The Community and Organization
The City of Pomona is a highly diverse and multi-cultural community of approximately 160,000 residents. Pomona has the seventh largest population in Los Angeles County and spans approximately 23 square miles. Pomona is located at the eastern edge of LA County near the 10, 57, and 60 freeways. This centralized location to Los Angeles, Orange, San Bernardino, and Riverside Counties gives Pomona excellent access to qualified labor, jobs, and cultural activities. Pomona is the home of the Fairplex, which hosts the Los Angeles County Fair, NHRA Winternationals, and numerous other events.

The City of Pomona, named after the Roman goddess of fruit and fruit trees, was founded in 1887, incorporated in 1888, and became a charter city in 1911. The City operates under a City Council-Manager form of government. There are six Council Members elected by district and a Mayor who is elected citywide. All elected officials serve 4-year staggered terms. The Fiscal Year 2020-21 Operating Budget is $254 million with 575.6 full-time positions.

The Opportunity
This is an excellent opportunity for an experienced community development leader seeking a challenging and rewarding management-level position to improve the community through innovative and effective land use planning. The Planning Manager is an at-will position that reports to the Development Services Director. It leads a talented team of ten (10) full-time staff and several part-time employees in the Planning Division. The Planning Manager will play an integral role in several key initiatives. One priority is to improve the availability, affordability, and quality of housing options in the City through inclusionary housing, accessory dwelling provisions, rental and resale inspections, and/or other methods. In addition, the City desires to continue to improve its customer service through online customer access and improvements to the permit processes.

Current Projects
- 6TH CYCLE HOUSING ELEMENT – Currently developing a comprehensive, forward thinking document that builds upon the framework created by the 2013-2021 Housing Element, 2014 General Plan, PCSP and DPSP by continuing to facilitate and streamline the infill development of existing vacant and underutilized parcels with housing.
- ARTS IN PUBLIC PLACES – A robust program funded through a 1% fee on most new development or improvement projects with a newly narrowed focus on youth art and artists. Numerous projects are on the horizon to be implemented in our parks, rights-of-ways and public spaces.
- CITYWIDE COMPREHENSIVE ZONING CODE UPDATE – A comprehensive update to the Pomona Zoning Ordinance, the first significant update in 30 years, and the first comprehensive update in 65 years. This action will establish by-right housing zones; establish pre-approved design checklists for housing projects across the city; establish objective design standards for all parcels under the zoning; establish housing incentive zones beyond State Density Bonus Law; and eliminate any existing overlays for housing that add additional discretionary review. Collectively, the update will permanently eliminate multiple barriers to housing permitting in Pomona, while also saving time and cost to applicants.
The City of Pomona is seeking a candidate dedicated to public service and has the following characteristics and skills:

- Strong analytical skills to identify solutions and alternatives to proposed actions;
- Excellent communicator with honed interpersonal skills to keep the public, Department, City Manager, Planning Commission, Historic Preservation Commission, and the City Council fully informed;
- Forward thinker, who considers new approaches and develops creative solutions to challenges;
- Experienced manager in both current and long range planning; and
- Strong dynamic leadership abilities.

Education & Experience
- A Bachelor’s degree from an accredited college or university with major course work in urban planning, geography, or a related field. A Master’s degree is desirable.
- Eight (8) years of increasingly responsible professional urban planning experience, including three (3) years of administrative and supervisory experience with a public agency.

License
- Valid Class C driver’s license

Key Responsibilities

The Planning Manager will assume all management responsibilities for all services and activities of the Planning Division including the development and implementation of division goals and objectives. In addition, the Planning Manager will:

- Monitor, report, and administer the City’s General Plan, Zoning Code, and Historic Preservation Ordinance;
- Conduct a variety of organizational and operational studies; recommend modifications to programs, policies, procedures and service delivery methods as appropriate;
- Manage and participate in the development and implementation of the Planning Division budget, goals, objectives, policies, and priorities;
- Prepare and present reports to the Planning Commission, City Council, the Historic Preservation Commission, Cultural Arts Commission, and other committees and boards;
- Confer with engineers, developers, architects, a variety of agencies, and the general public in acquiring information and coordinating planning and zoning matters;
- Administer provisions of the California Environmental Quality Act (CEQA), the City’s Historic Preservation Program, and other various environmental planning activities; and
- Provide highly responsible and complex professional support to the Development Services Director.

The complete job description is available at https://www.governmentjobs.com/careers/pomona/clasesspecs.
Compensation and Benefits

Salary: Depending on qualifications.
The Planning Manager is an at-will position.
The City’s generous benefits package includes:

- 100 hours of Executive Leave per year;
- 13 Holidays per year, including three floating holidays;
- 12 sick leave days per year;
- Vacation accrual from 80 to 240 hours depending upon years of service; candidates with 3 years of prior consecutive public service begin at 120 hours of vacation leave;
- Annual vacation and sick leave sell back programs;
- Public Employees’ Retirement System (CALPERS), 2% @ 60 for classic members and 2% at 62 for new members. No deduction for Social Security; employee pays the employee’s member contribution toward retirement;
- CalPERS health insurance; two dental plans; and a vision plan;
- $700 monthly health insurance contribution; $75 monthly dental insurance contribution;
- Tiered monthly Section 125 Benefit Plan Contribution (up to a maximum of $625 monthly), which can be used for medical, dental, or vision premiums, or received as taxable cash;
- Flexible Spending Accounts for health and dependent care (optional contributions);
- $100,000 City-paid life insurance policy; voluntary additional life insurance available;
- $2,500 tuition reimbursement for job related courses; and
- Voluntary Deferred Compensation Plan.

The Application Process

Apply online at:
www.governmentjobs.com/careers/pomona
or www.ci.pomona.ca.us

This is an open continuous recruitment with the first screening scheduled for the week of February 23, 2021. Thereafter, applications will be screened on a continuous basis until a sufficient number of qualified applications are received. Applicants are encouraged to submit their application and supporting materials as soon as possible. Applications will be screened in relation to the criteria outlined in the complete job description, available at https://www.governmentjobs.com/careers/pomona/classspecs.

If you have any questions about this position please contact:
Human Resources Analyst II Laura Chamberlain at 909.620.2296