



## PLANNING MANAGER COMMUNITY DEVELOPMENT

*Are you interested in being part of a dynamic City where you can truly make an impact? Do you enjoy the challenge of working in a professionally diverse and complex, fast-moving environment? Can you use your exceptional leadership skills to guide and support a group of dedicated professionals? If so, the Fremont Community Development Department may be the place for you!*



**First Review of Applications: September 6, 2019**

Interested candidates are encouraged to apply immediately.

## ABOUT FREMONT

Centrally located and serving as the eastern anchor of the Bay Area and Silicon Valley, the City of Fremont (pop. 235,439) prides itself on being a vibrant and strategically urban community. Fremont has developed into a technological and advanced manufacturing power base that captures metropolitan living at its best. It is also one of the most ethnically and culturally diverse cities in the Bay Area.



Within its 90-square miles, Fremont boasts over 42 million square feet of office, R&D, manufacturing, and warehouse building space. It is home to a wide variety of innovative high tech, life science, and clean technology firms including Tesla Motors, Lam Research, Thermo Fisher Scientific, Redwood Systems, Boston Scientific, and Western Digital, among many others. The city's Innovation District is known as the hottest new address for start-ups. Over the last two years, companies in Fremont received more than \$400 million in venture funding according to PitchBook Data. Fremont is a city on the move!

Fremont is an employer that values its people, creativity, quality service, integrity, open communication, collaboration, mutual respect, and diversity. Employees find their work challenging, yet rewarding, and most importantly, enjoy the chance to make a difference through public service.

## THE VISION

The City of Fremont has branded itself as strategically urban and as the Advanced Manufacturing Hub in Silicon Valley. Now, the City is in the midst of developing its Downtown and Warm Springs Innovation District as well as implementing land use policies and programs that will promote thoughtful and sustainable development that will lead Fremont into the future.

## THE POSITION

As an integral member of the Community Development Department's management team, the Planning Manager will plan, organize and manage the current and long range planning activities relating to the general plan and zoning code implementation and interpretation. The incumbent will act as: City Planner in the implementation and interpretation of City ordinances and regulations, and Secretary of the Planning Commission. In addition, the successful candidate will identify policy issues and work with staff to develop options and recommend solutions.



## EXAMPLES OF DUTIES

- Supervises preparation of the City Planning Commission agenda and compilation of required reports and documents.
- Participates as a team member in the work of the department's management team, understanding and then implementing assigned duties and responsibilities to support team goals and objectives. Works cooperatively with other team members, receiving and sharing information, soliciting input, identifying operational and interpersonal issues, participating in the development of problem solving solutions.
- Recommends and justifies program goals and related financial and staff resource needs.
- Monitors and reviews operations, employee performance, staff development, and program implementation for customer satisfaction, efficiency, effectiveness, work priorities, and compliance with laws, rules, regulations, and standards.
- Develops and maintains positive collaborative relationships and problem solving with other City departments.
- Ensures that staff is provided with resources and technology necessary to provide customer efficient project management and responsiveness to the public.
- Evaluates staff performance; provides employee counseling, recommends employee discipline and develops and implements employee development plans.
- Participates in developing, interpreting, and communicating appropriate application of policy and operational procedures.
- Reviews policies, legislation, existing processes and procedures to determine where improvement can be made.
- Reviews and interprets laws, rules, regulations and ordinances.
- Develops and implements productivity measurements and statistics.
- Recommends hiring of consultants.
- Prepares or directs the preparation of requests for proposals and reviews and evaluates proposals.
- Provides technical expertise to other City departments and divisions.
- Takes the lead role in tracking legislative changes and informs the management team of impacts to the City and develops implementation strategies to ensure Fremont compliance with changes.
- Provides information to and represents the City with representatives from State, federal and other local agencies.
- Represents the City in the community and with other organizations.
- Make presentations to the Planning Commission, City Council, community groups and professional organizations.



## CANDIDATE PROFILE

Any combination of education and/or experience that has provided the knowledge and skills necessary to satisfactory job performance would be qualifying. A typical way to obtain the required knowledge and skills would be: Possession of a Bachelor's degree from an accredited college or university in city planning, architecture, public administration, civil engineering or a closely related field and six years of progressively responsible experience performing varied and complex planning work, three years of which have included supervising professional staff. A Master's Degree from an accredited college or university in city planning, architecture, public administration, civil engineering or a closely related field is highly desirable.

- ◆ Possess knowledge and experience in urban design, place-making, transportation/multi-modal system, environmental review
- ◆ Provide leadership to motivate staff and ensure resources are appropriately allocated
- ◆ Demonstrate exceptional skill in written and oral communication
- ◆ Analyze, interpret and present qualitative and quantitative information in an informative manner for City Council, boards, commissions and other community stakeholders
- ◆ Make sound decisions under pressure
- ◆ Exercise prudent budget management and cost-effective service delivery
- ◆ Inspire cooperation and confidence in others
- ◆ Possess the ability to design, facilitate and improve organizational development processes
- ◆ Exhibit personal accountability and integrity
- ◆ Build and maintain cooperative working relationships with staff and clients

\*This position requires the possession of a valid California driver’s license in order to travel independently within and outside City limits to fulfill assigned duties and responsibilities.

**COMPENSATION & BENEFITS**

The annual salary for this position is \$137,315—\$185,327 depending on qualifications.  
CalPERS Retirement Benefit\*

- Classic Employees - 2.0% @ 60 benefit, 3 year final average compensation.
- New Employees - 2.0% @ 62 benefit, 3 year final average compensation.
- Required PERS contributions vary by plan. All required contributions are tax deferred.
- Cafeteria Benefits Plan for employees/dependents includes up to \$2,230.18 monthly to purchase medical, dental and vision plans; child care and medical expenses can be paid for with pre-tax dollars.

A complete benefits summary can be found at Fremont.gov or by using this link: [Benefits](#)

This is a Fremont Association of Management Employees (FAME) represented position with a probationary period of twelve (12)months.

\*Refer to CalPERS web site for complete definitions of Classic and New employees: [www.calpers.ca.gov](http://www.calpers.ca.gov)

**HOW TO JOIN OUR TEAM**

To be considered for this position, apply online by submitting a completed City application and resume through our on line application system: [City Jobs](#)

The process may include individual and/or panel interviews, written exercise, fingerprint check, and other related components. Only those candidates who have the best combination of qualifications in relation to the requirements and duties of the position will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to participate in the process.

**REASONABLE ACCOMMODATION**

Human Resources will make reasonable efforts in the examination process to accommodate persons with disabilities.

Please advise Human Resources of any special needs a minimum of 5 days in advance of the selection process by calling (510) 494-4660.

**HUMAN RESOURCES DEPARTMENT**  
City of Fremont  
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Fremont, CA 94538  
Phone: (510) 494-4660



**Tentative Recruitment Schedule**  
First Review of Applications: 9/6/2019  
Oral Board Interviews: Week of 9/16/2019  
Departmental Interviews: Week of 9/23/2019