

Peckham & McKenney
"All about fit"

PECKHAM
&
MCKENNEY
EXECUTIVE SEARCH

A photograph of a coastal scene. In the foreground, a woman in a white shirt and pants is walking a small white dog on a leash along a sandy path. The path is lined with several tall palm trees on the left side. The background shows a vast blue ocean under a bright blue sky with scattered white clouds. The overall atmosphere is peaceful and scenic.

Senior Planner

CITY OF RANCHO PALOS VERDES, CA
COMMUNITY DEVELOPMENT DEPARTMENT

THE COMMUNITY

Situated atop the hills and bluffs of the Palos Verdes Peninsula in Los Angeles County, the City of Rancho Palos Verdes is a contract city that has maintained its low-tax, low density, semi-rural environment. The City enjoys expansive views of the Pacific Ocean and Los Angeles basin. Residents enjoy 7.5 miles of Pacific coastline, the 1,400-acre Palos Verdes Nature Preserve, recreational amenities including pedestrian, bicycle and equestrian trails, and a mild coastal climate.

Located within the City's 13.6 square miles are a number of historic landmarks and points of interest, including Wayfarers Chapel designed by Lloyd Wright and the Point Vicente Lighthouse. The City's Point Vicente Interpretative Center offers spectacular whale-watching opportunities from December through April, and the City hosts a number of community events throughout the year. Rancho Palos Verdes is also home to Trump National Golf Club and Terranea Resort.

Residents of Rancho Palos Verdes are able to take advantage of excellent educational opportunities in the area. The City is part of the Palos Verdes Peninsula Unified School District, which includes Palos Verdes Peninsula and Palos Verdes High Schools, both of which are recognized for their outstanding academic programs; and has Marymount California University, a private liberal arts institution and popular higher education choice, located within the city.

Rancho Palos Verdes' diverse and active population of approximately 43,000 enjoys all the benefits of a bedroom community with a beautiful seaside location.

THE ORGANIZATION

Rancho Palos Verdes is a California General Law City and has operated under a Council/Manager form of government since its incorporation in 1973. Policy-making and legislative authority are vested in the City Council, which consists of five members elected at large on a nonpartisan basis, including the City Council-designated Mayor and Mayor Pro Tem. Council members are elected to four-year staggered terms with two or three Council members elected every two years. The City Council is responsible for making policy, passing ordinances, adopting the budget, appointing committees, and hiring the City Manager and contract City Attorney.

The City Manager is responsible for carrying out the policies and directives of the City Council, enforcing ordinances, and overseeing day-to-day operations. The Rancho Palos Verdes City Manager is Douglas Willmore, who has served in this capacity since 2015.

The City retains a staff of 70 full-time employees and approximately 68 part-time recreation

employees. Many City services are provided by contracted outside agencies and vendors. Departments within the City include Administration, Finance, City Clerk, Community Development, Recreation and Parks, and Public Works. A Deputy City Manager oversees the areas of Information Technology, Human Resources, and Public Safety. Police and fire services are provided by Los Angeles County and vendor contracts are awarded for public facility and right-of-way maintenance. The City Council contracts with an outside law firm for City Attorney services and issues franchise agreements to commercial providers for solid waste, electric, water, and gas services.

The City of Rancho Palos Verdes is fortunate to have a number of volunteer advisory committees including the Emergency Preparedness Committee, Finance Advisory Committee, Infrastructure Management Advisory Committee, Preserve Advisory Committee, Traffic Safety Committee, Water Quality & Flood Protection Oversight Committee, and the Planning Commission.

The purpose of the Community Development Department is to ensure the orderly physical



development of the community by upholding the goals and policies of the city's General Plan through the issuance of land use entitlements and permits for improvements and development of private property. The department is comprised of the following 4 divisions that oversee the general functions described above: Building and Safety, Code Enforcement, Planning and Zoning, and View Restoration and Preservation.

THE POSITION

The position of Senior Planner plays an integral role in the Community Development Department of Rancho Palos Verdes. This Planning and Zoning position will interact regularly with the Deputy Director and Director of the Community Development Department.

The essential functions of the Senior Planner may vary depending on the assignment, and may include and are not limited to: Interpretation of planning, zoning, and other codes and regulations for private developers, their representatives and the general public by telephone or at the public counter; processing planning applications and preparing staff reports, with recommendations, on a wide variety of complex projects, involving conditional use permits, subdivisions, zone changes, annexations, general plan revisions and amendments, and environment impact report

reviews; conducting field and office research used for preparing studies and reports on a wide variety of projects; presenting and giving oral reports to various councils, committees and citizen groups;; overseeing public outreach through the City's website and facilitating public workshops; serving on inter-departmental committees; and performing additional duties as assigned by the Director and Deputy Director.

Working effectively with regional agencies is a must for the Senior Planner and this includes the County as well as the California Coastal Commission. The ability to establish and/or enhance these types of relationships is critical and is a significant aspect of the position.

This opportunity requires a 4-year Bachelor's degree in Urban Planning, Public Administration, or a closely related field from an accredited college or university. Certification by the American Institute of Certified Planners (AICP) is preferred but not required. Four years of professional planning experience are required as is a current valid Class C California Driver's License.

THE COMPENSATION

The salary range for the Senior Planner is \$86,181 - \$111,933 and appointment within the range will be dependent upon the qualifications and experience of the selected candidate. The City of Rancho Palos Verdes also offers the following benefits.

RETIREMENT: California PERS 2% @ 60 for employees with continuing PERS employment (classic members) and 2% @ 62 for new PERS members. Final compensation is determined by the three-year average option. Employee pays employee contribution in full on a pre-tax basis. Classic PERS members will contribute 7% and new members will contribute 50% of normal cost (currently 6.25%). The City shall match employee contributions up to \$60 per month towards the City's deferred compensation program (457 plan).

HEALTH PLANS: The City has three health plans available to employees (HMO, PPO, and PPO+HSA). The City pays 100% of the cost for Employee Only coverage and 50% of the cost of dependent coverage. In addition, for the HSA plan only, the City annually contributes \$3,000 for single coverage or \$6,000 for employee and dependent coverage to HSA deductibles. Employees who show proof of medical insurance elsewhere and do not enroll in the City's health plan can receive up to 50% of the premium cost of the least expensive health plan (currently \$336/month).

DENTAL, VISION, AND MENTAL HEALTH PLANS: The City has two dental plans and one vision plan available to employees. The City pays 100% of the cost for "employee only" coverage and 50% of dependent cost for the dental and vision plans. The City also offers one mental health plan that is 100% City-paid.



Peckham & McKenney
"All about fit"



SHORT TERM DISABILITY INSURANCE: Provided by the State of California's Short term Disability Program and paid for by the employee.

LONG- TERM DISABILITY INSURANCE: City paid.

LIFE INSURANCE: City-paid policy of 2 times annual salary up to \$350,000.

VACATION LEAVE: Annual accrual ranges from 80 to 160 hours, based upon years of service. Maximum accrual is limited to 2 times annual accrual hours. Vacation leave cash-out option available after 12 months of service.

ADMINISTRATIVE LEAVE: Up to 62 hours per fiscal year at the discretion of the City Manager.

SICK LEAVE: Accrued at the rate of 8 hours for each full calendar month of service

WELLNESS LEAVE: 4.5 hours can be earned for not using sick leave for 10 consecutive week periods. Maximum accrual of 9 hours.

HOLIDAYS: Paid holidays include Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the Friday following, the Winter Holiday Break (December 24 through January 1), and one floating holiday annually.

Other benefits offered by the City of Rancho Palos Verdes include deferred compensation plan, tuition reimbursement, and flexible spending plans for health care and dependent care.



SEARCH SCHEDULE

Filing DeadlineOctober 9, 2017

Preliminary Interviews
.....October 11 through October 20, 2017

Recommendation of CandidatesOctober 26, 2017

Finalist Interview Process..... November 6, 2017

These dates have been confirmed, and it is recommended that you plan your calendar accordingly.

THE RECRUITMENT PROCESS

To apply for this exciting career opportunity, please send your resume and cover letter electronically to:

Peckham & McKenney

apply@peckhamandmckenney.com

Resumes are acknowledged within two business days. Please do not hesitate to contact Phil McKenney toll-free at (866) 912-1919 if you have any questions regarding this position or recruitment process.



www.peckhamandmckenney.com