



City and County of San Francisco

PLANNING DIRECTOR



THE POSITION

San Francisco Planning Department's mission is to shape the future of San Francisco and the region by: Generating an extraordinary vision for the General Plan and in neighborhood plans; Fostering exemplary design through planning controls; Improving our surroundings through environmental analysis; Preserving our unique heritage; Guiding policy changes to encourage a broad range of housing and a diverse job base; Expediting housing production; and, Promoting racial equity and accessibility.

The San Francisco Planning Department plays a central role in guiding the growth and development of our City and Region. The Planning Director must be a progressive leader with a strong vision for a thriving, sustainable city. The Planning Director will work to ensure San Francisco remains an inclusive community with economic sustainability, diversity, and high quality of life. Partnering with other City agencies and the community, the department will strive to help balance the needs of residents, businesses, and civic leaders to protect the environment and historical resources, create inspiring and livable urban spaces, cultivate neighborhood resilience, and enforce good land use practices.

JOB DESCRIPTION

Reporting directly to the City Planning Commission, the Planning Director is responsible for overseeing city planning, development entitlements, housing, land use, historic preservations, transportation, and environmental reviews. The Director holds responsibility to the citizens and communities affected by the City's changing landscape and development plans. The Director will lead interagency efforts to develop and revitalize undeserved communities and to ensure accessibility to all citizens. The Planning Director plays a key role in carrying out the Mayor's directives for acceleration of housing production, permit approval process improvement, and racial equity. The Director will be an example and champion of these efforts and will provide guidance to the regional Bay Area and beyond.

THE IDEAL CANDIDATE

- Ability to foster and maintain relationships at all levels and with key constituencies using excellent oral and written communication skills to generate consensus
- Ability to develop and communicate a shared vision of future needs
- Politically astute with a proven track record of collaboratively and harmoniously working with other City departments, elected officials, local, regional, and state governments, commissions/boards, outside agencies, residents, small businesses, and other key stakeholders in achieving planning goals and objectives
- Demonstrated ability in effectively leading and managing organizational development and cultural change; leading and balancing bold visioning with strategic planning and tactical implementation; and comprehensively leading and energizing a large, diverse staff.
- Strong background and effective experience in management of labor relations; highly skilled and comfortable working in a strong unionized environment, with a successful track record in negotiating, communicating and working with union leadership
- Highly effective communicator with a high degree of emotional intelligence and maturity who demonstrates cultural competence, active listening, and responsiveness to the community, residents, and planning staff
- Demonstrated track record of embracing diversity and advancing racial equity and inclusion
- Visibility and presence as an approachable and charismatic leader in the Planning Department and community
- Humility with and ability to leverage staff's knowledge and technical expertise; committed to staff development and empowers staff with authority and resources to carry out their responsibilities



- Knowledgeable of legislative processes and social issues related to planning and land use
- Visionary and strategic thinker who can identify and provide guidance on interrelated issues of transportation, climate change, architecture preservation, and neighborhood and community needs
- Strong advocate for affordable housing within the economy of San Francisco
- Understands and ability to address planning as it relates to the climate crisis
- Has a deep love for San Francisco, and values the City as a community

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ESSENTIAL DUTIES:

1. **Coordinates and directs the activities of the Planning Department;** supervises the development and implementation of all sections of the City's General Plan and cooperates with other affected departments or agencies in such development and implementation; formulates work program, assigns, schedules, and reviews the program of work; prepares and administers departmental budget and directs the maintenance of necessary records and reports.
2. **Directs the development of a long-range and comprehensive city planning program** which includes research, analysis, design, writing, and editing of reports culminating in a total city plan; acts as technical advisor to the City Planning Commission, appears before the Board of Supervisors, the Mayor, City Planning Commission, other City departments, public agencies and civic organizations to discuss long term planning and policy issues related to transportation, housing and other planning matters.
3. **Directs staff in efficiently and expeditiously** administering their project entitlement duties.
4. **Create a harmonious workplace,** balancing staff and budget requirements.
5. **Reviews and makes recommendations on all planning matters** heard by the City Planning Commission, including but not limited to: appropriate development, sustainability, transportation, long term planning, historic preservation, and cultural/architectural preservation.
6. **Recommends the designation** of redevelopment areas, rehabilitation areas, and conservation areas.
7. **Reviews the capital improvement projects of all City departments** as to their master plan conformity and recommends a program of capital improvements; reviews and reports as to master plan conformity to all legislative referrals regarding any land use, land sale, land acquisition, changes in use of any public way transportation route, ground, open space, buildings or structures.
8. **Reviews and makes recommendations** on plans for public housing projects, affordable housing, community stabilization, and private subdivisions.
9. **Directs** the preparation of agenda for regular and special City Planning Commission meetings and reports; explains, advises and recommends action on all calendar and policy matters before the commission.
10. **Represents the Department and City Planning Commission** on interdepartmental committees as required by ordinance.



MINIMUM QUALIFICATIONS

1. Possession of a Master's degree in city, regional, or urban planning, or a closely related field such as architecture, landscape architecture, geography, urban studies, public administration, physical sciences, historic preservation, or environmental studies; and
2. Twelve (12) years of progressively responsible professional city or regional planning experience, including six (6) years of responsible supervisory and administrative experience.

COMPENSATION AND BENEFITS

The City and County of San Francisco ('City') offers a competitive salary and benefits program. The annual salary range for this position is \$201,916 - \$257,686. The salary is dependent upon the qualifications and experience of the selected candidate. Appointments above this range may be considered based on documented and substantiated recruitment and retention issues or exceptional skills. A special approval process is necessary for appointment above the normal salary range.

The City offers flexible benefit plans with pre-tax elections that include: medical and dental insurance; San Francisco Employee Retirement System (mySFERS.org); deferred compensation plan; long-term disability plan; life insurance; paid management training program; 11 paid holidays per year; 5 floating holidays; 10 to 20 vacation days per year depending on years of service; and 5 days of paid executive leave per year. Please follow this link to review a summary of benefits available for this position: <https://sfdhr.org/MEA-Miscellaneous-Benefit-Summary>

EQUAL OPPORTUNITY

The City and County of San Francisco is an Equal Opportunity/ADA Employer and encourages women, people of color, and persons with disabilities to apply. Applicants will be considered regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy, or any other legally protected characteristics.

APPLICATION AND SELECTION PROCESS

This recruitment will be conducted on a confidential basis throughout the various stages of the process. We will not contact references until mutual interest has been established. This position is "open" until a final selection has been made. Candidates must apply by **Friday, October 18, 2019 at 5:00PM PST**. Electronic submittals to Donna.Ho@sfgov.org are strongly preferred and should include the following:

- **Cover letter with your reasons for applying; and**
- **Comprehensive resume**

After we receive these application materials, we will invite only the most highly qualified candidates to interview. We plan to conduct interviews in October and will forward the names of the top candidates to Mayor Breed in November. We expect to conduct detailed background checks and to make an offer by the end of November. This timeframe is preliminary and is subject to change. Please direct your confidential inquiries and questions regarding this career opportunity to **Donna Ho** at Donna.Ho@sfgov.org.