



**CITY OF CALIMESA**  
invites applications for the position of:  
**PLANNING MANAGER**  
\$78,237.06 - \$99,852.52 Annually  
Closing Date: **OPEN UNTIL FILLED.**

---

**DEFINITION**

Under general direction from the City Manager, manage and oversee the activities and operations of the Planning Department to include a wide range of administrative and technical work in the areas of planning, zoning, land use and other development and economic development related areas.

**ESSENTIAL JOB FUNCTIONS**

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

- Manage and oversee the operations of the Planning Department including, but not limited to, those services related to City planning and economic development programs and projects.
- Supervise assigned staff, both in-house and contract.
- Demonstrate a full understanding of applicable policies and procedures associated with assigned duties.
- Gather, interpret and prepare data for studies, reports and recommendations; coordinate department activities with other departments and agencies as needed to provide integrated services.
- Evaluate land use development proposals, including but not limited to, subdivision maps, specific plans and other applications, for conformity to established plans and ordinances and the City's General Plan; evaluate proposals as they relate to the adopted City plans; ensure compliance with applicable City, State or Federal Laws, including, but not limited to, State Planning and Zoning law and the California Environmental Quality Act (CEQA).
- Manage the City's entitlement process in an efficient manner.
- Coordinate activities and programs with other City Departments to ensure projects are processed in a timely and efficient manner.
- Work with project applicants and other departments to ensure appropriate mitigation measures are placed on development to reduce adverse impacts and then monitored for implementation at required intervals.
- Work with the City Manager to implement Department goals and objectives in accordance with the core purpose, mission, vision, and values of the City; administer policies and procedures; monitor the efficiency and effectiveness of Department work products through quality control and related activities.
- Review legislation and assure compliance with laws, regulations, statutes, and codes that impact Department operations.
- Make presentations to Planning Commission and the City Council as required.
- Make recommendations on planning and land use issues in the City such as zoning applications and development proposals.
- Supervise and perform the evaluation of land use proposals for conformity to established plans and ordinances; evaluate development proposals for impacts as they relate to the adopted plans of the City.
- Oversee the permitting functions of the department, including application, fee assessment and collection, application and plan review, permit issuance, inspection and occupancy.
- Ensure the maintenance of accurate and complete records of department activities.

- Respond to inquiries about community development, planning and zoning regulations and ordinances; resolves development related disputes between departments, agencies and applicants.
- Maintains regular contact with consulting engineers, construction project engineers, the city attorney's office, City, County, State and Federal agencies, professional and technical groups and the general public regarding department activities and services; attends meetings, conferences, and workshops as assigned.
- Serve as the staff liaison to the Planning Commission and prepare and present reports and agenda items to the Planning Commission.
- Attend City Council meetings as required.
- Performs other or related duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

- State Planning and Zoning laws and comprehensive land use plans including their formation and process of adoption.
- Principles and practices of municipal planning.
- Applicable Federal, State and local laws, codes and regulations, including, but not limited to the California Environmental Quality Act (CEQA), the State CEQA Guidelines, and the National Environmental Policy Act (NEPA).
- Methods and techniques for report preparation and writing.
- Personal computers, GIS applications and applicable software.

### **Ability to:**

- Communicate effectively, both orally and in writing, with employees, consultants, other governmental agency representatives, City officials, developers and the general public.
- Supervise and oversee the operations of the Planning Department.
- Supervise and oversee any assigned staff.
- Establish and maintain effective working relationships.

### **Experience and Education:**

Any combination of experience and training that would likely provide the required knowledge, skills and abilities necessary for satisfactory job performance is qualifying. A typical way to obtain the knowledge, skills and abilities would be:

*Experience* – Five years of increasingly responsible experience in a municipal government or similar public agency setting.

*Education* – Bachelor's degree from an accredited college or university with major course work in urban and regional planning or related field.

### **Special Requirements:**

- Possession of a valid California Class C driver's license and good driving record.
- Possession of a Bachelor's Degree.
- AICP Certification is desirable.

### **Physical Requirements and Environmental Conditions:**

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions on a case-by-case basis. There is frequent need to sit, stand, stoop, walk, and perform other similar actions during the course of the workday. Incumbents require sufficient

mobility to work in an office setting and operate office equipment, transport materials and supplies weighing up to 25 pounds, and to travel to various locations; must be able to see in the normal visual range with or without correction with vision sufficient to read small print, computer screens and other printed documents; and must be able to hear in the normal audio range with or without correction.

### **Application and Selection Process**

A completed City application must be thoroughly completed. Post marks or facsimiles will not be accepted. Resumes may be attached, but will not be accepted in lieu of a City application form. Applications may be downloaded from the city's website at [www.cityofcalimesa.net](http://www.cityofcalimesa.net). *Apply to the City of Calimesa Human Resources Department, 908 Park Avenue, Calimesa, CA 92320. **The position is open until filled.***

### **Medical Requirements**

Individuals selected for employment will be required to take a medical exam and drug screening test. The medical examination is at City expense and conducted by a physician designated by the City.

**EMPLOYEE BENEFITS**

All employees who are employed on a full-time basis, except seasonal and temporary employees (forty [40] hours per week), shall be eligible for health, dental and vision insurance coverage, which becomes effective on the first of the month following the employment date and continuing throughout the month of separation. The City provides a Flexible Health Benefit Plan with a monthly amount of \$800.00, where employees can choose an appropriate health plan for them and their families.

	<b>Benefit Description</b>
<b>Health Insurance</b>	Health Net (Employee and Family Plans)
<b>Dental Insurance</b>	Delta Dental (Employee and Family Plans)
<b>Vision</b>	Vision Service Plan (VSP) (Employee and Family Plans)
<b>Life Insurance</b>	Lincoln Life Insurance (Mgmt 1.0 times annual salary – all others \$50,000)
<b>VEBA</b>	CALGOVEBA (A Flexible Spending Account – Pre Tax Deduction Per Pay Period)
<b>Flexible Spending Account</b>	Ceridian (Optional - \$1,500 per year)
<b>ICMA Deferred Comp</b>	ICMA-RC (Voluntary Deferred Compensation Plan)
<b>AFLAC</b>	Voluntary Supplemental Plans available as follows: Short Term Disability, Accidental, Term Life, Dental, Specified Health Event, Cancer, etc
<b>CalPERS RETIREMENT</b>	<p>New hires with recent service with CalPERS, are on the 2% at 60 plan and a 3 year average formula with the City paying the employee rate.</p> <p>New hires 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 will pay 6.2% of the employee rate and will be subject to the 2% @ 62 Plan, with a 3 year average formula and a mandatory contribution of normal costs as established by the new Pension Reform Act Law.</p> <p>New hires with no CalPERS services as of January 1, 2013, will pay 6.2% of the employee rate and will be subject to the 2% @ 62 Plan, with a 3 year average formula and a mandatory contribution of normal costs as established by the new Pension Reform Act Law.</p> <p>The City does not participate in Social Security.</p>

**Holidays/Vacation/Sick/Management Leave**

City employees receive 12 paid holidays, 2 floating and employee birthday holiday per year. 80 hours of annual vacation and 96 hours of annual sick leave. Exempt employees receive 40 hours of management leave per year.