Leaves: 12 paid holidays; sick leave (5.66 hrs/month); vacation leave based on years of service; administrative leave.

Deferred Compensation: Voluntary 401(a) that include employer matching, 457(b)/VEBA (tax deferred health benefit program).

Health Benefits: Flexible benefits program including health, dental, vision, and medical/dependent care reimbursement accounts.

Work Schedule: Optional 9/80 work schedule. Telework available.

Other: Long-term disability insurance; and life insurance.



SELECTION PROCESS

The most qualified candidates will be invited to continue in the selection process. The selection process may consist of one or more of the following components: application review, performance-based exam, written exam, and panel interview. A final interview will be scheduled to fill the current vacancy following the establishment of the employment list. This list will be in effect for at least one-year. Once a top candidate is identified, we will conduct reference checks. After a conditional job offer, applicants must successfully pass a pre-employment background check and other requirements as applicable.

TO APPLY

A City/District application is required for consideration. Please keep in mind the closing date. Applications may be submitted online at www.calopps.org

