



INVITES APPLICATIONS FOR THE POSITION OF

## PLANNING MANAGER

APPLY ONLINE AT [WWW.CALOPPS.ORG](http://WWW.CALOPPS.ORG)

### SALARY

\$11,124 - \$13,907 per month

### JOB TYPE

Full-Time, Regular

### FILING DEADLINE

Tuesday, January 15, 2019, at 5:00 PM

### THE POSITION

This is an exciting career opportunity to serve as a key team member of a progressive organization in a community where high-quality growth and superior customer services are the norm. Under administrative direction of the Community Development Director, the Planning Manager plans, organizes and directs the activities and programs of the Planning Division including zoning, code enforcement, processing of permits, subdivisions, and environmental review, administration, participates in the transportation and capital improvement planning, housing programs, and the general plan.

### KEY ELEMENTS

The following duties are normal for this classification. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Plans, organizes, directs and coordinates all Planning Division activities including advance and current planning and code enforcement activities; prepares and administers the Division budget.
- Assists in the development and implementation of goals, objectives, policies and priorities for the Division to assure the efficient and effective operation of the Planning Division.
- Hires, supervises, trains and evaluates Planning Division personnel; interprets City policies and procedures to employees; is responsible for morale and productivity of assigned staff.
- Manages consultant contracts for the Division and the work performed by consulting contract staff.
- Develops operational policies and procedures to ensure effective departmental operation and provides for continuous improvement of the Planning Division.
- Reviews community growth patterns, trends in land use, community needs and other factors in originating recommendations for controlling and regulating community development.
- Establishes systems to ensure consistency within the Division.
- Functions as a Project Manager on highly complex Planning Division projects; prepares complex reports, letters and newsletters.
- Makes presentations to the City Council, Planning Commission and other groups; explains Division policies to the public and developers; may conduct general administrative projects concerning matters outside the scope of the Planning function.

- Develops and implements Division goals, objectives, policies and priorities.
- Confers with and provides professional assistance to members of City departments on matters related to functional areas of responsibility.
- Establishes and maintains liaisons with appropriate government bodies, private firms, organizations or individuals to assist in achieving City objectives and ensuring compliance with appropriate laws and development standards.
- Meets with representatives, professionals, citizens and organizations to encourage action or resolve problems related to the Division's activities and projects; and effectively provides training and direction consistent with the City's commitment to exceptional customer service.
- Performs related duties as required.

## CANDIDATE QUALIFICATIONS

1. **Education**: Graduation from a four-year college or university with major course work in city or regional planning, urban planning, or a closely related field. A Master's degree in a related field is preferred
2. **Experience**: Five years of progressively responsible, professional level experience in current and advanced planning which includes at least two years of supervisory experience. Local government, large-scale development and planned growth management experience is highly desirable.
3. **Licenses, Certificates**: Possession of a valid California Class C drivers' license and Certificate of Automobile Insurance for Personal Liability
4. **Special Requirements**: Must have the willingness and ability to: work the hours necessary to accomplish the assigned duties, including evening and week-end hours; attend evening meetings; travel out of town and attend workshops, conferences, seminars during work and non-work hours.

## KNOWLEDGE OF

- Principles, practices, standards, information sources and trends in the fields of current and/or advance planning, affordable housing, local, state and federal laws applicable to planning, zoning, subdivision and environmental review.
- Land use, physical design, demographics, environmental, social and economic concepts, including public and private financing and capital improvements.
- Application, modification, and interrelationships between ordinances, policies, standards, procedures, and practices associated with the planning function.
- Computer technology and statistical analysis techniques related to municipal planning
- Local government organizations and the functions and practices of a municipal planning division.
- Principles and practices of budget preparation, budget administration, goals and objectives development and work planning.
- Methods and practices of community organization and citizen participation.
- Supervisory principles and practices including training and evaluation.

## ABILITY TO

- Plan, organize, assign, review and evaluate the work of assigned staff.
- Learn, interpret, and apply City, department and division rules, regulations, policies and practices.
- Interpret laws, policies, procedures and regulations.
- Analyze complex operational and administrative problems, evaluate alternatives and recommend or adopt effective courses of action.
- Negotiate project conditions of approval
- Work well under the urgency of deadlines.
- Develop and implement goals, objectives, policies, procedures, work standards and management controls, including the application of project management techniques.
- Prepare clear and concise reports, correspondence and other written materials and make clear oral presentations.
- Communicate effectively both orally and in writing.

- Utilize a personal computer to perform word process, spreadsheet and specialized functions.
- Facilitate meetings with representatives, professionals, citizens and organizations to achieve problem solving.
- Exercise sound, fair and consistent independent judgment; provide technical assistance and staff leadership to various boards and commissions.
- Exemplify and foster an enthusiastic, resourceful and effective service attitude with the public and all who are contacted in the course of the work.
- Participate, foster and encourage all members of the division to work as members of a team; and establish and maintain cooperative-working relationships with those contacted in the course of the work.

## **SALARY/BENEFITS**

The City of Dublin offers an attractive salary compensation and benefits plan in a professional, growth-oriented environment. The salary range for the **Planning Manager** position is **\$11,124 - \$13,907** per month. The following benefits will complete the compensation package:

- Classic CalPERS Members – 2.7%@55; EPMC 0%; 7% Cost Sharing; Single Highest Year
- New CalPERS Members Tier effective 1/1/13 – 2.0%@62; 3.05 Cost Sharing; 3-Year Final Avg. Compensation
- Pay-for-Performance system available
- Choice of medical plans through PERS with the City contributing up to \$1,780.00 per month
- Post-retirement medical provided under Government Code Section 22892(b) as established by the Public Employees' Medical and Hospital Care Act (PEMHCA) through CalPERS; PEMHCA Minimum.
- City-paid full family dental insurance
- City-paid single vision plan; optional family coverage
- IRS Section 125 plan/\$900 annual account seed money (HRA)
- City-paid \$50,000 term life insurance
- City-paid long-term disability insurance
- Employee Assistance Plan
- Education reimbursement program
- Thirteen paid holidays (including one floating holiday) per year
- Car Allowance – \$190 per month.
- Administrative Time Off – 64 hours of administrative leave annually, with the option of being paid for up to 32 hours
- Approximately 24 days per year of General Leave in lieu of traditional sick & vacation leave; increases with longevity

In addition to the above benefits, the City offers voluntary participation in a deferred compensation program, short-term disability program, supplemental life insurance, Dependent Care Assistance program, Commute Alternate Program, and a credit union. The City of Dublin does not participate in the Social Security system except for a mandatory Medicare.

## **ABOUT THE DEPARTMENT**

The City's Community Development Department is comprised of three Divisions: Building & Safety, Planning and Housing. The Building and Safety Division is responsible for building permits, plan check and inspection services. It is currently comprised of six full-time staff and nine contract building inspectors. The Planning Division is directly responsible for providing Staff support to the Planning Commission and for various activities including preparing updates and amendments to the General Plan; developing Ordinances for consideration by the Planning Commission and the City Council; administration of the California Environmental Quality Act; processing development applications; working on housing programs and administration and enforcement of the City's Zoning and Property Maintenance Ordinances. The Housing Division is currently responsible for the development, implementation and monitoring of affordable housing programs for the City.

## ABOUT THE COMMUNITY

The City of Dublin is located in eastern Alameda County, approximately 35 miles southeast of San Francisco. The City was incorporated in 1982 with a population of 63,421 within 14.59 square miles. Dublin's strategic "crossroad" location at the intersection of Interstate 580 and 680 has made the City freeway close and conveniently accessible to the Bay Area with two BART stations.

## COMMITMENT TO COMMUNITY SERVICE

The City of Dublin is continually striving to enhance the services provided to our customers. The City organization is committed to creating a challenging and rewarding environment in which all staff representing the City are motivated to respond to the needs of the City's customers. In setting high standards for ourselves, we take pride in:

- Being a responsive and proactive City team, in touch with the changing needs and expectations of the Dublin community.
- Providing the highest level of quality service in all City programs and activities.
- Promoting a "can do" attitude using common sense along with technical/ professional knowledge.
- Being committed to high professional standards. A professional attitude encourages an objective approach to analyses of issues.
- Providing information and resources to our customers in a friendly and helpful manner.

## THE SELECTION PROCESS

The best qualified candidates, as determined by an initial screening of applications, will be invited to participate in an interview process which may consist of written and/or oral components. Finalists may be requested to submit personal information necessary to conduct a complete background investigation prior to a final selection by the City.

Candidates who successfully complete the interview process may be placed on an employment eligibility list. This list may be canceled at any time, without notice to candidates. All offers of employment are conditional upon the ability to provide verification of authorization to work in the United States. In addition, positions located in the Parks and/or Police Services Department are subject to a background check, including fingerprinting prior to employment.

In accordance with the Americans with Disabilities Act, the City of Dublin will make reasonable accommodations for the participation in employment, programs, and facilities. Please notify the Personnel Division at (925) 833-6605 regarding the type of reasonable accommodations needed within three days following recruitment closing date.

## EQUAL OPPORTUNITY EMPLOYER

In accordance with Federal and State laws, the City of Dublin does not discriminate on the basis of race, religion, color, national origin, ancestry, handicap, disability, medical condition, marital status, sex, or age.

## TO APPLY

Please apply online at [www.CalOpps.org](http://www.CalOpps.org). Click on "Member Agencies," under "East Bay" click on "Dublin," "Planning Manager" and "Apply for job." Resumes may be pasted at the end of the online application form; however, a completed CalOpps.org application and responses to the Supplemental Questionnaire are required for consideration in the selection process.

Applications will be accepted until 5:00 p.m. on **Tuesday, January 15, 2019**. The City of Dublin does not accept applications by fax or e-mail except through [www.CalOpps.org](http://www.CalOpps.org).