

QUALIFICATIONS

A TYPICAL WAY OF OBTAINING THE REQUIRED

qualifications is holding a Bachelor’s degree from an accredited college or university in urban or regional planning, geography, architecture, or related field. Five years of progressively responsible professional experience in planning or community development, including two (2) years of supervisory experience; or an equivalent combination of education and experience is required. Experience in a municipal agency is preferred. A Master’s degree is desirable.

A complete listing of the minimum qualifications may be found on the job specification: [SFCITY.ORG/Hiring-Now/#Job-Specs](https://www.sfcity.org/Hiring-Now/#Job-Specs)

ESSENTIAL JOB DUTIES

THE DUTIES LISTED BELOW ARE INTENDED ONLY AS

illustrations of the various types of work that may be performed. The complete job specification may be found here: [SFCITY.ORG/Hiring-Now/#Job-Specs](https://www.sfcity.org/Hiring-Now/#Job-Specs).

- Provides day-to-day leadership and works with staff to ensure a high-performance, customer service- oriented work environment that supports achieving the department’s and the City’s mission, objectives and values regarding teamwork, mutual trust and respect.
- Participate in the development and implementation of Department goals, objectives, policies, and priorities.
- Coordinates land use and development activities with other programs, departments or staff to ensure program delivery according to appropriate policies, procedures and specifications; conducts studies and prepares reports regarding land use and compliance.
- Personally perform complex and sensitive planning and redevelopment work including long range and current planning projects such as zoning code and General Plan amendments.
- Participates in the development of the department budget in addition to directing and monitoring department budget and professional service contracts performed on behalf of the City by outside contractors and consultants.
- Coordinate staff work for the Planning & Preservation Commission, City Council, and various citizen committees.
- Represent the City at public meetings and present planning and zoning matters to the City Council, Planning & Preservation Commission and citizen committees as directed.

SALARY & BENEFITS

ANNUAL SALARY RANGE OF \$136,008 - \$165,288

with an 8/5 or 9/80 work schedule, plus generous benefits, including:

RETIREMENT PERS 3% @ 60 for first-tier classic members, 2% @ 55 for second-tier classic members, 2% @ 62 for PEPR members (hired on/after 1/1/13). Both integrated with Social Security. City pays full portion of employee’s share of PERS for Classic members only, while Classic employee pays 4% towards the City share. PEPR members pay 8% of employee share.

INSURANCE Full flex Cafeteria Plan - employee receives a monthly flex dollar allowance (\$1,049 single; \$1,809 two party; \$2,431 family; \$210 opt out) to apply toward Medical, Dental, and Vision benefits offered through the City’s insurance plans for employee and eligible dependents. City pays for Long Term Disability Insurance and \$50,000 term/AD&D Life Insurance policy for employee. Additional voluntary purchase is available with no medical questions asked.

FLEXIBLE SPENDING ACCOUNT Program available

DEFERRED COMPENSATION ROTH/IRA and 457 programs available (voluntary)

ANNUAL LEAVE 20-30 days per year (depending on length of service)

MANAGEMENT LEAVE 10 days per year prorated first year)

HOLIDAYS 13 days per year

TECHNOLOGY STIPEND \$125 per month

BILINGUAL BONUS \$100 per month upon passing Bilingual exam

WELLNESS REIMBURSEMENT \$400 per year for certain expenses

TUITION REIMBURSEMENT Up to \$3,000 per year for approved courses

EDUCATION INCENTIVE 4% above base salary for Master’s Degree or higher in related field

PAID PARENTAL LEAVE Up to 12 weeks (480 hours) of 100% paid time off for pregnancy disability and/or time to bond with new child during approved leave under FMLA and/or CFRA

HOW TO APPLY

DOWNLOAD AN APPLICATION

Visit [SFCITY.ORG/Hiring-Now](https://www.sfcity.org/Hiring-Now) or scan the QR Code

FOR FIRST CONSIDERATION, APPLY BY

Wednesday, November 27, 2024 | 5 pm

SUBMIT COVER LETTER, APPLICATION, & RESUME TO

City of San Fernando Personnel Division
117 Macneil Street, San Fernando, CA 91340

QUESTIONS?

Sergio Ibarra, Personnel Manager | (818) 898-1220 | Personnel@sfcity.org

The City will make reasonable accommodations in the interview process for disabled applicants. Applicants with special needs must contact the Personnel Division prior to the filing deadline. In compliance with the Immigration Reform & Control Act of 1986, all new employees must verify identity and entitlement to work in the United States by providing required documentation. All employment offers are conditional based upon the successful completion of a medical examination and drug screen performed by the City’s designated physician, at City expense.

The City of San Fernando does not discriminate on the basis of race, color, national origin, sex, sexual orientation, religion, and handicapped status in employment or the provision of services. The provisions in this bulletin do not constitute a contract, expressed or implied, and any provisions contained herein may be modified or revoked without notice.



CAREER OPPORTUNITY

PLANNING MANAGER

\$136,008 - \$165,288 DOQ

THE CITY OF SAN FERNANDO, CALIFORNIA, IS SEEKING A DYNAMIC AND RESULTS DRIVEN

Planning Manager to lead our planning efforts, inspire a high-performing team, work collaboratively across departments, and drive improvements in service delivery and project execution. The ideal candidate will bring a visionary approach to balancing development with preserving the City’s unique character, have a proven track record of streamlining processes, enhancing customer service delivery, and ensuring compliance with local, state, and federal regulations. The Planning Manager will be responsible for overseeing and managing the City’s planning activities, including zoning, land use, long-range planning, and current development projects.



THE COMMUNITY

LOCATED IN THE NORTHEAST SECTION OF THE San Fernando Valley at the southern foot of the San Gabriel Mountains, the City of San Fernando is approximately 23 miles North of Downtown Los Angeles. This compact community of 2.4 square miles and 25,000 residents is completely surrounded by the City of Los Angeles, including the nearby communities of Sylmar, Mission Hills and Pacoima.

As you enter the City of San Fernando along picturesque, palm-lined Brand Boulevard, you discover a community rich in California history dating back almost two centuries. Named in honor of a Spanish Saint/King, San Fernando was settled long before the rest of Los Angeles’ Northeast Valley. In 1874, San Fernando became the valley’s first organized community, thus earning the title “First City of the Valley.” The City grew out of the ranching activities surrounding Mission de San Fernando Rey, whose graceful porticoes still stand today.



San Fernando enjoys a sweeping view of the panoramic San Gabriel foothills and a sense of privacy; yet it is only minutes away from Downtown Los Angeles and other centers of commercial activity, thanks to a network of freeways, with easy access to Interstate 5 Freeway (I-5), State Route 118 (SR-118), and Interstate 210 Freeway (I-210), and nearby Burbank Airport. The City combines modern metropolitan conveniences with a close-knit community of friendly, civic-minded residents.

THE ORGANIZATION

INCORPORATED IN 1911 AND ORGANIZED according to the City Council/City Manager form of government, the City of San Fernando has seven full service departments, including Administration, City Clerk, Finance, Community Development, Police, Public Works, and Recreation and Community Services. Fire and emergency medical services are provided through a contract with the City of Los Angeles. The City employs approximately 147 full-time equivalent employees from a total Adopted Budget for fiscal year 2023-2024 of \$51.7 million, which includes a General Fund budget of \$26.2 million.

The City is governed by a five-member City Council who serve overlapping four-year terms, with a Mayor appointed every year, on a rotating basis, by a majority vote of the City Council.

THE DEPARTMENT

THE MISSION OF THE COMMUNITY DEVELOPMENT Department is to improve the quality of life and economic vitality of the City and its residents through planning, implementing, and administering programs and projects that address community needs and priorities. The Department is committed to serve customers with courtesy and professionalism, promote sustainable development, historic preservation, affordable housing, and protect public health, safety and general welfare through the built environment.



OPPORTUNITIES

THE CITY’S NEXT PLANNING MANAGER WILL HAVE the opportunity to:

- Utilize their experience in goal-setting, team-building, and managing a team of planners, building and support staff to work in unison within the development process.
- Apply their knowledge of city planning principles, urban design, land use policies, development permitting process, negotiation and communication skills, community engagement and employee development.
- Employ their ability to collaborate with different departments, public officials, and external agencies in addition to build relationships with community members, developers, and elected officials to ensure planning objectives align with the City’s broader vision.

THE POSITION

UNDER DIRECTION OF THE DIRECTOR OF COMMUNITY Development, the Planning Manager is a management classification that manages all planning programs, projects, and activities of the Planning Division and others as assigned. This position requires a diverse set of knowledge, skills, and competencies that span across technical planning expertise, leadership, communication, and strategic management.

The ideal candidate for this position will possess the following characteristics:

Visionary Leadership

The ability to anticipate future needs and trends in urban development; capable of developing and implementing long-term planning initiatives that align with the city’s growth goals; and understanding how individual planning decisions impact the broader community and the city’s future.

Strong Team Management

Able to mentor, guide, and support staff, fostering professional growth and ensuring cohesion; inspires confidence in team members and empowers them to take initiative and ownership of projects; and holds self and team accountable for delivering high-quality customer service, timely results, while maintaining a positive work culture.

Strong Decision-Making and Problem-Solving Skills

The ability to assess complex development proposals and zoning issues, and make informed, data-driven decisions; be a strong decision-maker who can weigh risks and benefits, and confidently make difficult calls when necessary.

Detail-Oriented and Organized

Ensures that all aspects of planning projects, from zoning changes to development approvals, comply with legal and regulatory requirements; capable of managing multiple, complex projects at once, while maintaining high-quality work and meeting deadlines; and focuses on streamlining and improving the efficiency of departmental workflows, ensuring that all operations run smoothly.

Adaptability and Flexibility

The capacity to pivot in response to changes in regulations, economic conditions, or community needs; willingness to consider new ideas, methodologies, or technologies that improve planning processes and community outcomes; and ability to handle the dynamic and often politically sensitive nature of urban planning, while staying focused on long-term goals.

Excellent Communication Skills and Collaborative

The ability to present complex technical information in a way that is accessible to non-experts, including elected officials, community members, and stakeholders; skilled at facilitating public meetings, workshops, and hearings, and able to handle contentious situations with diplomacy and tact; and works well with other departments, external agencies, and community members to build consensus and align on shared goals.

Integrity and Ethical Judgment

Committed to honest, open, and transparent planning processes, ensuring that all voices are heard and considered, and upholds the highest ethical standards when reviewing development proposals, ensuring decisions are made in the public interest and not influenced by external pressures.

Passion for Public Service

Deeply invested in improving the quality of life for the community through thoughtful, inclusive planning and a public servant at heart, focused on delivering value to residents, businesses, and stakeholders in a fair and equitable manner.