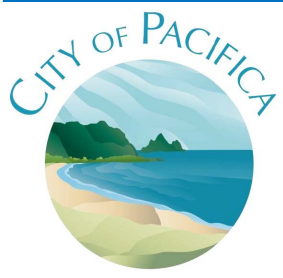




Assistant/Associate Planner

If you are a Planning professional looking for an amazing opportunity along the scenic coast of the Pacifica Ocean then don't wait apply now!



The City of Pacifica seeks an **Assistant/Associate Planner** to join our team under administrative direction of the Planning Department to help pioneer and manage future development while maintaining compatibility with community expectations.

We are the city of Pacifica a "beautiful coastal community" with a goal to foster a healthy, well designed, diverse and thriving environment, while preserving the heritage of a multi-cultural community. Pacifica has a variety of interesting and complex planning opportunities, including its continued efforts to update the General Plan, prepare a new Sharp Park specific plan, and obtain Coastal Commission certification of the Local Coastal Plan update approved by City Council in 2020. The City will also be working on comprehensive ordinance updates and a Rockaway Quarry specific plan, in addition to other planning activities. 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. This recruitment is to fill a 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 Community Development Department 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 of Pacifica is Hiring!

The Community

Over half of the land in this small city is protected open space with numerous city, county, state, and federal recreational areas. More than one thousand acres belong to the famed Golden Gate National Recreation Area. These bountiful parklands give Pacifica a spaciousness rarely found in suburban areas, yet it is only three miles from San Francisco's southern border and less than 20 minutes to downtown. The natural world of beaches, headlands and hills provides a wide range of recreational opportunities. These include surfing, scuba, fishing, paragliding, hiking, birding, mountain biking, boating and horseback riding. Pacifica also offers golf, tennis, bowling, archery and loads of team sports. Several miles of coastal and ridgetop trails tie Pacifica to neighboring communities.

The Organization

The City of Pacifica 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 commissions and committees include: the Planning Commission, Parks Beaches and Recreation Commission, Open Space and Parkland Advisory Committee, Library Advisory Committee, Beautification Advisory Committee, Economic Development Committee, and the Emergency Preparedness & Safety Commission.

With a total operating budget of \$48.1 million and authorized staff of 200.75 FTEs and 75 part-time 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 receives fire services from the North County Fire Authority, to meet its residents' needs.

The Department

The Pacifica 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 Planning Division's main work plan item in the current fiscal year is the Plan Pacifica process, which includes a comprehensive General Plan update, a new Sharp Park specific plan, and obtaining Coastal Commission certification of the City's Local Coastal Land Use Plan approved by the City Council in 2020. These plans will shape Pacifica's future for the next 20+ years and guide the long-term physical development of the community.





The Position

The Assistant/Associate Planning position is a full-time position appointed by Deputy Director of Planning and Planning Director. The Assistant Planner is non-exempt and falls under the Teamsters Miscellaneous Local 856 bargaining group. The Associate Planner is exempt and falls under the Teamsters Management Local 350—Miscellaneous who will provide a wide variety of assistance in support of the Planning Department.

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 three (3) 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.

**Employment Opportunity
(CalPERS Participant—No-Social Security Benefits)**

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: \$7,622—\$9,215

Benefits: <https://www.cityofpacific.org/home/showpublisheddocument/17038/638399677215470000>

Associate Planner: \$8,394—\$9,897

Benefits: <https://www.cityofpacific.org/home/showpublisheddocument/17014/638398804488570000>

Application & Selection Process

The filing deadline is :

December 1, 2024 by 11:59 p.m.

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:

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Human Resources Manager

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Email: icamarena@pacific.gov

The City of Pacifica is an
Equal Opportunity Employer.