

CITY OF EAST PALO ALTO

Invites you to apply for the position of:
SENIOR PLANNER



Salary Range: \$8,200—\$9,967/ Monthly

Closing Date: Friday, December 17, 2022

This is a professional advanced journey-level classification in the Planner series. Incumbents work under general supervision from the Planning Manager and exercise a high level of discretion and independent judgment in performing the full range of routine to complex planning functions, with a primary emphasis on current and advance planning and environmental impact, protection, and compliance issues. Incumbents also provide lead direction to clerical, technical and professional level staff. Successful performance of the work requires a broad professional background as well as skill in coordinating assigned work with that of other City departments and public agencies. Responsibilities may include assisting with performing specified departmental day-to-day administrative functions.



The Community

The City of East Palo Alto is a beautiful community located in the heart of the Silicon Valley, and is uniquely positioned to maximize its potential as a significant city in the region. Founded by speculators and farmers in 1849, the town was originally named Ravenswood. In 1983 the residents decided to incorporate as East Palo Alto. The population is approximately 29,143 with an area of 2.5 square miles.

Community assets include:

- A rich historical heritage
- A culturally diverse community
- A moderate climate
- Bay Area location within close proximity to the San Francisco and San Jose International Airports
- Sensitivity and commitment to the environment and to expanding open space and park facilities
- A friendly residential community with a small town family oriented atmosphere
- Excellent private schools and progressive public school district
- An active citizen involvement

The Ideal Candidate

This is an unprecedented time for planning in East Palo Alto. The City is in process of updating the Ravenswood Business District Specific Plan, a designated Priority Development Area. The City is also processing multiple applications for large mixed use projects, housing and office developments. The senior planner will have the opportunity to work on complex and varied projects in an environment with a diverse and engaged community. The ideal candidate will function and provide leadership on a project by project basis in support and with direction from the Planning Manager or other staff as designated. Under general direction, plans, assigns and directs the work of staff within the division; supervises professional, technical and clerical staff in the accomplishment of their work; performs professional level planning work, coordinates the work of the division with other divisions within the City, other departments, agencies and boards. May act as Division Manager during the absence of the Division Manager.

The Organization

East Palo Alto is a general law city incorporated in 1983; and, operates under the Council/Manager Form of Government. Legislative authority is vested in a five member City Council elected at large for four-year overlapping terms. Key City Council advisory bodies include: the Planning Commission, Rent Stabilization Board, Senior Advisory Committee, and the Public Works and Transportation Commission.

Annually, the Council selects a Mayor and Vice Mayor from its members. The City Council appoints the City Manager and City Attorney. The City Manager is appointing authority for all employees, including four department executives.

It is an exciting time here at the City of East Palo Alto, we are the "City on the Move" Our economic development goal is to foster a healthy and thriving business environment.



- ▶ Serves as project manager for multiple complex current and/or long-range planning projects and special planning studies, including in-depth application and plan review, coordination with applicants to obtain additional information and project changes, preparing legal notices, posting notices on sites, background research, preparing staff reports, attending public hearings and making presentations, monitoring implementation measures and conditions of approval, checking submittals for building plan check, and inspecting development and capital improvement sites at the beginning and upon completion of the project; reviews project applications and plans submitted for Design Review Committee, Planning Commission, and City Council considerations at public hearings.
- ▶ Interprets and applies Federal, State, and local laws, rules, and regulations to ensure that public and private projects are in compliance, including the California Environmental Quality Act (CEQA), Subdivision Map Act, Public Resource Code, General Plan, Specific Plans, Design Specifications, and Local Guidelines and procedures.

- ▶ Interacts and communicates with a variety of individuals and groups at the public service counter, in the field, over the telephone, at public hearings, and in discussion forums, including other City departments and public agencies, elected and appointed City officials, developers, consultants, architects, engineers, attorneys, appraisers, real estate agents, property owners, and the general public for the purpose of obtaining or providing information, coordinating activities, processing projects, negotiating plan changes, and formulating recommendations.

Minimum Qualifications

Education and Experience:

Equivalent to a bachelor's degree in urban planning, community development, business or public administration, or a related field and five years (5) years of professional experience in planning, zoning and related community development activities, or two (2) years of experience as Associate Planner at the City of East Palo Alto.

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.

City of East Palo Alto

Community Development Department

The Community and Economic Development Department seeks to make East Palo Alto a wonderful place to live, work, and play. The Department accomplishes this through effective current and long-range municipal planning, housing management, ensuring code compliance, and managing business attraction, development, and retention opportunities in East Palo Alto.

Benefits & Compensation

Retirement: CalPERS Classic Members - 2.5% @ 55 formula Employee pays 8% employee contribution. * Three (3) year average final compensation.

CalPERS New Members—2% @ 62 formula
Employee pays 6.25% employee contribution * Three (3) year average final compensation

Medical: (City pays 100% Employee Coverage and 65% Dependent Coverage)

Dental: (City pays full cost for employee only)

Life Insurance: (City pays for coverage of \$75,000)

Long Term Disability: (City paid)

State Disability Insurance: (Employee paid)

Management Leave: up to 60 hours/year

Holidays: 13 paid holidays/year

Vacation: 80-hours per year

Sick Leave: 8 hours/month

Optional Benefits: Flex (125) Plan with Supplemental Benefits



HOW TO APPLY:

Go to: www.calopps.org to apply online.

To be considered for this employment opportunity, please complete the City Application, and the Supplemental Questionnaire.

If you have any questions please contact Irma Martinez, Human Resources Technician (650)382.8719.

The City of East Palo Alto's goal is to attract, develop and retain a diverse, well-qualified and professional workforce.

Candidates should apply before the closing date of December 17, 2021.

Candidates should be aware that references will not be contacted until mutual interest has been established.