

# CITY OF SOUTH SAN FRANCISCO EMPLOYMENT OPPORTUNITY

Applications are being accepted for the position of:

## **Associate Planner**

City of South San Francisco • Human Resources Department • 650.877.8522 • [www.ssf.net](http://www.ssf.net) • EOE

**DEADLINE TO APPLY | THURSDAY, JULY 3, 2025 AT 5:00 P.M. OR UPON RECEIPT OF THE FIRST 100 QUALIFIED ONLINE APPLICATIONS, WHICHEVER OCCURS FIRST.**

**For detailed information and to apply online, go to: [www.calopps.org](http://www.calopps.org)**



**SALARY: \$103,792.00 - \$126,152.00 Annually**

Within the Department of Economic and Community Development, the Planning Division is responsible for drafting long-range plans and policy documents, processing applications for new development, reviewing the design of new construction to promote high-quality urban design and to ensure compliance with the City's Zoning Ordinance and development standards, administering the General Plan, Zoning Ordinance, and planning permits, and fostering careful consideration of historic structures and resources.

**IDEAL CANDIDATE |** The ideal Associate Planner is a collaborative, detail-oriented, and forward-thinking professional who possesses a strong foundation in urban and municipal planning along with a proactive approach to public service. This candidate thrives in a fast-paced, public-facing environment and demonstrates both technical proficiency and excellent interpersonal skills. The Associate Planner will review and interpret zoning regulations in order to complete a variety of current planning projects (commercial and residential land use entitlement projects, ministerial planning projects, and building permit plan checks), and will also assist with the development of new or amended legislation to address policy issues. The Associate Planner will also provide zoning, entitlement and planning process information to members of the public (at the Planning Counter, via email and phone). Skilled at analyzing planning and zoning issues, interpreting CEQA guidelines, reviewing building plans and development proposals, and preparing comprehensive written and oral reports, the ideal candidate can manage multiple planning projects independently while working effectively with other City departments, developers, and community members.

### **HOW TO APPLY**

**FINAL FILING DATE IS JULY 3, 2025 AT 5:00 P.M. OR UPON RECEIPT OF THE FIRST 100 ONLINE APPLICATIONS, WHICHEVER OCCURS FIRST.**

Apply online via CalOpps at:

<https://www.calopps.org/city-of-south-san-francisco>

**QUALIFICATIONS |** *Any combination of experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

#### **Experience**

Two years of progressively more responsible experience in municipal, county, regional, and/or private planning. A master's degree in planning may be substituted for one year of the experience requirement.

#### **Training**

A bachelor's degree from an accredited college or university with major coursework in planning, urban studies, architecture, landscape architecture, political science, engineering, geography, sociology, public administration, economics, or a closely related field.

**SELECTION PROCESS |** The process will first consist of a review of application materials, including responses to supplemental questions, which must be detailed and complete. Applicants whose submitted application materials demonstrate knowledge, skills and abilities in the best alignment with the required and desired qualifications of this position will be selected to participate in the next phase of the qualification and selection process, an oral panel interview (weighted at 100%), tentatively scheduled for **Wednesday, August 13, 2025**. Following this preliminary interview, the top scoring candidates will be invited to a final selection interview with the hiring department.

Possession of minimal qualifications does not guarantee advancement in the selection process and placement on the eligible employment list.

*This announcement is meant only as a general description guide and is subject to change. It does not constitute an expressed or implied contract.*

*Posting of June 2025.*