



CAREER OPPORTUNITY

City of El Segundo

CALIFORNIA



INVITES APPLICATIONS FOR THE POSITION OF:

PLANNING MANAGER (AT-WILL)

350 Main Street, El Segundo, CA 90245 310-524-2381 - hrstaff@elsegundo.org

APPLICATIONS MAY BE FILED ONLINE AT: <http://www.elsegundo.org>

THE COMMUNITY

The City of El Segundo is ideally located on the Santa Monica Bay and encompasses over five square miles, spanning from Los Angeles International Airport on the north, the City of Manhattan Beach on the south, the Pacific Ocean on the west and the unincorporated area of Del Aire along Aviation Boulevard on the east.

A small group of representatives from Standard Oil Company in the early 20th century were the impetus behind the founding of the City. El Segundo is Spanish for "the second" which was the name given to the community when then Standard Oil built its second California oil refinery here in 1911. Since its incorporation on January 18, 1917, the City has evolved from a working-class refinery town on the edge of Los Angeles to one of California's most dynamic and diversified economic engines. Today El Segundo is renowned for its quaint small-town atmosphere surrounded by a thriving business environment that caters to some of the nation's most prestigious corporations.

The City's population is just under 17,000, which has enabled the community to preserve its small-town intimacy and charm. As a regional center for commerce, El Segundo's daytime working population exceeds 70,000 with additional visitors staying at the City's 15 hotels. A high concentration of Fortune 500 companies such as AT&T, Boeing, Gilead (Kite Pharma), Mattel, Northrop Grumman, and Raytheon as well as entertainment, media, and aerospace organizations such as the Los Angeles Lakers, Los Angeles Kings, Los Angeles Times, and Los Angeles Air Force Base call El Segundo home.

Experiencing tremendous economic growth and evolution over the past several years, the City has welcomed many new types of business including Top Golf, Space Force and Beyond Meat. Throughout the region, El Segundo is known for its pro-business attitude and was recognized by the Los Angeles Economic Development Corporation as the "Most Business-Friendly City in Los Angeles County."



THE ORGANIZATION

El Segundo is a General Law city and operates under the Council-Manager Form of Government. The City is governed by a five-member City Council elected at large, on a non-partisan basis, to four-year overlapping terms. The position of Mayor is selected by Council Members and serves a two-year term. The City Manager serves as the organization's CEO. The City delivers a comprehensive range of municipal services through nine major departments (including police and fire) with approximately 250 full-time equivalent employees and a total budget of \$138 million.

The Development Services Department is staffed with 17 full-time employees within three Divisions: Planning, Building and Safety, and Housing.



THE POSITION

The Planning Manager is an at-will position that reports directly to the Development Services Director. This position has a high level of oversight of all activities and operations of the Planning Division and provides responsible support to the Development Services Director and Planning Commission. The Planning Manager is accountable for accomplishing division goals and objectives and other initiatives as outlined in the Strategic Plan. Characteristic duties and responsibilities include:

- Plans, manages, and coordinates all activities related to ensuring compliance with laws and regulations during property development Citywide; manages the development of City land use and development plans and policies; manages and supervises staff and functions of the Division; prepares and administers the Division's budget; implements and administers contracts for services from external resources.

- Assesses merits and approves or denies permits; supervises the implementation of Code Compliance, including determining courses of action for noncompliance; manages and administers the City's Community Development Block Grant program.

- Ensures coordination of Division and Department efforts and interests with City Council, the Planning Commission and other groups and constituencies; makes presentations to and meets with residents, developers, architects, and others to provide advice, problem solving assistance, answers to questions and interpretation of program goals and policy.
- Coordinates Division activities with other programs, departments, or staff to ensure program delivery according to appropriate policies, procedures, and specifications; conducts studies and prepares reports regarding land use and compliance.
- Resolves discrepancies or procedural problems and responds to program management and/or program delivery questions ensuring necessary follow-up occurs, controls program records for operational and budget accountability.
- Hires, directs work efforts, and evaluates staff; provides for and/or conducts staff development; establishes work methods and standards; initiates corrective and/or disciplinary action and responds to grievances and complaints according to established personnel policies and procedures and in consultation with Human Resources.



THE IDEAL CANDIDATE

The City of El Segundo is seeking an experienced Planning Manager with strong technical, professional, and interpersonal skills to lead and manage projects and people in the Development Services Department. The ideal candidate will be a strategic thinker who embraces long-range planning and effectively tackles short-term challenges. The ideal candidate will have a passion for public service with a customer service mindset and the ability to permeate that culture throughout the organization. The Planning Manager is a “working manager” position and must possess superior writing and public speaking skills; be able to independently prioritize and complete a broad range of assignments with competing deadlines and effectively manage personnel and resources. The ideal candidate is eager to develop and mentor staff, recognizing successes while instilling accountability in completing projects on time.

QUALIFICATION GUIDELINES

Education: A Bachelor’s degree in Planning, Environmental Design, Architecture, or a closely related field. A Master’s degree is desirable.

Experience: Five (5) years of professional experience in planning or community development, including two (2) years of supervisory experience.

Certificate: Certification by the American Institute of Certified Planners (AICP) is not required, but desirable.

COMPENSATION AND BENEFITS

The salary for this position is \$134,838.96 - \$161,806.68 annually with placement in the range dependent on qualifications. The Planning Manager is a full-time at-will position in the City’s Management and Confidential Group (unrepresented employee group) with the following benefits package:

9/80 Work Schedule: Full-time employees work 80 hours in 9 days and receive every other Friday off. City Hall hours are 7:00 a.m. to 5:00 p.m. Monday through Thursday and 7:00 a.m. to 4:00 p.m. on Friday.

Retirement: California Public Employee Retirement System (CalPERS) plan which offers reciprocity between agencies. Classic Tier II employees, who have been in the CalPERS system and are new to the City of El Segundo, will receive 2%@60 formula. Employees new to the City and CalPERS, and do not belong to a reciprocal agency of CalPERS, will receive the PEPR formula of 2%@62. Classic employees are required to contribute 8% of pensionable income towards their retirement benefit; PEPR employees are required to contribute 6.75%.



Social Security & Medicare: The City of El Segundo participates in Social Security. The City matches the employee contribution which is 6.2% of salary. Federal mandate requires all employees hired or rehired by any government agency on or after April 1, 1986 to participate in Medicare. The City matches the employee's Medicare contribution, which is 1.45% of salary.

Health Benefits: CalPERS medical, Delta Dental and VSP plans are offered. A monthly contribution of \$1,500 is provided (\$585 per month for medical and \$915 per month in flex dollars). Flex dollars may be used towards medical premiums, deferred compensation, flexible spending, or dependent care accounts. Dental and Vision coverage is provided up to \$135 per month.



Leave Benefits: Vacation Leave is earned at a rate of 3.69 hours per pay period. After reaching the top of the salary range, accrual is based on total time worked in a CalPERS agency. Sick Leave is earned at 8 hours per month.

- **Executive Leave:** Executive leave of 56 hours per calendar year. There is no cash value to this leave.
- **Holidays:** Twelve (12) paid holidays including one floating holiday which is added to your leave bank on January 1 every year.
- **Cell Phone Stipend:** \$80 per month or City phone provided.
- **Life Insurance:** City paid policy of \$50,000.
- **Flexible Spending and Dependent Care Accounts:** Optional participation.
- **Section 457 Deferred Compensation Plan:** Optional participation in ICMA-RC plan. No City matching.

APPLICATION & SELECTION PROCESS

This is an open competitive recruitment process. Please visit www.elsegundo.org to complete the online application and supplemental questions by the final filing date of Thursday, June 17, 2021 at 5 p.m. This recruitment requires that a cover letter addressing your professional planning experience and resume be uploaded with the application to be considered complete. Applicants appearing best qualified based upon a review of the application materials will be invited to participate in a virtual interview which is tentatively scheduled for Thursday, July 1, 2021.



AN EQUAL OPPORTUNITY EMPLOYER

The City of El Segundo does not discriminate on the basis of race, religion, color, national origin, ancestry, disability, marital status, age, sex, or sexual orientation. The City of El Segundo maintains and enforces a zero-tolerance policy relating to substance abuse and maintains a smoke-free workplace.



APPLY HERE

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