



The City of
SAN CLEMENTE
California



invites applications for the position of

SENIOR PLANNER

RECRUITING SERVICES PROVIDED BY



THE COMMUNITY

The beautiful southern California community of San Clemente has 4.7 miles of stunning beaches and great surf that draw visitors on a year-round basis. The city is a family-oriented community of more than 65,500 residents and encompasses 18.5 square miles. The most southern city in Orange County, San Clemente is located midway between Los Angeles and San Diego, just north of the undeveloped lands of Camp Pendleton.

As San Clemente has grown in population, it has held steadfast to its heritage as the Spanish Village by the Sea. What was once a small residential village tied to its historical setting as an outpost along El Camino Real, San Clemente has matured into a diverse, full-service suburban community.

With its natural beauty and outstanding amenities, San Clemente maintains an exceptional quality of life for its vibrant and engaged citizenry. The city offers a unique blend of community events, performing arts, recreational activities, award-winning schools, and excellent business opportunities. Listed in the Top 100 Safest Cities, San Clemente enjoys quality public safety as well as parks and recreation services. San Clemente provides its residents and visitors with a variety of retail shopping experiences and services; including the historic, pedestrian-friendly downtown, Avenida Del Mar, along with the Pier Bowl area that is part of a picturesque city-maintained beach trail.

While San Clemente reflects a relaxed beach environment and atmosphere, there is also a culture of strong civic awareness. San Clemente residents are bright and highly involved, which leads to an enhanced sense of community, and a higher standard for development, historic preservation, and urban design.

With its world-renowned surf breaks, San Clemente is also a premier surfing destination. This coastal jewel has family-friendly beaches, a network of pedestrian and bicycle trails, rugged hills and canyons, clean air, and a mild Mediterranean climate that enhances the community's distinctive seaside lifestyle.

CITY GOVERNMENT

The City of San Clemente operates under a City Council/City Manager form of government. The City Council consists of five members, elected at-large, for four year overlapping terms of office. Non-partisan City elections are held in November of even-numbered years for Council Members. The City Council acts as the legislative body, to set policy, approve the budget, pass local laws which are incorporated into the Municipal Code, and to give direction on matters concerning the City.

The City Departments include the City Clerk, Beaches, Parks & Recreation, Community Development, Finance & Administrative Services, Public Works and Utilities. The City contracts police and fire services with the Orange County Sheriff's Department and Orange County Fire Authority.



THE POSITION

The position will be responsible for both current and long range planning assignments making San Clemente an ideal place for individuals looking for wide-ranging experience in their planning careers. Under direction from the City Planner and Deputy Community Development Director, the Senior Planner meets and confers with developers regarding the City's development review process; analyzes development applications for consistency with applicable laws, codes and regulations; responds to questions and inquiries regarding planning rules and regulations; and provides assistance in the amendment of the City's General Plan, Coastal Element, Housing Element and Zoning Ordinances.

This is the advanced journey level class in the professional Planner series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including providing assistance to developers in successful completion of the development review process. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility. Employees at this level may fully supervise lower level staff.

QUALIFICATIONS

- **EXPERIENCE:** Five (5) years of increasingly responsible experience in urban or regional planning, urban design, public administration or related field.
- **EDUCATION:** Equivalent to a Bachelors degree from an accredited college or university with major course work in urban planning, geography, architecture, public administration or a related field.

DUTIES

- Meet and confer with developers regarding the City's development review process; coordinate assigned planning projects including large tract maps, commercial projects, code amendments and general plan amendments.
- Review plans for conformance with land use codes and policies as applied by the Planning Commission and City Council.
- Serve as environmental coordinator; prepare environmental documentation for planning projects; ensure that planning projects are reviewed in a manner consistent with the California Environmental Quality Act; administer contracts for environmental consulting services, and other planning-related extension of staff contracts.
- Receive and respond to questions and inquiries from the general public, local business owners and developers; explain local land use policies and development procedures.
- Conduct research, interpret data and prepare and present reports on development projects or land use policy issues to the City Council, Planning Commission, Design Review Committee and other boards as required.
- Review final plans and conduct field inspections of projects to determine compliance with Planning Commission and City Council actions and land use codes.
- Schedule meetings, prepare agenda items and provide policy interpretations as requested.
- Stay abreast of new trends and practices in the field of urban planning through review of professional journals and through participation in training, conference and/or professional group meetings.
- Make presentations to staff, committees and general public; educate parties on the impacts of planning projects or policy issues.
- Provide supervision to lower level staff to achieve assigned objectives and balance workloads.
- May manage and implement housing and historic preservation programs and oversee both current and long range planning projects.
- Perform related duties and responsibilities as required.



IDEAL CANDIDATE

The ideal candidate will have an excellent understanding of the principles, practices, and techniques of urban planning. Additionally, the ideal candidate will have project management, critical thinking, and independent decision-making skills, exemplary customer service skills, and a passion for public service.

The ideal candidate will possess a strong work ethic, the ability to prioritize tasks, the ability to work on a variety of projects with competing deadlines, and will be adaptable and open to new situations, ideas, and challenges. The ideal candidate should also have a strong track record of exercising good judgement, be solution oriented, and have a proven ability to communicate effectively to a wide range of audiences.

APPLICATION AND SELECTION PROCESS

First Review Date | August 12, 2022

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

Please contact 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 Community Development Director. Appointment is subject to completion of a thorough background and reference checks, and pre-employment medical exam.



BENEFITS

SALARY RANGE - \$95,056.00 - \$115,544.00 Annually; increase of base salary by 1% effective July 1, 2023. Class and compensation study to be completed in Fiscal Year 2022-23.

FLEXIBLE WORK SCHEDULE - Most positions work a 9/80 work schedule.

HOLIDAYS - The City presently recognizes 12 regular holidays, plus two floating holidays.

VACATION - Employees accumulate vacation at the rate of 120 hours per year increasing to a maximum of 180 hours based on years of service.

ADMINISTRATIVE LEAVE - Employees in this position are granted 64 hours per year.

SICK LEAVE - Accrual of 8 hours per month.

INSURANCE - The City provides a comprehensive benefit package including employee medical, dental, vision, short-term, and long-term disability insurance.

LIFE INSURANCE - Value equal to two times annual earnings up to a maximum of \$200,000.

DEFERRED COMPENSATION - Employees may defer up the IRS permitted annual maximum

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.

ON-SITE FITNESS CENTER - No fee fitness center with state of the art equipment for employee use at City Hall.

RETIREMENT - The City of San Clemente is a member of the California Public Employees' Retirement System (CalPERS), and is subject to the Public Employees' Pension Reform Act (PEPRA). Classic Member: 2% @ 55 CalPERS Retirement Plan Employee contribution: 7% (of the 7% employee contribution). PEPRA New Member: 2% @ 62 CalPERS Retirement Plan Employee Contribution Amount: 6.75%. The City is also a member of the Social Security system.

