

The City of Pasadena



Announces an Employment Opportunity for

*Planning Manager
(City Planner)*



Pasadena Public Library

The City of Pasadena, California is looking for an experienced, energetic and people oriented professional to become the City's Planning Manager (City Planner)

The Community

The City of Pasadena is often referred to as the world's "smallest major city." It is a City which combines the unique characteristics of innovation and growth with history and preservation. It is known for its small home-town charm, a proud and close-knit community, as well as a world-renowned reputation for vision, innovation, community involvement, smart growth, healthy quality of life, thriving businesses, and arts and entertainment. Pasadena is a highly diverse community with a population of 146,000.

A municipality governed by a 7-member City Council elected by district, plus a Mayor elected at large, this charter city is widely recognized for its creative, dynamic and open approach to government. The City Council is strongly committed to business and retail development, commercial revitalization and affordable housing, while upholding a distinctive quality of life and environment.

Pasadena is truly a beautiful, pedestrian friendly City. The City is geographically located 10 miles northeast of Los Angeles, and is bordered by the San Gabriel Mountains to the north. Its climate is mild year-round, with an average of 76 degrees Fahrenheit. Full of amenities, Pasadena has over 25 public parks, two 18-hole public golf courses, tree-lined streets, over 1,000 buildings listed on the National Register of Historic Places, and many cultural facilities such as the Norton Simon Museum, the Pacific Asia Museum, Pasadena Playhouse, and the Pasadena Civic Auditorium. Pasadena is the home of the California Institute of Technology, the Jet Propulsion Laboratory, the Rose Bowl, and the Tournament of Roses. Visitors can stroll along several beautiful tree-lined shopping areas such as, South Lake Avenue, Old Pasadena, and Paseo Colorado. In addition to all this, Pasadena is within easy driving distance to beaches, the desert, mountains, and many southern California attractions like Disneyland and Universal Studios.

The Planning & Development Department

The Planning and Development Department's mission includes facilitating citizen participation in the land use decision making process, stimulation of commercial and neighborhood revitalization as well as the provision of Permit Center services, promoting business attraction and retention, and the promotion of job growth within Pasadena. The Planning and Development Director, Mr. Richard Bruckner, has delegated responsibility for providing these core services to seven Divisions – Administration, Planning, Building & Neighborhood Revitalization, Cultural Affairs, Northwest Programs, Economic Development, and Special Projects.



Old Town Pasadena



Hale Building

Planning Division

Mission Statement

To champion economic vitality and safe, livable neighborhoods that reflect, preserve and enhance Pasadena's unique cultural and historic character. To promote informed decision-making that facilitates balancing the costs and benefits of new development.

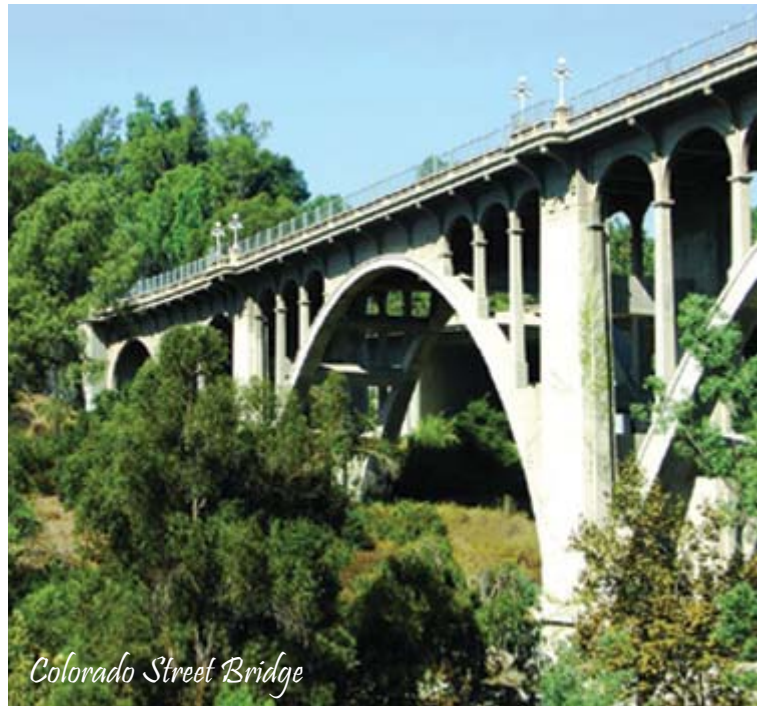
The Planning Division has a \$4.1 million budget and 34 highly dedicated and experienced planners and support staff assigned to three units – Community Planning, Current Planning (Zoning), and Design & Historic Preservation. The Division is responsible for managing the General Plan and Zoning Code, and for providing staff support to the Cultural Heritage, Design and Planning Commissions as well as the Zoning Hearing Officers and the Zoning Board of Appeals. The Division also staffs the Permit Center, performs plan review, and processes applications for land use entitlements.

Recent noteworthy accomplishments include:

- Processed EIRs for several large projects, including Fuller Seminary, Westgate Pasadena and Sares Regis Project (an 800 housing unit in downtown Pasadena).
- Evaluated and amended South Fair Oaks, East Pasadena, and Fair Oaks/Orange Grove Specific Plans.
- Successful administration of 25 Predevelopment Plan Reviews.
- Completed Art Center College of Design South Campus Master Plan.
- Hillside rezoning evaluated all the hillside districts for possible changes to boundaries.
- Processed a Zoning Code amendment to protect single-family neighborhoods from development in adjacent districts.
- Completed historic designations for five new landmark districts and 14 landmarks and historic monuments.

The Position

The Planning Manager (City Planner) reports directly to the Planning and Development Director; has primary responsibility for providing leadership and direction to Division staff; and administers all Division functions. The Planning Manager oversees the development and maintenance of the General Plan; administers the City's Zoning Code, including the coordination and direction of major revisions; manages census and demographic data; directs the development of area, neighborhood, and urban design plans, historic preservation programs, and Environmental Impact Reports; provides staff support to the Planning Commission, Design Commission, Cultural Heritage Commission, and other boards, commissions and/or committees involved with land use/development processing; confers with the Director and peers to discuss, develop and resolve departmental issues and strategies; directs the preparation of clear, concise, and understandable reports and correspondence; represents the City at meetings and other community events; makes a variety of public presentations before elected and appointed officials and community and public interest groups; and remains current in the field of planning.



Colorado Street Bridge

Qualifications

Candidates must have any combination of education and/or experience equal to a bachelor's degree in planning or related field, plus five years of progressively responsible municipal planning, zoning administration or community development experience, including two years of experience in a supervisory capacity. A master's degree in planning or a related field is strongly preferred.

The ideal candidate will have demonstrated the ability to manage and provide effective leadership in a public organization comparable to the City of Pasadena. She/he should be people and community oriented, be a problem solver and consensus builder among individuals and/or groups with conflicting interests, value teamwork and customer service, be able to appreciate diversity, have a reputation as an excellent communicator, and have a strong commitment to improving the quality of life of the community.

Personal Characteristics

In addition to the qualifications described above, the ideal candidate will have the following personal characteristics:

- Strong leadership and strategic-thinking skills.
- Well developed communications skills.
- Personal integrity...able to gain confidence and respect.
- Business acumen...and politically astute.
- A manager with a vision... not a technician.
- A proven track record of successfully managing complex projects and processes in a complex environment.

Salary & Benefits

The City of Pasadena offers a generous and comprehensive benefit package, which includes:

- An annual salary of \$104,375 to \$130,469, depending on qualifications. Salary is currently under review.
- Retirement- Benefits are provided through the Public Employees Retirement System (PERS). The benefit formula is 2.5% @55. The City reports the 8% employee membership contribution as compensation for retirement purposes. Employees share in the cost of the PERS enhancement and reimburse the City 4.6% on an after-tax basis.
- Paid Leave- Twelve holidays per year, plus generous vacation, sick leave and management leave benefits.
- Long Term Disability- City pays premiums for basic LTD coverage.
- Health Insurance- City contributes \$903 per month, which can be allocated for health insurance and/or into a personal deferred compensation account.
- Dental Care- City contributes 100% of the employee's premium and \$40.00 toward dependent coverage.
- Car Allowance- Up to \$188 per month.
- Work Schedule- 9/80 work schedule.
- Personal Development- An annual allowance of \$500 is provided to enhance professional or personal development.

Equal Opportunity

The City of Pasadena is an Equal Opportunity Employer. The City considers applicants without regard to race, color, religion, ancestry, national origin, sex, marital status, age, medical condition or disability, or any other status protected by law. The City seeks candidates who can make contributions in an environment of cultural and ethnic diversity.

The City of Pasadena makes reasonable accommodations for the disabled. If candidates require special arrangements to participate in the selection process, they should state their needs in writing when submitting an application package.

Application Process

An application package consisting of two (2) copies of your resume with a signed cover letter outlining qualifications, an RJA supplemental questionnaire, and a list of five (5) professional references is required for consideration. A questionnaire can be obtained by calling RJA at (626) 447-3318 or through our website. Completed application packages should be sent to:

Dr. Richard Garcia, President
RJA Management Services, Inc.
550 W. Duarte Road, Suite 6
Arcadia, CA 91007
AA/EOE

www.rjamanagement.com

Or submit information directly to:

info@rjamanagement.com

Application Screening

Candidates are encouraged to apply promptly to be eligible for the first screening of applications. **The first screening will commence on November 21, 2007.** All applicants will be screened using the criteria in this brochure and interviews will be scheduled with candidates having the most relevant qualifications. As a result of the interviews, an eligible list of candidates will be established which may be used to fill the Planning Manager (City Planner) position.

Additional Information

Additional information about the City of Pasadena can be obtained on the City's website:

www.cityofpasadena.net



City Hall