



EMPLOYMENT OPPORTUNITIES

Human Resources Division
1415 Santa Anita Avenue
South El Monte, CA 91733
(626) 579-6540
www.cityofsouthelmonte.org
EQUAL OPPORTUNITY EMPLOYER



FULL-TIME ~ AT-WILL POSITION
PLANNING MANAGER

Monthly Salary: \$7,665 - \$9,317
Yearly Salary \$91,980 - \$111,804

APPLICATION DEADLINE: August 18, 2022 by 5:30 p.m.

DEFINITION

Under direction from the Director of Community Development and Public Works, manages, coordinates and oversees the functions, operations, staff and activities of the Planning and Building and Safety Divisions; performs complex professional work in all phases of current and advanced planning, design development, environmental review and special projects; prepares reports and documents to meet planned projects and activities; attends meetings of the City Council and regional planning commissions and community groups; presents information and responds to inquiries, concerns and questions as required; advises City's Executive Team, the City Council and regional planning groups on zoning and planning matters; performs related duties as assigned.

ESSENTIAL DUTIES:

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

- Assists in the administration and coordination of overall Planning department activities, projects and programs; develops and implements department policies and procedures.
- Supervises, trains and leads professional and technical staff engaged in advanced and current City planning and building permit activities including general plan and zoning code maintenance and enforcement, review of proposed developments and processing of permits.
- Conducts the most complex assignments, including the preparation, review, and project evaluation of current or advanced planning projects; manages the productivity of permit technician staff; ensures that planning activities are conducted in accordance with federal and state law, City ordinances, rules, and regulations including the California Environmental Quality Act and Air Quality Management Plan.
- Coordinates the conduct of environmental impact studies, including the preparation of requests for proposal; coordinates project review by other agencies; evaluates conclusions of environmental impact reports and prepares recommendations.
- Prepares reports and documents for City Council and Planning Commission agenda; attends meetings of the City Council and Planning Commission; makes presentations and responds to questions as required; advises the City Council and Planning Commission on zoning and planning matters.
- Reviews, analyzes, coordinates related activities, consults with relevant parties, and prepares reports, conducts research and special studies; coordinates with other City departments involved in the development review process to maintain a high quality of customer service.
- Selects, supervises, motivates, plans, trains, directs, and evaluates the work of lower-level staff; prepares and presents employee performance reviews; provides/coordinates staff training; works with employees to correct deficiencies; implements disciplinary procedures; recommends employee terminations; approves time sheets and expense reports.
- Represents the City, as assigned, in relations with the community, advisory committees, local, state, and federal agencies, other planning departments, and professional organizations.
- Prepares and monitors the division budget; forecasts funds needed.
- Drafts and writes a variety of reports and documentation, including detailed Risk Management incident reports.
- Performs other duties as assigned.

JOB REQUIREMENTS

Knowledge:

- City Municipal Code, General Plan, Subdivision Map Act.
- Codes and laws related to public safety and enforcement.
- State and Federal regulations and legislation.
- Principles of urban design, planning and zoning laws, land develop process.
- Regulations related to Public Works programs solid waste and hazardous materials.
- Adept regulation research and interpretation skills.
- Technology systems and applications.

Competencies:

- Project Management – Ensures clear definition of project goal and criteria for success.
- Strategic View – Focuses on the future and where current trends will lead.
- Managing Change – Involves key stakeholder in planning and decision making.
- Process Improvement – Controlling and Improving processes and workflow.

- Organizational Design and Structure – Evaluates alternative organizational designs and selects the one best suited to meeting customer needs.
- Organizational Savvy – Understands the inner workings and interrelationships of the organization.
- Fiscal Acumen – Spends organizational funds wisely and strategically.
- Managing Performance – Sets and aligns individual performance goals with the goals of the unit and the overall organization.
- Empowering Others – Allocates responsibility to others according to their abilities and opportunities for development.
- Leadership – Creates a positive work environment in which all are motivated to do their best.
- Handling Conflict – Deals with interpersonally or politically challenging situations calmly and diplomatically, diffusing tension.
- Influencing – Persuades others to consider and adopt a new position or attitude on a topic.
- Presentation Skill – Delivers clear, organized, and persuasive messages.
- Innovation – Readily spots/identifies current opportunities for improvement.
- Gathering and Analyzing Data – Organizes, codes, aggregates, and disaggregates data for analysis and produces data that can be trusted.

MINIMUM QUALIFICATIONS

Experience:

Four (4) years increasingly responsible experience in urban planning, including at least two years in a lead capacity and/or supervising professional planners.

Education:

Bachelor's degree in land-use planning, urban planning, public administration, or a closely related field. A Master's degree is preferred.

Licenses and Certificates

Possession of a valid Class C California State Driver's License.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

- Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- Frequently required to talk or hear; sit; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- Occasionally required to stand or walk.
- Occasionally lift and/or move up to 25 pounds.
- Vision abilities required to see close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Working Conditions:

- Sedentary work in office settings. Some outdoor work is required in the inspection of various land use developments and construction sites.
- Occasionally works in outside weather conditions.
- Occasionally exposed to wet and/or humid conditions, or airborne particles.
- Noise level in the work environment is usually quiet in the office, and moderate in the field.

IMPORTANT NOTICES

Position Status

This position is designated as Exempt under the provisions of the Fair Labor Standards Act.

SELECTION PROCESS

Complete application materials will be screened in relation to the criteria described in this job announcement. Candidates deemed to be the most highly qualified will be invited to participate in the selection process that may consist of training and experience evaluation and technical oral interview. Applications are available on-line at <https://www.cityofsouthelmonte.org/>. Applications may be submitted in person, by mail or emailed to hr@soelmonte.org. Resumes will not be accepted in lieu of a City application. It is the applicant's responsibility to make sure the application is properly submitted.

LEGAL RIGHT TO WORK IN THE UNITED STATES

The Immigration Reform and Control Act of 1986 requires all new hire employees to submit verification of the legal right to work in the United States within three (3) business days beginning with the first day of work. The City is legally prohibited from employing anyone who cannot provide such verification of documentation.

EMERGENCY DISASTER WORKER

City of South El Monte employees are registered as an Emergency Disaster Worker. All City employees are required to perform assigned Emergency Service duties in the event of an emergency or disaster and to take such oath at time of employment.

EQUAL OPPORTUNITY EMPLOYER

The City of South El Monte is an Equal Opportunity Employer. All applicants will be considered without regard to race, religion, sex (including gender, gender identity, gender expression and pregnancy), national origin,

ancestry, disability, medical condition, genetic characteristics or information, marital status, age, sexual orientation (including homosexuality, bisexuality, or heterosexuality), military and veteran status.

REASONABLE ACCOMODATIONS

The City of South El Monte is committed to providing reasonable accommodation to applicants as required by the Americans with Disabilities Act (ADA) and Fair Employment and Housing Act (FEHA). Individuals with qualified disabilities who need reasonable accommodation during the selection process must specify the accommodations needed, in writing, at the time when the employment application is submitted.

BENEFITS SUMMARY

HEALTH

Health, Dental, and Vision Insurance are available to the employee and dependents. The City participates in the CalPERS medical insurance program. Dental and Vision are paid by the City and employees receive a generous allocation toward Health Insurance.

Long Term Disability: City pays full premium for all full-time employees.

Term Life Insurance and AD & D Insurance: City pays full premium for all full-time employees.

Employee Assistance Program: EAP services designed to help through life's challenges are available through Hartford.

PAID LEAVES

Holidays: 12 paid days per year

Vacation: Based on years of City service. Eight (8) hours per month (accrued at the rate of four (4) hours bi-weekly for 24 of the 26 pay periods annually) during the first five (5) years of service; ten (10) hours per month (accrued at the rate of five (5) hours bi-weekly for 24 of the 26 pay periods annually) during the sixth (6th) through the tenth (10th) years of service; twelve (12) hours per month (accrued at the rate of six (6) ours bi-weekly for 24 of the 26 pay periods annually) during the eleventh (11th) through fifteenth (15th) years of service; and thirteen (13) hours per month (accrued at the rate of six and one-half (6.5) hours bi-weekly for 24 of the 26 pay periods annually) during the sixteenth (16th) and following years of service.

Sick Leave: Earned at a rate of 8 hours per month.

Bereavement Leave: 3 days per calendar year.

RETIREMENT

Participation in California Public Employees' Retirement System (CalPERS)

CalPERS Retirement Plans:

- Effective 05/27/2012 - 2% @ 60 with a member rate of 7.0, applicable to local miscellaneous members, "Classic members", entering membership for the first time in the miscellaneous classification with the City.
- PEPRA New Members effective 01/01/2013 - 2% @ 62 with a member rate of 6.25.

New members under the Public Employment Retirement Law (PERL) hired as of 1/1/13 will have a mandatory CalPERS contribution established by PERL.

A "New Member" is defined as:

- A new hire that is brought into CalPERS membership for the first time on or after January 1, 2013, and who has no prior membership in any other California public retirement system.
- A member who established CalPERS membership prior to January 1, 2013, and who is hired by a different CalPERS employer after January 1, 2013, after a break in service of greater than six months.

Effective January 1, 2013, Public Employees' Pension Reform Act of 2013 (PEPRA) prohibited employers from paying any portion of a "new member's" member contribution rate. All new members must pay 50% of total normal cost as employee contribution rate.

Deferred Compensation

Plan available.

*The City also participates in the Social Security retirement system.

The provisions of this job announcement do not constitute a contract, expressed or implied, and any provision contained in this job announcement may be modified or revoked without notice.



**CITY OF SOUTH EL MONTE
1415 SANTA ANITA AVENUE
SOUTH EL MONTE, CA 91733**

FIRST AND LAST NAME : _____

Supplemental Questionnaire

Please complete the following supplemental questionnaire as is REQUIRED and submit with the application. A copy of high school diploma or equivalent will be request upon employment offer. Falsification of any information or failure to complete this questionnaire as instructed may result in disqualification.

1. Do you have Bachelor’s degree in land-use planning, urban planning, public administration, or a closely related field.

Yes

No

2. Do you have Four (4) years increasingly responsible experience in urban planning.

Yes

No

3. Do you have at least two years in a lead capacity and/or supervising professional planners.

Yes - Please provide the name of the organization and approximate dates that you supervised.

No

4. Do you have Possession of a valid Class C California State Driver's License.

Yes

No