



**San Gabriel**  
CITY WITH A MISSION

# Invites you to apply for Planning Manager

\$8,300 - \$10,089 monthly



## *Imagine...*

*...the opportunity to work in one of the most thriving business corridors and historic settings in Southern California, a place that is home to the fourth of California's 21 historic missions, and at a time when tremendous growth and diversity are making San Gabriel one of Southern California's prime destinations.*

### **The Community**

San Gabriel, 10 miles northeast of Los Angeles, is the birthplace of the region, founded by Father Junipero Serra in 1771. Visitors to the historic Mission District enjoy outstanding entertainment, vibrant food culture, and the charm of early California. San Gabriel is a place of unique homes and diverse neighborhoods offering substantial commercial land, solid connections to regional transportation, and outstanding public education. The current development of several high profile projects is increasing interest and attracting new development opportunities that will create additional retail centers and corridors within the City. With a newly formed Tourism & Marketing District and a completed comprehensive analysis for the historic Mission District, City Council and management support Planning, economic development and continue to promote San Gabriel as truly a great place to live, work and visit.

### **The Ideal Candidate**

The City of San Gabriel is seeking an experienced and innovative Planning Manager who is well versed in contemporary urban planning and is able to command the respect and loyalty of a talented staff. The ideal candidate is a forward thinker who anticipates opportunities and is strategic in approach, has a proven track record of completing projects, has experience in design and sustainability, is technologically savvy and interested in finding new ways to automate processes, and most importantly, possesses exceptional leadership skills with a strong inclination to mentor and develop staff within the Planning Division.

### **The Department**

The Community Development Department is comprised of four divisions: Planning, Economic Development, Building & Safety, and Neighborhood Improvement Services. The department is currently staffed with approximately 15 full-time positions. With the Planning Division currently managing large-scale developments such as a boutique hotel, several high priority mixed-used projects and helping finalize entitlements or starting construction, it is important to find an individual who is excited about playing a significant role in developing the community's vision for future growth.

### **The Position**

Under general direction of the Assistant City Manager/Community Development Director, the Planning Manager is responsible for overseeing the operations of the Planning Division, which includes managing the budget and complex program tasks by assigning, monitoring, evaluating, and developing personnel; supervising the preparation of the work program and agendas for the Planning and Design Review Commissions; supervising the preparation, implementation, and administration of the general plan, specific plans, zoning ordinance, development codes, and operational policies and guidelines; and managing the City's advance and current planning programs, environmental review, cultural resources, housing, and special projects.

The Planning Manager also advises and provides assistance to the Community Development Director on special planning assignments; manages consultant agreements and helps select consultants to work with the division; facilitates communication between elected and appointed decision makers; serves as the senior staff liaison to

the Planning Commission, Design Review Commission and the Historic Preservation and Cultural Resources Commission; mentors staff to develop the next generation of associate and senior planners; and works, coordinates, and collaborates alongside the other divisions in the department.

The organization and department highly supports and advocates cross-training, professional development, and management opportunities. These opportunities provide the incumbent with unrivaled exposure to career development and advancement opportunities. As such, there are times when the Planning Manager will be asked to help oversee other divisions such as Building & Safety, Neighborhood Improvement Services, and Economic Development.



### Education & Experience

Any combination of experience and education may be considered. A typical way to obtain the knowledge, skills, and abilities would be a bachelor's degree from an accredited college or university with major course work in public or business administration, urban studies/planning, economic development, economics, or a closely related field; five (5) years of professional work experience in management, planning, redevelopment, and/or economic development; and at least two (2) years in a supervisory role.

Proficiency in a second language such as Mandarin, Vietnamese, Cantonese, or Spanish is desirable. Bilingual compensation of \$100 per month is available for qualified applicants.

*Please see the attached position classification specification for Planning Manager for more detailed information regarding the essential duties, responsibilities, and requirements of the position.*

### Compensation & Benefits

San Gabriel provides excellent compensation and benefits. Current monthly base salary range for the Economic Development Manager is **\$8,300-\$10,089 monthly**. The City also offers an outstanding benefit package including:

- **Retirement:** CalPERS Retirement System (2%@60 for “classic” PERS members; 2%@62 for new PERS members; and participating San Gabriel employees will remain in their existing tier).
- **Health Benefits:** The City contributes up to **\$1,568 per month** toward employee medical, dental and vision insurance premiums. The City offers a choice of multiple medical plans (HMOs and PPOs through CalPERS), two dental plans (Delta HMO and Delta PPO), and VSP vision. Employee may opt-out of City group insurance with proof of coverage elsewhere. No cash-out of unused health benefit is allowed.
- **Other Benefits:** City-paid Life Insurance (1x annual salary); Long Term Disability; Employee Assistance Program; Education Tuition Reimbursement Program (based on current Cal State University quarterly rates).
- **457 Deferred Compensation:** City provides three (3) 457 investment plan options for employees. Enrollment is optional and the City makes no monetary contribution to the plans.
- **Supplemental Insurance:** City provides employees with supplemental insurance plans through Colonial. Enrollment is optional and the City makes no contribution towards premiums (employee covers all premium/out-of-pocket costs associated with the plans).
- **Leaves:** 40 hours of administrative leave per calendar year; 12 days of sick leave per calendar year; vacation accrual starting at 80 hours per year (increases to 160 hours based on years of service/longevity); 104 hours of holiday per year.
- **Annual Leave Cash-Out Options:**
  - Sick Leave Buy Back – In November of each year, employees may opt to cash-out up to 50% of unused sick leave accrued in the preceding 12-month period (November through November period).
  - Vacation Buy Back – In November of each year, employees may opt to cash-out up to 40 hours of unused vacation leave.

- Holiday Buy Back – In January of each year, employees may opt to cash-out up to 8 hours of unused holiday leave.
- **Alternative 9/80 Work Schedule:** Optional 9/80 work schedule with alternating Fridays off.
- **Professional Memberships:** Paid membership to select planning organizations and conferences.

**Application Procedure:**

Candidates must complete a City of San Gabriel online application. Applications must be thoroughly prepared and include the following three items as attachments: (1) cover letter, (2) professional résumé, and (3) copies of all professional certifications applicable and/or required for the position. Failure to submit a thoroughly prepared application along with items 1-3 may be disqualifying. To apply, please visit [jobs.sangabrielcity.com](http://jobs.sangabrielcity.com). **The deadline for submitting an application is on Thursday, March 20 at 4:00pm OR when a sufficient number of qualified applications has been submitted, whichever occurs first. Do not hesitate to apply.** *Faxed, emailed, and/or hard copy applications will not accepted.*

**Tentative Recruitment Schedule**

The following is the tentative schedule for this recruitment. Please make preparations in advance and note that this schedule may be modified if the City deems it appropriate.

- Application Filing Period..... February 13 – March 20
- Oral Panel/Qualifying Interview..... Week of March 30
- Selection Interviews..... Week of April 6
- Tentative Start Date..... May 11, 2020

*The provisions of this bulletin do not constitute an expressed or implied contract. Any provisions contained in this bulletin may be modified or revoked without notice. Applicants with legal disabilities, who require special testing accommodations, must contact the City of San Gabriel Human Resources Department at least five (5) days prior to the examination date.*

---

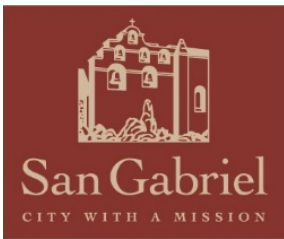
All qualified candidates are encouraged to apply; the City of San Gabriel is an Equal Opportunity Employer.  
 鼓勵所有的合格候選人提出申請 聖蓋博市是平等機會的僱主  
 Tất cả ứng cử viên hội đủ điều kiện nên nộp đơn. Thành Phố San Gabriel là một sở làm có tôn chỉ tạo cơ hội bình đẳng.  
 La ciudad de San Gabriel ofrece la igualdad de oportunidades en el empleo, apoyamos a los candidatos calificados a aplicar.

---

San Gabriel City Hall  
 425 South Mission Drive  
 San Gabriel, CA 91776

HUMAN RESOURCES DEPARTMENT

(626) 308-2802  
 hr@sgch.org  
[www.sangabrielcity.com](http://www.sangabrielcity.com)  
 JobID#036



## **CLASSIFICATION SPECIFICATION PLANNING MANAGER**

### **JOB SUMMARY:**

Under direct supervision of the Community Development Director, the Planning Manager oversees operations of the Planning Division; performs highly complex current and long range planning duties; manages the budget and oversees the development and implementation of goals, objectives, and policies for the Planning Division; supervises subordinate staff; prepares reports, makes presentations, and provides recommendations; and performs other related duties as assigned.

### **CLASS CHARACTERISTICS:**

The Planning Manager is responsible for the overall management of the Planning Division. This class handles highly complex planning projects and differs from a Senior Planner due to the level of experience required, complexity of work performed, direct supervision of staff, and ability to make decisions within established guidelines.

### **EXAMPLES OF DUTIES:**

Duties may include, but are not limited to, the following:

- Oversees the operations of the Planning Division including current and long range planning functions and programs; recommends modifications to planning programs, policies, and procedures as appropriate; manages major projects including annexations, general plan amendments, rezonings, major subdivisions, and non-residential development projects; prepares reports, makes presentations on planning issues to the City Council and provides recommendations; and serves as the senior staff liaison to the Planning Commission, Design Review Commission, and Historic Preservation and Cultural Resources Commission.
- Manages and participates in the organization, maintenance, and major revisions of the general plan in accordance with state laws and the City's zoning code; plans, coordinates, and prepares complex research studies including phases of the general plan and zoning ordinances; oversees the preparation of reports and analysis on land use, environmental impact, urban design, historic preservation, population, community needs, affordable housing, and industrial needs; and reviews proposed developments and performs field inspections.
- Develops and monitors budgets for division programs and identifies potential resources and expenditures; and assists the Community Development Director with the management of grant applications and implementation relating to geography, maps, plats, site plans, or other planning processes.
- Develops requests for proposals and helps select consultants to work with the Division; administers the bidding process; verifies contracts expenditures and compliance; and manages consultant contracts associated with assigned planning and policy studies.

- Responds to inquiries and provides information over the front counter to applicants, developers, consultants, outside agencies, the public, and other City departments regarding land use, development, and environmental regulations and procedures.
- Provides supervision and training for subordinate staff; prepares work schedules; determines work procedures and issues written and verbal instructions; and prepares and administers performance evaluations
- Performs other related duties as assigned.

### **MINIMUM QUALIFICATIONS:**

#### **Knowledge of:**

- Principles and practices of urban and regional planning, redevelopment, historic preservation, and residential, commercial, and/or industrial development; office administration practices and procedures; and City department policies and procedures.
- Correct English usage, spelling, grammar, and punctuation; business letter writing and other document preparation; and modern office methods, procedures, and equipment including the use of a computer, copier, facsimile machine, scanners, calculator, and various computer applications and software packages.
- Principles of fiscal, statistical, and administrative research and report preparation; records management principles and procedures including record keeping and filing principles and practices; methods and techniques of proper phone etiquette; and customer service and public relations methods and techniques.

#### **Skills/Abilities:**

- Interpret building and zoning codes and City ordinances related to planning and building procedures; read and correctly interpret building plans, specifications, and maps; and communicate clearly and concisely both orally and in writing, which includes using tact and discretion when dealing with the public, elected officials, and City staff.
- Prepare clear and concise technical and administrative reports including accurate tables, schedules, summaries, and other materials in narrative form; establish and maintain various data collection, record keeping, tracking, filing, and reporting systems; and maintain office and specialized files.
- Plan, organize, train, and manage the work of assigned staff; resolve grievances and complaints; and establish and maintain an effective working relationship with fellow employees, the public, elected officials, and other departments and outside agencies.

#### **Education and Experience:**

Any combination of experience and education may be considered. A typical way to obtain the knowledge, skills, and abilities would be:

- Bachelor's degree in planning, public administration, architecture, or a closely related field.
- Five years of increasingly responsible experience in regional planning work, with at least two years of experience in a supervisory or lead capacity.

- Local government experience is desirable.

**Licenses and Certifications:**

- Possession of a valid Class C California Driver's License and ability to maintain a satisfactory driving record are required.

**PHYSICAL DEMANDS:**

- Ability to lift up to 10-15 pounds or more and get from one location to another in the course of doing business including climbing stairs, stooping, and bending.

**WORK ENVIRONMENT:**

- Employee generally works indoors. Environment is generally clean with limited exposure to conditions such as dust, fumes, or odors. Noise level in the work environment is usually moderate but the employee may occasionally be exposed to loud talking and interruptions from telephones and/or members of the public.

**NOTE:**

The duties, skills, and demands described here are representative of those that must be met to successfully perform the essential functions of the job. When appropriate, reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

**Established Date:** June 5, 2017