



The City of Union City is welcoming qualified applicants for:

PLANNING MANAGER

Monthly Salary: \$11,910 - \$14,277

ABOUT UNION CITY

We are Union City. Our diverse and unified people, excellent educational institutions, unsurpassed quality of life, strong economy, and world-renowned location make our city the ideal place to do business, work, and live.

Incorporated in 1959, we proudly maintain our small-town feel while living in the center of the Bay Area, with San Francisco and Silicon Valley just minutes away. We have grown into an ethnically diverse community of about 70,000 residents, and our highly regarded New Haven Unified School District serves about 13,000 K-12 students.

Eighteen square miles in area, our community offers a variety of housing, with affordable and upscale homes available in many charming neighborhoods throughout the city. Our transit-oriented Station District, located around the Union City BART station, boasts housing and business development opportunities with easy, convenient access to major public transit running throughout the Bay Area. We also have many wonderful parks, sports fields, community centers, and a variety of recreation programs and social services for residents of all ages.

THE POSITION

Under general direction, the Planning Manager performs a variety of management and complex planning functions which includes, but is not limited to, supervision of the Planning Division staff; management of complex land use projects and plans and related tasks; presentations before the City Council, Planning Commission and other City commissions, committees and community groups; serving as a member of the City's Management Team and performing related tasks as required.

ESSENTIAL DUTIES

Duties may include but are not limited to the following:

- Plans, organizes, and directs the overall work activities of the Planning Division.
- Reviews and evaluates the job performance of the subordinate personnel, providing training as needed.
- Oversees the review and analysis of development proposals, including participation in the more complex and major projects; interprets and enforces zoning ordinance provisions and other codes related to community standards.
- Conducts presentations on planning recommendations and other planning-related topics before the Planning commission, City Council, community groups and organizations; works with other City departments in coordinating the division's programs and projects.

- Conducts research and analysis of land use and related issues.
- Prepares environmental review documents.
- Prepares long range planning documents (e.g. General Plan update, Specific Plans, Climate Action Plan, etc.) and updates to the Zoning Ordinance.
- Manages a variety of consultants working on current, long range, and environmental planning projects.
- Participates in regional advisory groups including: Alameda County Transportation Commission Technical Advisory Committee, MTC Regional Advisory Working Group, East Bay Energy Watch Strategic Advisory Committee, Energy Council Technical Advisory Group, and Spare the Air Southern Alameda County Resource Team;
- Manages the City's sustainability efforts.
- Prepares written reports; may serve as secretary to the Planning Commission, the zoning administrator and act as Economic and Community Development Director in the absence of the Director.

QUALIFICATIONS

Knowledge of:

- Principles, methods, practices and trends of urban planning and zoning administration;
- Federal, state, regional, and local laws and policies as they relate to the regulation of land-use including the California Environmental Quality Act and the Subdivision Map Act;
- Architectural design and site planning principles and ability to review and provide feedback on architectural drawings;
- Sustainability principles and methods including green building, climate action planning, and energy efficiency;
- Data collection and statistical analysis methods;
- Computer software programs including Microsoft Office, internet applications and GIS;
- General principles and practices of effective organization, administration and personnel management.

Ability to:

- Read, comprehend, and interpret complex laws, ordinances, regulations, policies, and procedures;
- Collect, analyze, interpret and apply a variety of data and information involving complex zoning and planning projects and make effective decisions regarding such issues;
- Prepare clear concise written reports, and make effective oral presentations;
- Establish and maintain helpful working relationships with the public, other city personnel, and outside agencies;

- Plan, organize and coordinate division personnel, programs and projects; formulate and implement administrative procedures

EDUCATION AND EXPERIENCE

Any combination of education and experience that has led to the acquisition of the requisite knowledge, skills and abilities may be considered. Typical ways of acquiring these knowledges, skills and abilities are:

Bachelor's degree with major course work in urban planning, urban design, public administration, or related field and five (5) years of progressively responsible planning experience including management of planning staff, preferably in a municipal setting.

A master's degree in urban planning, or related field, and AICP Certification is highly preferred!

OTHER REQUIREMENTS

- Must possess a valid California driver's license in order to travel independently within and outside City limits to fulfill assigned duties and responsibilities.
- Must successfully complete a background check, which includes fingerprinting and verification of education and experience.

APPLICATION PROCESS

Application and resume should be submitted on-line via the CalOpps website. All interested applicants are encouraged to apply immediately. Once a sufficient number of qualified applications are received the recruitment may close without notice.

CalOpps Recruitment Link: <https://www.calopps.org/union-city/job-20012865>

Resumes will not be accepted in lieu of a completed application. Application and resume will be reviewed and evaluated using, in part, the criteria contained in this brochure.

The selection process may consist of one or more of the following components: a written exam, an oral interview, and medical exam. Only a limited number of persons whose application materials clearly demonstrate that they meet the needs of the City in terms of training, experience, education, and other job related characteristics will be invited to participate in the selection process. Meeting the minimum qualifications does not guarantee an invitation to participate in the process.

Applicants who are invited to continue in the selection process will be notified by e-mail. Successful candidates' names will be placed on an employment eligibility list. The eligibility list will remain in effect for a minimum of one year from the date the list is established. Additional vacancies that occur for this classification may be hired from the list.

The City of Union City is an Equal Opportunity Employer and values diversity at all levels of its workforce.