

THE CITY OF
SAN BERNARDINO
CALIFORNIA



INVITES APPLICATIONS FOR THE POSITION OF
CITY PLANNER (U)

RECRUITING SERVICES PROVIDED BY **BH**
Bob Hall & Associates

THE COMMUNITY

Located in the Riverside-San Bernardino metropolitan area of Southern California (often referred to as the Inland-Empire), the City of San Bernardino serves as the county seat of San Bernardino County. It spans 81 square miles and has a diverse population of over 222,000.

Several highly regarded educational institutions are located within or in the nearby area; California State University, San Bernardino is located in the northwestern part of the City, and San Bernardino Valley College is also located within the City. The City is also home to the San Manuel Gateway College as well as Loma Linda University Health, an innovative new higher education resource that integrates training programs in health careers with clinical experience.

San Bernardino is also home to the Little League Western Region Headquarters and hosts the regional playoffs each year with 14 teams from 13 western states playing for the chance to advance to the Little League World Series for the national title. The San Manuel Baseball Stadium, located in downtown San Bernardino, is the home park for the Inland Empire 66ers of San Bernardino. Another sports venue is the San Bernardino Soccer Complex, one of only a few premier soccer facilities in Southern California. The 50-acre complex offers 17 full-size soccer fields, including 4 lighted championship fields.

The City is home to multiple art, performing art, and concert venues including the historic California Theater, Sturges Center for the Arts, Roosevelt Bowl, National Orange Show Events Center, Glen Helen and the Garcia Center for the Arts. The City's historic California Theater, which opened its doors in 1928, hosts Broadway plays and musicals that light up the stage each year. The theater is also the home of the San Bernardino Symphony Orchestra. Today, the Orchestra is one of the oldest and most prestigious in the region.

CITY GOVERNMENT

In 2016, the citizens voted to change the City Charter, choosing to be Governed by a Council-Manager form of government. Today, the governance structure is comprised of an at-large elected Mayor and seven Council Members elected by constituents in a specific ward. Each elected official serves a four-year term. The Mayor and Council appoints the City Manager, who serves as the Chief Executive Officer overseeing all departments, including Community Development & Housing, Economic Development, Finance & Administrative Services, Human Resources & Risk Management, Information Technology, Parks, Recreation, & Community Services, Animal Services Department, Police, and Public Works Departments.

The City's Adopted FY 2023/24 operated budget is \$200.7 million with a Capital Improvement Program budget of \$168.1 million to date and it employs 700 full-time employees. Fire Services are provided through a contract with the County Fire Protection District. The City also operates a Water Department and Library which, by charter, is governed by a separate oversight Board.



POSITION SUMMARY

Under limited direction, plans, organizes, and directs the Planning Division in the Community Development Department; performs complex professional work in all phases of City planning; coordinates assigned activities with other divisions, departments, and outside agencies; and provides highly responsible and complex administrative support; and performs other related duties as assigned.



JOB RESPONSIBILITIES

- Administers and coordinates planning activities; assists in the development of policies and procedures for Planning.
- Conducts the most complex assignments or directs the work of others involved in the preparation and review of current or long-range planning projects; ensures planning activities are conducted in accordance with federal and state law, City ordinances, rules, and regulations.
- Prepares and amends Zoning regulations, General Plan policies, and other City codes and policies that regulate land use, development, historic preservation, and the environment.
- Supervises preparation of the agenda for the City Planning Commission, and compilation of required reports and documents; attends meetings of the Planning Commission; makes presentations and respond to questions as required; serve as staff to the Planning Commission.
- Coordinates environmental impact studies, including the preparation of requests for proposals; coordinates project review by other



agencies; evaluates conclusions of environmental impact reports and prepares recommendations.

- Selects, trains, supervises, and evaluates assigned professional, technical, and administrative support personnel; provides or coordinates staff training; assigns work activities, projects and programs; meets with staff to identify and resolve problems; works with employees to correct deficiencies.
- Assists in developing the Department budget and monitors expenditures.
- Manages the preparation of environmental documentation and ensures excellent quality.
- Control for all CEQA and NEPA documents; ensures that appropriate mitigation measures are placed on development to reduce adverse impacts of development, commensurate with the level of impact.



IDEAL CANDIDATE

The ideal candidate is a dynamic, strategic leader and excellent communicator who can represent, promote, and market the City through participation with various local, state, and regional business groups and has experience in leading a successful community and economic development team. The successful candidate will possess a high level of technical proficiency and be a collaborative and inspiring staff manager with the desire to mentor and develop new employees while fostering a team-oriented working environment.

The ideal candidate will be a hands-on manager with the demonstrated ability to direct and manage multiple priorities while exercising sound independent judgement, flexibility to adapt to changing priorities, and have the emotional fortitude, astute political awareness, and interpersonal skills to build solid staff and business relationships. The ideal candidate will have a passion for public service, especially serving an underserved community; an entrepreneur who recognizes this opportunity to assist in creating and establishing strategies for branding, reinventing, and stimulating the City of San Bernardino of the future.



JOB REQUIREMENTS

- Knowledge of Modern principles, procedures, practices and standards of municipal planning and community development.
- Planning and zoning laws, ordinances, codes, modern developments, current literature and sources of information regarding City planning.
- Comprehensive plans including their formation, process of adoption, and enforcement.
- Principles and practices of management, organization, budget practices, administrative procedures and fiscal management.
- Principles and practices of contract administration; methods and techniques of supervision, training and motivation.
- Applicable federal, state and local laws, codes, and regulations, including but not limited to the California Environmental Quality Act.

SALARY & BENEFITS

Salary - \$132,935.40 - \$161,584.08 Annually

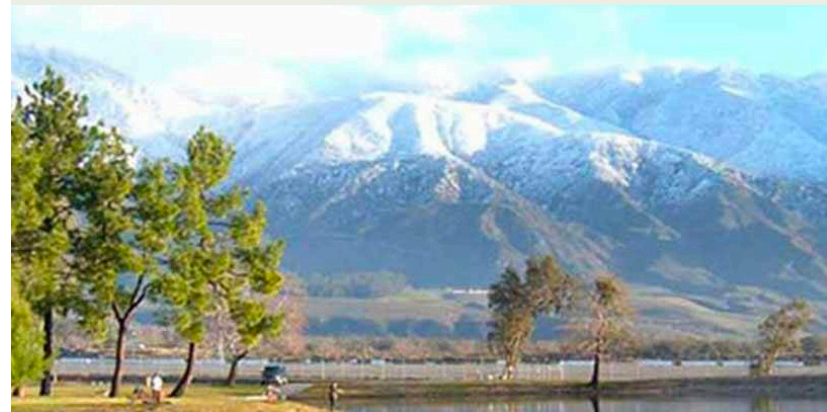
Retirement - Participation in the California Public Employees Retirement System (CalPERS). Classic members with less than 6 months separation: CalPERS 2% at 55, single highest year plan. New members, CalPERS 2% at 62, three highest year average plan.

Health Insurance - The City contribution is \$1,125.00 for employee only or \$1,724.00 for employee plus family for Medical, Dental and Vision Care Insurance Plans.

Leave - Vacation beginning at 80 hours after one year, 96 hours of sick leave annually, 12 holidays, plus 18 hours of floating holiday time and administrative leave of 80 hours per fiscal year.

Life & Accidental Death and Dismemberment Insurance- The City provides Term Life and Accidental Death & Dismemberment (AD&D) Insurance.

Other - Optional Deferred Compensation Plan, flexible benefits plan, pre-tax childcare plan, and employee assistance program.



APPLICATION AND SELECTION PROCESS

Open Until Filled | Apply Immediately!

To apply for this exciting career opportunity, please send a compelling cover letter and your detailed resume to: apply@bobhallandassociates.com.

Please contact Rich Twiss at (442) 347-5082 or Bob Hall at (714) 309-9104 should you have any questions regarding this position or the recruitment process.

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. Appointment is subject to completion of a thorough background and reference checks, and preemployment medical exam.

Please apply immediately as this recruitment may close at any time upon receiving enough qualified applicants.

EDUCATION

Graduation from an accredited college or university with a Bachelor's Degree in Urban Regional Planning, or a related field.

EXPERIENCE

Five (5) years of progressively responsible professional experience in municipal current and long-range planning programs including three (3) years in a supervisory capacity.

LICENSES, CERTIFICATIONS, AND EQUIPMENT:

A valid State driver's license is required.