

City of East Palo Alto

**Invites you to apply
for the position of:**



**Planning Division
Manager**

Salary Range: \$115,760—\$ 140,708 / Annually
(Salary Currently Under Review)

OPEN UNTIL FILLED

First Review of Applications - December 6, 2019

The Community

The City of East Palo Alto is a beautiful community located in the heart of the Silicon Valley, bordering the San Francisco Bay. Founded by speculators and farmers in 1849, the town was originally named Ravenswood. East Palo Alto has a rich history of community self-determination since its relatively recent incorporation in 1983. The population is approximately 30,000 with an area of 2.5 square miles.

Community assets include:

- A rich historical heritage
- A culturally diverse community
- An active and engaged resident population
- A friendly residential community with a small-town family-oriented atmosphere
- A Bay Area location centrally located to San Francisco and East Bay and South Bay cities.

The Community is concerned about maintaining its quality of life and housing affordability while planning for balanced future development. The City expects to experience a significant increase in development review activity over the next 2-3 years, including commercial office space, affordable housing, and schools' projects.

The Organization

The City of East Palo Alto 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 advisory bodies include: The Planning Commission, Rent Stabilization Board, and the Public Works and Transportation Commission.

With a total operating budget of \$33.2 million and authorized staff of 112 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 partners with the Menlo Park Fire Protection District, American Water Company, and the East Palo Alto Sanitary District to meet its residents' needs.

The Opportunity

The City of East Palo Alto is experiencing the most of development in the City's history. Currently, the City is processing development applications for nearly three (3) million square feet of non-residential and an estimated 1,000 residential units. If you are a dynamic leader seeking to manage a great team responsible for processing high-profile projects, this may be the opportunity for you;

This classification is FLSA exempt and reports directly to the Community and Economic Development Director; provides direction, training and direct supervision of subordinate professional, technical and administrative support staff

This is full-time, At-Will Management position that performs a variety of managerial, supervisory, technical, and professional duties related to current and advance planning and special projects; provides supervision and oversight of daily planning operations; trains and evaluates personnel in Planning Division; performs related duties as required.

The Ideal Candidate

- Oversee the daily operations of the Planning Division.
- Extensive experience with the California Environmental Quality Act (CEQA)
- Plan and administer the City's General Plan.
- Plan and administers special programs or projects as directed by the City Council and Planning Commission.
- Assign and review the work of assigned staff.
- Develop training programs for division personnel.
- Provide coordination and oversight in the use of the department's manual and automated systems and capabilities.
- Analyze, propose, and implement solutions for complex planning problems in an independent manner.
- Prepare and manage the Planning Department's annual budget, including estimating expenditures and projecting revenues.
- Perform research, analysis and planning for complex planning and redevelopment projects.
- Gather, analyze and present data in form of written, graphic and oral reports for use before the Planning Commission, City Council and citizen committees and groups.
- Administer planning and environmental consulting contracts.
- Attend meetings, conferences and training sessions and represents the division/department on Inter-departmental committees and city-wide task forces.
- Determine work procedures, prepare work schedules, and expedites workflow studies and standardizes procedures to improve efficiency and effectiveness of operations.
- Resolve complex and sensitive customer service issues, either personally, by telephone or in writing.
- Oversee the permitting functions of the department, including application, fee assessment and collection, application and plan review, permit issuance, inspection and occupancy.
- Ensure the maintenance and accurate and complete records of department activities and of records relating to planning applications, permits, maps, blueprints, overlay, and sketches pertinent to urban planning and development programs and projects.
- Monitor inter-governmental decisions and legislation effecting departmental operations and take appropriate action.
- Serves as the Planning Commission Secretary in the absence of the Department Director.

Minimum Qualifications

MINIMUM QUALIFICATIONS REQUIRED

Education:

Bachelor's Degree from an accredited college or university with a degree in Land-Use Planning, Urban Planning, Public Administration, Business Administration, Community Development, or a closely related field; and

Experience:

Three (3) to Five (5) years of progressively responsible professional experience in urban planning with emphasis in current and advance planning. Two (2) years of supervisory experience is preferred.

Licenses and/or Certifications:

- Valid California Class C Driver's License and a good driving record, at the time of appointment.
- AICP Certification

DESIRED QUALIFICATIONS

Master's Degree in Urban Planning, Public Administration, Business Administration, Community Development, or closely related field is desirable, and will substitute one-year of experience.

Compensation and Benefits

Retirement:

CalPERS Classic Members — 2.5% @ 55 formula

(Employee pays 8% employee contribution. Three year average final compensation.)

CalPERS New Members — 2% @ 62 formula

(Employee pays 6.25% employee contribution. Three year average final compensation.)

Benefits:

Medical: City pays 100% of Employee Coverage for Kaiser and 65% Dependent Coverage

If employee chooses to upgrade to Sutter Health, there will be an additional cost to the employee.

Dental: City pays full cost for employee only

Life Insurance: City pays for coverage of \$100,000

Long Term Disability: City paid

State Disability Insurance: Employee paid

Management Leave: up to 60 hours / year

Holidays: 12 paid holidays / year

Vacation: Two-weeks per year

Sick Leave: 8 hours / month

Optional Benefits: Flex (125) Plan with Supplemental Benefits

Alternative Work Schedule: May be available based on the needs of the Department

Application & Selection Process

To be considered, please submit your cover letter, application and supplemental information at: www.calopps.org. The first review of applications will start on December 6, 2019. The City reserves the right to end or extend the recruitment at that time.

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:

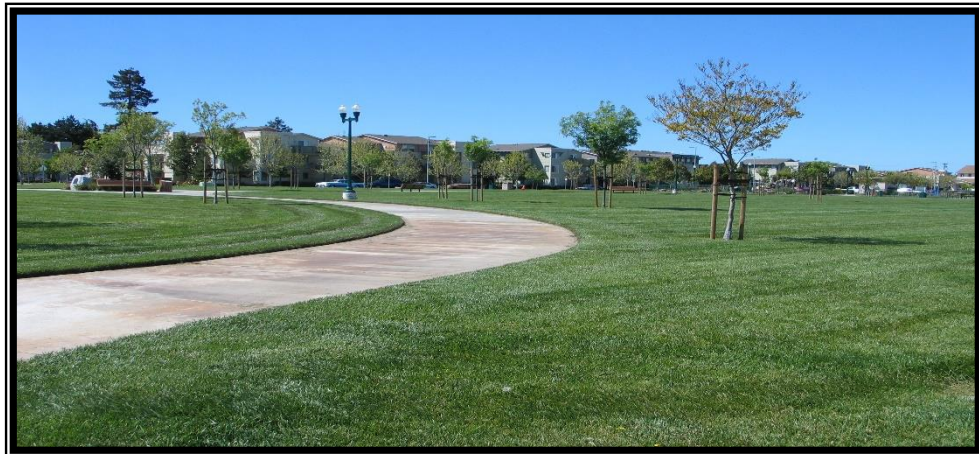
Irene Camarena

Human Resources Manager

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For additional information visit our website at: www.cityofepa.org



The City of East Palo Alto provides Equal Employment Opportunity to all applicants regardless of sex, race, color, marital status, religion, ancestry, national origin, medical condition, disability, age, sexual orientation. Anyone requiring auxiliary aids or services to attend or participate in the examination should contact the Human Resources Department at least (7) seven working days in advance to arrange for accommodation.