

INVITATION TO AN EXCITING CAREER OPPORTUNITY

IRVINE

CALIFORNIA



MANAGER OF PLANNING SERVICES

Salary Range
\$121,763.20 – \$189,737.60
Annually



POSITION

Do you have the desire to lead long-range planning for one of the nation's largest planned urban communities? Join a collaborative workforce and make a meaningful impact in a vibrant and diverse city as the Manager of Planning Services.

Essential Duties and Responsibilities

- ▶ Prepares and maintains the City's General Plan, including required periodic evaluations and updates. Negotiates sensitive land use and policy issues on behalf of the department.
- ▶ Oversees and coordinates the collaborative efforts of City staff, attorneys, and other parties.
- ▶ Prepares and maintains interim reports and updates as required by law. Provides information relative to development with other staff, developers, and the general public.
- ▶ Organizes and directs the work of subordinate professional, administrative, and contract staff.
- ▶ Oversees, implements, and assists lower-level supervisors with a variety of personnel actions, including performance evaluations, training, selection, and disciplinary actions.
- ▶ Participates in the City's establishment of development policies, including partnerships with State regulators.
- ▶ Assumes significant responsibility for the preparation and administration of assigned budget and work plan. Implements approved strategic plan components related to area of service.
- ▶ Coordinates with officials in other agencies on matters of local or regional significance. May represent the City on local or regional task forces, committees, or working groups. Meets with developers, citizens, landowners, and other public and private agencies regarding City regulations.
- ▶ Develops and monitors standards and service levels. Coordinates activities and work programs with other City departments to ensure consistency of work plan measurements and adequacy of resources.
- ▶ Allocates staff and resources according to department priorities and the Strategic Business Plan. Administers contracts and manages consulting activities.
- ▶ Evaluates development proposals for consistency and applicability with General Plan, Zoning Ordinance, and land use policy.

Find additional information in the [Manager of Planning Services](#) job description.



THE IDEAL CANDIDATE

Manager of Planning Services

Irvine's leadership believes passionately that in order to be a truly effective organization capable of living out its mission, the City must always start with a focus on people. To that end, we are seeking a team-oriented leader to serve as the next Manager of Planning Services!

To meet the standards of this high performing organization, Irvine expects more than just someone with sophisticated technical knowledge and skills. The successful candidate will also be an authentic leader who is grounded in humility and appreciates the critical importance people play in building a successful organization.

- * Be willing to put the needs of the team ahead of any personal desires or ambitions.
- * Demonstrate a desire to engage in the hard work needed for an agency to deliver premier services.
- * High standards and continually brainstorm ways to improve.
- * Innovative and flexible.
- * Polished and professional.
- * A strategic problem-solver.

This recruitment will establish an eligibility list that may fill future similar and/or lower classifications within the organization.

BEST FIT

- ▶ Overall knowledge of planning principles and practices.
- ▶ Position will lead advance planning efforts, although experience in all aspects of land use planning ranging from current to long range planning is desired.
- ▶ Emphasis and knowledge of local General Plan, Zoning Code, and land use support services, including the management, and maintenance of these guiding and implementing documents.
- ▶ A sound technical planning foundation is desired, but more importantly, the vision and ability to guide planning efforts through broader policies and to desired objectives while balancing the various strategic and political interests.
- ▶ Excellent communication skills to effectively lead and work well with others. Equally diplomatic, respectful, and attuned communicator with the public and those at all levels of the organization.
- ▶ Actively aware of community and political concerns, particularly as they relate to department objectives and priorities vs. the political/resident climate.
- ▶ Constructive and supportive while putting team goals first. An unbiased supporter and advocate of all staff.
- ▶ Strong project management skills and the ability to lead multifaceted large-scale planning efforts (i.e., General Plan Update).
- ▶ Analyze and evaluate complex planning issues with thoughtful recommendations.
- ▶ Experience working and interacting with elected officials.



CITYOFIRVINE.ORG

MANAGER OF PLANNING SERVICES

3





HUMAN RIGHTS CAMPAIGN



equalityfederation

100

Proud to have earned a perfect score on the Municipal Equality Index



HRC.ORG/MEI

DEPARTMENT

Community Development Department

The mission of the City of Irvine Community Development Department is to provide thoughtful and efficient long-term planning and ongoing project review to ensure consistency with the General Plan, Zoning Ordinance, and Building Codes. The Community Development team is focused on delivering a top-quality customer experience to the community through innovation and responsiveness, with integrity, flexibility, and professionalism. Detailed information regarding the department's focus areas and activities can be found at: cityofirvine.org/communitydevelopment.



CITY OF IRVINE

**TOP
WORK
PLACES
2022**

THE ORANGE COUNTY
REGISTER

The City of Irvine is a Charter City, operating under a Council/Manager form of government. Its eight departments include Administrative Services, City Manager's Office, City Clerk's Office, Community Development, Community Services, Human Resources, Public Safety, and Public Works & Transportation. Since its incorporation in 1971, Irvine has become a nationally recognized City, with a population of over 310,000 that spans 66 square miles and is recognized as one of America's safest and most successfully master-planned urban communities. In 2021, Irvine was the fastest growing city in California, and is now the 13th largest city in the State by population. Irvine is home to more than 20,000 businesses and several robust industry clusters, including life sciences, information technology, aerospace, advanced manufacturing, and digital arts and media. Top-rated educational institutions like UC Irvine, an enterprising business atmosphere, sound environmental stewardship, and respect for diversity, equity, and inclusion all contribute to Irvine's high quality of life. This family-friendly City features more than 16,000 acres of parks, sports fields, and dedicated open space, and is the home of Great Park. Other notable attractions include the Irvine Spectrum Center, Irvine Barclay Theatre, and Bommer Canyon.

IRVINE REMAINS THE

SAFEST CITY IN AMERICA

FOR THE 17TH CONSECUTIVE YEAR, BASED
UPON FBI STATISTICS FOR VIOLENT CRIMES.





SALARY:

\$121,763.20 – \$189,737.60

Annually Dependent Upon Qualifications

BENEFITS PACKAGE

The City of Irvine offers a highly competitive compensation and benefits package including:



RETIREMENT

CalPERS 2% at 62 formula for new CalPERS members; or 2% at 55 formula for existing CalPERS members with less than a six-month break in service from another CalPERS or CalPERS reciprocal agency.



HEALTH PLAN

The City currently offers medical, dental, and vision insurance coverage for employees and their dependents. In addition, the City provides life insurance and a disability plan for employees.



LEAVE TIME

120 to 200 hours of annual vacation accrual, depending on years of service; 12 paid holidays per year; 96 hours of sick leave per year; 60 hours of administrative leave per year; and 80 hours of annual personal leave.



CAR ALLOWANCE

The City provides a monthly car allowance of \$300.



MANAGEMENT INCENTIVE COMPENSATION

The City offers additional compensation in the amount of 3% above base salary.



PARENTHOOD LEAVE

160 hours of paid parenthood leave within 1 year of birth or adoption.



CELLULAR PHONE ALLOWANCE

The City provides a monthly cellular phone allowance of \$100 plus a reimbursement of up to \$1,000 for cellular equipment once every two years.



EMPLOYEE DISCOUNTS

Entertainment discounts available for many theme parks and attractions throughout Orange County and San Diego.



FLEXIBLE SCHEDULE

City employees may work a 9/80 hour work week schedule.



EMPLOYEE DEVELOPMENT

Health and Wellness Benefit of \$1,000 per year for work related expenses, training costs, and other unreimbursed expenses.



WELLNESS PROGRAM

City Wellness Program that includes on-site fitness centers.



DEFERRED COMPENSATION

The City shall contribute an amount equal to 4% of an employee's base salary in a deferred compensation account.



Best City to Live In
INSPIRED BY VISION
Happiest City in US
50th Anniversary
community
Greenest City
BIKE FRIENDLY

ENVIRONMENTAL STEWARDSHIP
PLANNED FOR SUCCESS
Active Lifestyle community parks
quality of life open space

우리가 어바인입니다

PARTNERSHIP WITH THE COMMUNITY

WE ARE IRVINE

business

ما ارواين هستيم
هم अरवाइन हैं DIVERSITY

CHÚNG TÔI LÀ IRVINE Nosotros Somos Irvine

Excellence in Education

SAFEST CITY 我们就是尔湾

LIVE, WORK, PLAY GREAT PARK
No. 1 in Fiscal Strength



The City of Irvine is recognized as one of the most ethnically diverse and fully integrated cities in the country. With a population of more than 310,000 residents, the City has grown significantly since its incorporation in 1971. Many residents, businesses, and employees have selected Irvine to live and work because of its history of celebrating diversity, equity and inclusion. The City is committed to ensuring that every person living and working in our community is treated with fairness, and has access to equitable services and opportunities.

Our commitment is to promote diversity in the City of Irvine workforce by recruiting highly qualified candidates and fostering meaningful collaborative partnerships with City departments and the community. The City of Irvine is taking steps to ensure we embrace and celebrate diversity in all aspects of our community and foster a workplace environment that is inclusive of all cultures, backgrounds, races, and ethnicities.

OUR COMMITMENT

*To provide exceptional municipal services
that foster inclusiveness of all cultures,
backgrounds, races and ethnicities.*



ONE IRVINE



THE IMPORTANCE OF ORGANIZATIONAL CULTURE & FIT IN IRVINE

In Irvine, we have worked to develop a workplace culture built around the premise that people are the most important foundational element that will drive long-term success for our community. To further that objective, we have spent time identifying explicitly that we expect members of our team to embrace in a team-oriented model, as defined through our **One Irvine** values framework.

We are One Irvine... through embrace of a TEAM-ORIENTED approach by living our values every day.

HUMILITY

Consistently put the needs of the team ahead of individual self-interest.

INNOVATION

Ensure process discipline, while also embracing a continuous improvement philosophy.

EMPATHY

Include everyone by respecting, listening, helping, and appreciating others.

PASSION

Show initiative and courage while staying enthusiastic about our people and work.

INTEGRITY

Communicate candidly, work hard, and hold ourselves accountable for our role in the delivery of results.





APPLY HERE

To be considered for this opportunity, please upload a resume and cover letter to your application. The deadline to apply is **January 31, 2023**.

FOR QUESTIONS AND INQUIRIES, CONTACT:

Lauren Hirano
Human Resources
1 Civic Center Plaza Irvine, CA 92606

Telephone: 949-724-7219
Email: recruit@cityofirvine.org
An Equal Opportunity/ADA Employer