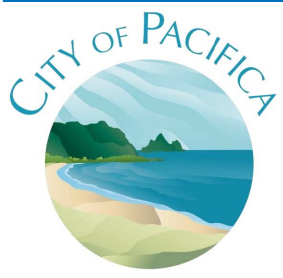




ASSOCIATE PLANNER

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 **Associate Planner** to join our team to manage a variety of challenging projects and programs and to serve the Pacifica community.

We are a beautiful coastal community with a goal to foster a healthy, well designed, diverse and thriving environment. Pacifica has a variety of interesting and complex planning opportunities, including its efforts to implement the recently adopted 2040 General Plan and 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 residents, developers, and the business community.

This recruitment is to fill a one full-time opening in the Planning Division of the Planning Department.

The City of Pacifica is Hiring!

The Community

Nearly half of the land in Pacifica 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, 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 \$43 million and authorized staff of 173 FTEs and many more 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 is responsible for a number of City Council priority projects in the FY 2022-2023 work plan, including a Housing Element update and creation of a Rockaway Quarry Specific Plan. It also supports a number of other City Council priority projects led by other departments. These items are critical to Pacifica's future in the decades to come.





The Position

The Associate Planner position is a full-time position appointed by the Planning Director. The Associate Planner classification is exempt under the FLSA and falls under the Teamsters Local 350 Management Unit bargaining group.

Specific responsibilities for this position will include:

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.

Minimum Qualifications

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

Three (3) years of full-time professional experience in planning, zoning and related community development activities.

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: \$7,912—\$9,329 monthly

Benefits: <https://www.cityofpacificacounty.org/home/showpublisheddocument/712/637828549722530000>

Remote Work

The standard work schedule for Planning Division employees is 40 hours per week in the office. Remote work may be authorized up to two days per week with supervisor approval.

Application & Selection Process

Open Posting: October 5, 2022

The filing deadline is as follows:

First Review:

October 26, 2022 by 5:00 p.m.

Open Until Filled

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. 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:

Human Resources

Phone: (650) 738-7300

Email: hr@pacificacounty.gov

Tentative Schedule

All dates are subject to change at the discretion of the City.

Panel Interviews

Week of November 1-4, 2022

Final Interviews

Week of November 7- 11, 2022

Tentative Start Date

November 2022

**The City of Pacifica is an
Equal Opportunity
Employer.**