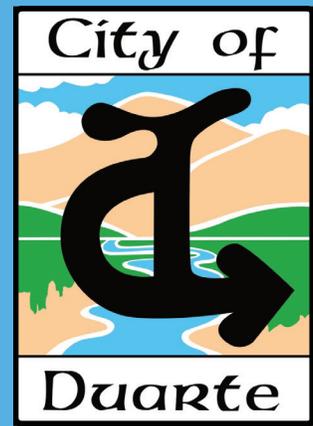


Welcome To  
**DUARTE**  
California

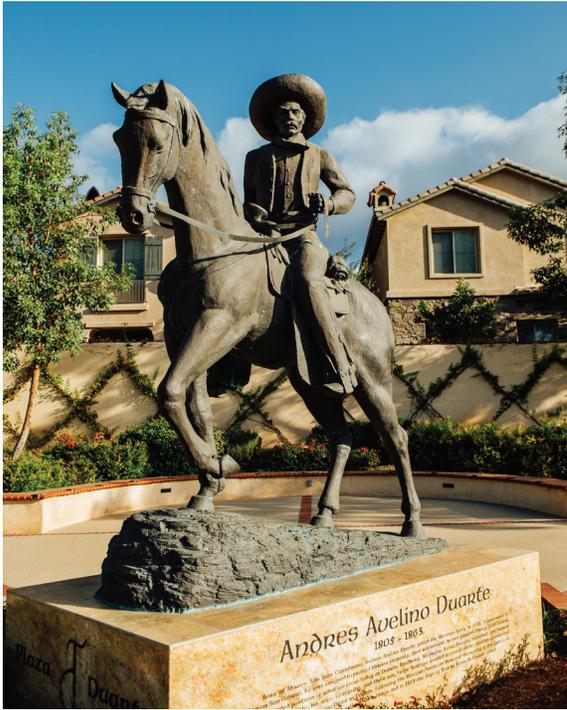


We Are Now Accepting  
Applications For The Role Of

**PLANNING MANAGER**

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## THE COMMUNITY

The City of Duarte is a small progressive community located at the base of the picturesque San Gabriel Mountains, approximately 21 miles northeast of Los Angeles. At 6.8 square miles and a population of 23,493, Duarte is a richly diverse community with stable neighborhoods and friendly neighbors. Duarte is well known to be the “City of Health,” and is also a host to a world-renowned cancer research center City of Hope, a nationally recognized hospital dedicated on improving the physical and mental well-being of its residents.

Duarte has lush green foothills, beautiful community parks, a scenic walking trail, biking trails, and recreational gathering places, which enhance the livability of the community. Duarte is a general law city, which means the City is bound by California’s general law enacted by the State Legislature. Duarte contracts police and fire services with the Los Angeles County Sheriff’s Department and the Los Angeles County Fire Department.

## CITY GOVERNMENT

Duarte has experienced rapid and quality growth in the past few years. The three main growth areas have been the Duarte Town Center, Duarte Station and the City of Hope campus. Each of these areas have had growth spurred by effective specific plans that have been adopted within the past few years. The City has also been very effective accomplishing housing goals as a result of a creative approach to implementing State mandates. The new Planning Manager will be an integral part of continuing these positive trends.

The Department has been historically stable and a reflection of the City Council’s goal to embrace a business friendly approach to the planning process. This approach includes proactively communicating the path to get projects to “yes” while maintaining the high standards that the community deserves.

## THE POSITION

The Planning Manager is one of three manager level positions in the Community Development Department and is a vital part of the department team. The Community Development Department is responsible for: Planning and Economic Development; Building; Public Works; Engineering; Field Services; CDBG and other related activities.



## IDEAL CANDIDATE

Duarte's next Planning Manager will be responsible for managing and coordinating current and advanced planning, housing and other related activities. The Planning Manager will work with the Community Development Director and other department managers to help ensure that the Community Development Department provides top notch professional service to the public, development community and others.

We are looking for an experienced professional planner that understands the principles of urban planning and the value to the community of making good planning decisions. The preferred candidate will be creative, have the ability to lead and train young planners, understand the importance of an economic development approach to the planning process and be able to balance multiple projects simultaneously.

The ideal candidate must have a strong sense of urban design and the ability to proactively ensure that developers and builders provide quality developments that play a critical role in shaping the economic future of the City of Duarte. They will also have the ability to motivate and lead staff and colleagues. They will have excellent communication and customer service skills; understand and embrace a streamlined approval process; and will be dedicated to progress.

## QUALIFICATIONS

### Education/Training:

Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities could be considered qualifying. 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 urban planning or a related field.

Master's degree and AICP preferred.

### Experience:

Six (6) years of increasingly responsible professional planning experience with a minimum of one (1) year in a management or supervisor position.





## BENEFITS

**Salary** - \$132,600.00 - \$157,892.80. The starting salary will be based on qualifications and experience.

**Current benefits include:**

**Retirement:** CalPERS retirement based on appointment date and membership status with CalPERS; 2% @ 60 for Classic Members or 2% @ 62 for New Members.

**Flexible Schedule:** Most positions are eligible for a 4/10 work schedule (closed Fridays).

**Health Benefits:** Generous City contribution to medical insurance; City-paid dental, vision, short and long-term disability insurances.

**Life Insurance:** Life insurance in an amount equal to the employee's annual salary.

**Deferred Compensation Plans:** Deferred compensation plans available with employer matching.

**Holidays:** The City presently recognizes 11 paid holidays.

**Vacation:** 82 vacation hours (to start).

**Flexible Spending Account:** Employees may participate in either or both of the Health Care or Dependent Care programs.

**Employee Assistance Program:** The City offers full-time employees and their dependents an EAP program which provides a variety of professional services.

**Sick Leave:** 96 sick hours annually.

**Additional Benefits:** Credit union affiliations, tuition reimbursement, and computer loan program available.



**IF YOU ARE INTERESTED IN  
THIS POSITION, YOU ARE  
ENCOURAGED TO RESEARCH  
THE CITY OF DUARTE BEFORE  
YOU APPLY.**

A resume and cover letter are required, in addition to an application via the City of Duarte portal.

The application process also includes a few written questions.

The resume, cover letter and written responses will be a major factor in selecting candidates for an oral interview.

Send Resume and Cover Letter To:

[apply@bobhallandassociates.com](mailto:apply@bobhallandassociates.com)

Direct Questions To:

Maria Fierner  
925-448-0660

Submit your application Online:

[GovernmentJobs.com/Careers/Duarte](https://GovernmentJobs.com/Careers/Duarte)

Application materials will be screened in relation to the criteria described in this brochure. Candidates deemed to be the most highly qualified will be invited to participate in the selection process. The selection process will include phone interviews with the most qualified candidates, panel interviews, and final interviews with the City Manager, Assistant City Manager, and the Director of Community Development. Appointment is subject to completion of thorough background and reference checks.

**FIRST REVIEW DATE**

October 10, 2025

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**Please respond to the following questions in writing. Please try to limit your response to one page maximum per question and submit along with your resume and cover letter.**

1. For the past few years, the State has made several changes to regulations regarding accessory dwelling units. In your opinion, how have these changes impacted planning and cities?

2. Quality project design is very important in Duarte. The City has taken proactive action to encourage a strong sense of place. What do you feel are the two or three most important factors in quality design?