



SAN RAFAEL

THE CITY WITH A MISSION

Planning Manager

\$9,161 - \$11,136 per month

Plus excellent benefits

(The salary above reflects a 5% furlough reduction for FY20/21)

APPLICATION DEADLINE: *Apply by Friday April 16, 2021 for first consideration*

THE POSITION:

The City of San Rafael Community Development Department is seeking a full-time Planning Manager. This position performs a variety of managerial and complex planning functions which include managing the current and/or long-range planning functions of the department and providing direct and indirect supervision over professional, paraprofessional, technical, support staff, and contractors. The Planning Manager is responsible for formulating policy, developing goals and objectives, planning, developing and administering the assigned division's budget and providing guidance on day-to-day operations.

This position performs the following essential job duties (including but not limited to):

- Develops strong relationships within the organization and within the community.
- Supports programs that improve equity, inclusion, and diversity.
- Manages Long Range and/or Current Planning Sections activities and programs; reviews and evaluates work methods and procedures; assesses and monitors workloads, schedules, and support systems; assigns projects and programmatic areas of responsibility; directs and implements changes, as necessary.
- Selects, trains, supervises, motivates, and evaluates assigned personnel; provides and coordinates staff training on planning activities, skills, techniques, and procedures.
- Monitors work activities to ensure compliance with established policies and procedures; sets performance standards and evaluates performance; works with employees to correct deficiencies and implements corrective actions or discipline as necessary.
- Administers the General Plan, Zoning Ordinance, Subdivision Ordinance, California Environmental Quality Act (CEQA) and all other planning related ordinances and adopted policies.
- Performs research, analysis and planning for complex planning projects and/or land use/housing policy; gathers, analyzes and presents data in the form of written, graphic and oral reports for use before the Planning Commission, City Council and citizen committees and groups.
- Develops and recommends changes on zoning regulations and the City's General Plan.
- Prepares or assists with preparation of division budget.
- Oversees the review and analysis of development proposals or planning studies, including participation in more complex and major projects.
- Interprets, implements, and enforces the General Plan, zoning codes, and other codes related to the maintenance of community standards.
- Develops and recommends changes on zoning regulations and the City's General Plan.
- Makes presentations before the Design Review Board, Planning Commission, City Council, Community Groups and other organizations.
- Administers planning and environmental consultant contracts.

- Attends meetings, conferences and training sessions and represents the department on inter-departmental committees and City-wide task forces.
- Works closely and effectively with other City departments and governmental jurisdictions to coordinate the division's programs and projects.
- Prepares environmental review documents and directs the work of consultants in preparation of environmental documents; prepares written reports.
- Serves as lead advisor to the Planning Commission. Coordinates the agenda for Planning Commission meetings.
- Performs related duties as required.

To be eligible for this position, you must have knowledge of:

- Principles, methods and practices of land use, planning, housing policy and zoning administration.
- California Planning Law, Environmental Quality Act and Subdivision Map Act.
- Principles and practices of leading an effective organization.
- Principles of supervision.
- Current and long-range planning.
- Technology as it pertains to Planning, including the use of Word, Excel, PowerPoint, GIS, permit tracking, remote work technology and other technology as needed to effectively manage a Planning Division.

To be eligible for this position, you must have the ability to:

- Plan, organize, and coordinate section personnel, programs and projects.
- Formulate and implement administrative procedures.
- Collect, analyze, interpret and apply complex zoning and planning data.
- Make effective decisions regarding planning and zoning.
- Communicate effectively, orally and in writing.
- Plan for and facilitate effective community meetings.
- Work effectively with the public, community groups, boards and commissions, other City personnel and governmental jurisdictions.
- Ability to attend evenings meetings.
- Ability to process and manage complex development applications or long-range planning studies.
- Lead by example, promote professional growth and development of subordinate staff and peers.
- Build consensus.

EDUCATION and/or EXPERIENCE:

Any combination of education and experience that demonstrates possession of the requisite knowledge, skills, and abilities. A typical way to obtain these would be:

- Bachelor's degree in city planning, public administration or other similar programs, **AND**
- At least one (1) year in a supervisory capacity

SPECIAL REQUIREMENT:

- AICP certification is preferred but not required
- Possession of a valid driver's license

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to use hands to finger coordination, handle, or feel and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is regularly exposed to video display and regularly works indoors. The employee is occasionally exposed to outdoor weather conditions and occasionally works evenings or weekends. The noise level in the work environment is typically quiet.

APPLICATION AND SELECTION PROCESS:

City of San Rafael application is required. Resumes do not substitute for the City application. Candidates should detail related education and experience on the application. The examination process may include the following application appraisal and oral board interview examination. The passing point for the oral board examination final score will be 70%. Note: Prior to appointment, candidate must pass a pre-employment physical, background check, driving record, credit check, and fingerprinting. To file an application, go to: www.calopps.org. Select "Member Agencies". Select "San Rafael". Follow this link to submit your application: <https://www.calopps.org/san-rafael/job-20096623>

For more information about the City of San Rafael, please visit www.cityofsanrafael.org.

Reasonable Accommodation: The City of San Rafael will make reasonable accommodations in the exam process to accommodate disabled applicants. If you have a disability for which you require an accommodation, please contact us at (415) 485-3474 before the test date. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. Such accommodations must be requested by the applicant.