



THE CITY OF REDWOOD CITY
INVITES APPLICATIONS FOR:

PRINCIPAL PLANNER

#24A- 32

SALARY:

\$13,085.00 – 15,703.00 / Monthly

Closing date 10/13/2024 at 11:59 pm

(Opened 09/20/2024)

Application Process

Apply online at

www.CalOpps.org

Member Agency: Redwood City

Candidates with a disability, which may require special assistance in any phase of the application or selection process, should advise the Human Resources Division upon submittal of application.

Selection Process

Oral Board interviews

tentatively scheduled for

Wednesday, November 6, 2024

All applications including supplemental questionnaires will be reviewed for completion, relevant education, experience, training and other job-related qualifications. Those who best meet the stated qualifications and requirements for the position will be invited to participate in the selection process. The specifics of the selection process will be communicated to those selected candidates.



ABOUT THE CITY

The City of Redwood City is a San Francisco Bay Area community located in the heart of Silicon Valley, the technology-rich region extending from the San Francisco shoreline to the foothills of the Santa Cruz Mountains. Redwood City is the third largest city within the County of San Mateo, with over 82,881 residents. The city enjoys an average of 255 sunny days a year, which it boasts via the city slogan: "Climate Best by Government Test". We are a community that

believes in working together to maintain and improve our quality of life. In fact, the City Council of Redwood City formally adopted a "Core Purpose" - *Build a Great Community Together*. This represents our commitment to community building, which is a crucial part of how we do business every day. Become a part of the team and join us in building a great community!

ABOUT THE POSITION

Please review the detailed job description for the Principal Planner [here](#), which includes more information on the duties and essential knowledge, skills and abilities for this position

Typical duties may include the following:

- Project lead for exciting new downtown projects, such as the gatekeeper projects, which entail mixed-use development and community benefits within walking distance of high-quality transit
- Work with a team on long range policy, such as the Housing Element or other policies in accordance with state laws
- Supervise and mentor a team of planners and consultants
- Review and process environmental analysis in accordance with CEQA

THE IDEAL CANDIDATE

Will embrace the City's emphasis on excellent customer service. Have the ability to manage multiple and conflicting demands on time and with attention. Will see the big picture while remaining committed to producing quality product. Demonstrate analytical ability and ability to synthesize and summarize information. Use initiative, independent judgment and time management skills. Be well versed in the implementation and analysis pursuant to the California Environmental Quality Act (CEQA). Lastly, be a team player who likes working with a variety of City staff and the public.

A City application including a supplemental questionnaire is required. Prior to appointment, candidates will be required to pass a background check at no cost to the candidate.

MINIMUM QUALIFICATIONS

Any combination of experience and training that would likely provide the required knowledge and abilities are qualifying.

A typical way to obtain the knowledge and abilities would be:



BENEFITS

The successful candidate will enjoy the following benefits:

- **Retirement:** Public Employees Retirement System (PERS) CalPERS 2% @ 60 for current members or reciprocal agencies; 2% @ 62 for new members.
- **Health Insurance:** Choose from a range of HMO, PPO and EPO options; The City pays 90% of the CalPERS Bay Area Kaiser Family premium rate up \$2,248.80.
- **Dental & Vision Insurance:** The City pays 90% of the premium.
- **Life Insurance**
- **Employee Assistance Program**
- **Vacation Leave:** 10-25 days per year
- **Sick Leave:** 12 days per year
- **Paid Holidays:** 15 days per year
- **Bereavement Leave:** Up to 3 days
- **Flexible Spending Account**
- **Fitness Center:** Access at City facilities.
- **Education Reimbursement Program** up to \$2,000 Annually
- **Deferred Compensation Plan (457)**
- **Commuter Program:** City matches up to \$100/month on commuter expenses.

CITY VALUES



Education & Experience

- Bachelor's degree from an accredited college or university with coursework in urban or regional planning, architecture or a related field.
- A Master's Degree in planning or related field is highly desirable.

Licenses & Certificates

Possession of a valid California Driver's License.

Knowledge of:

- Theories, principles and practices of urban and regional planning.
- Objectives, principles, standards and trends in the fields of advance, current, and/or transportation planning.
- Recent and ongoing legislative and case law developments related to the California Environmental Quality Act (CEQA)
- Land use, physical design, and demographics; and environmental, social and economic concepts.
- City's General Plan document, precise plans, zoning ordinance, City Charter, City Code and related documents.
- Local, State and Federal laws applicable to planning, zoning, subdivision and environmental review, including but not limited to, the California Environmental Quality Act (CEQA), Permit Streamlining Act, Subdivision Map Act, and the State of California Planning and Zoning law.
- Functions and practices of City and other governmental agencies; functions and practices of municipal planning.
- Methods and practices of community organization and citizen participation.
- Principles and practices of organization, administration and personnel management including supervision, training and performance evaluations.
- Recent developments, current literature, and informational sources in the field of planning and zoning.
- Research methods applicable to assigned work.
- A combination of experience, training and education that has prepared you to have the knowledge, skills and abilities to succeed in this position.
- Four years of progressively responsible experience in planning, community development, redevelopment, affordable housing or a related field performing duties involving program development, administration, project and program evaluation and monitoring, capital improvement and revitalization.
- Two years of supervisory or project management experience.

Ability to:

- Organize, implement and direct professional planning activities.
- Interpret and explain pertinent City and department policies and procedures.
- Implement, interpret, and explain complex policies, procedures, codes and ordinances.
- Conduct analytical studies, compile technical, statistical and economic information, evaluate alternatives, and make sound recommendations.
- Evaluate meeting preparation material; prepare agendas for a variety of planning-related committees.
- Provide technical guidance to subordinate staff.
- Establish and maintain effective working relationships with the public, other City personnel, outside agencies, and consultants.
- Assist in the development and monitoring of an assigned program budget.

BUILD A GREAT COMMUNITY TOGETHER



- Prepare clear and concise correspondence and reports and present staff findings and recommendations.
- Read and interpret architectural drawings and plans, maps, specifications, and reports.

Prior to appointment, candidates will be required to pass a background check (at no cost to the candidate) including the following:

- Criminal History Check
- DMV Check
- DOJ Fingerprint Check
- References

**SUPPLEMENTAL QUESTIONNAIRE
PRINCIPAL PLANNER #24A-32
CITY OF REDWOOD CITY**

Please answer the following questions.

The supplemental questionnaire is a key component of your application and will be used to assist us in evaluating your qualifications, background, analytical ability and writing skills. Applications without answers will not be considered complete. There is not a strict minimum or maximum word count, and we encourage you to submit thoughtful and complete responses. As a rough guide with regard to maximum length, we anticipate that candidates should easily be able to answer the 3 questions without going beyond a combined total of 1,500 characters per question.

1. Describe your experience in current, long-range planning and with CEQA.
2. Describe a specific project that required collaboration between multiple public, private, and/or community stakeholders and what your role was in managing that process. What were the key challenges? How did you overcome them?
3. Describe your supervisory style. What techniques do you use to strengthen teamwork and encourage professional growth in your staff?

The City of Redwood City is proud to be an Equal Opportunity Employer!
*The Immigration Act of 1986 requires proof of identity and eligibility for employment at date of hire.
Any provisions contained in this bulletin may be modified or revoked without notice.*