

DEADLINE EXTENDED



THE CITY OF ROSEMEAD
IS LOOKING FOR A

Planning and Economic Development Manager



Are you passionate about urban land-use planning and economic development? Do you thrive in a management role where you can make an impact?

The City of Rosemead invites you to join our team as our **Planning and Economic Development Manager**.





ABOUT THE CITY OF ROSEMEAD

The Community

The City of Rosemead was incorporated as a general law city in 1959. The City has a population of 54,363 with approximately 1,446 businesses in an area of 5.2 square miles. Rosemead is part of the San Gabriel Valley, east of downtown Los Angeles, and conveniently located near San Bernardino and Orange counties. As a contract City, Rosemead contracts for police, fire, library, sanitation, tree maintenance, building and safety, and information technology services.

Rosemead's Brand Platform

Rosemead holds the following five core community values:

- 1 Who we're for:**
People and businesses who seek the charms of a small town, in the heart of an urban environment.
- 2 What we do:**
We are today's small-town America - traditional yet diverse, a true neighborhood in an urban setting.
- 3 Why we do it:**
In Rosemead, neighbors share the traditional values and commitment to community that makes small-town life so appealing, without losing big-city advantages.
- 4 Who we are:**
Grounded in our roots and history, welcoming and thriving by delivering quality service.
- 5 Why we do it:**
We honor tradition through community spirit and civic engagement, unite in diversity by honoring contemporary American life and we evolve for the future by evolving to meet the needs of our growing community and business sectors.

The City of Rosemead offers a desirable and affordable community with an expanding business sector that is a booming economic growth engine for West Coast commerce.



The mission of the City of Rosemead is to honor tradition, unite in diversity and evolve for the future. Rosemead is a new kind of small town in the heart of an urban environment that aims to improve public infrastructure areas and community facilities; enhance public safety, community environment and opportunities for residents through programs, services, education and recreation while ensuring the City's financial stability in order to continually meet these goals and provide quality service to the community.



Check out Rosemead's Key Organizational Goals and [Strategic Plan for 2030](#).

The Organization

The City of Rosemead operates under a Council-City Manager form of municipal government. The City Council consists of five members elected at large for overlapping four-year terms. The City Council appoints the City Manager, City Attorney, and City Clerk. The City's total budget for FY 2024-25 is approximately \$41 million (the General Fund budget is about \$29 million) with approximately 73 full-time employees. The City's goals include improving the quality of life offered in Rosemead in a business-friendly atmosphere conducive to continued economic growth and prosperity.

ABOUT THE COMMUNITY DEVELOPMENT DEPARTMENT

The Community Development Department guides the development of the community and implements the City's vision (General Plan) and Strategic Plan 2030 by physically shaping the City through current and long-range planning services, building plan review and permit issuance, housing services, and economic development efforts. The Department ensures that new development is compatible and consistent with the City's established codes and policies all while promoting the City as a desirable place for business and development.

The Department is comprised of four divisions: Planning, Building and Safety, Housing, and Economic Development. The Department's primary roles include:

Administering the City's
land use regulations

Conducting building
plan review

Fostering a vibrant and stable
local business community

Implementing the City's General Plan, ensuring compliance with the
Zoning Code and other City and State regulations

Partnering with other agencies and City departments to facilitate economic growth,
create new jobs and plan for long-term development in Rosemead



ABOUT THE POSITION — PLANNING AND ECONOMIC DEVELOPMENT MANAGER

The Role

As Rosemead's Planning and Economic Development Manager, you will oversee and lead the Planning and Economic Development Divisions, working closely with residents, developers, local businesses and community stakeholders to drive strategic growth and development. This hands-on manager will provide their team with clear direction about objectives, policies, and priorities of the Department while providing excellent customer service to the Rosemead community. The Planning and Economic Development Manager will have strong public speaking skills, giving presentations to the City Council, Planning Commission, and a variety of boards and commissions. Under the guidance of the Director of Community Development, you'll manage a variety of complex planning and economic development projects.

A sample of job duties and responsibilities include:

- **Leadership & Management:** Oversee current and long-range planning operations, ensuring alignment with City goals. Supervise and mentor a dedicated team, providing guidance and support to drive success.
- **Strategic Planning:** Lead major development projects, from rezoning and general plan amendments to strategic plan implementation. Lead environmental reviews, technical studies, and policy development.
- **Budget & Resource Management:** Develop and manage division budgets, identify resources and ensure efficient use of funds. Manage grant applications and contracts.
- **Community Engagement:** Act as a liaison between the city and the community, fostering strong relationships with business owners, regional officials, and other stakeholders. Represent the city at meetings and promote economic development initiatives.
- **Research & Analysis:** Stay ahead of trends in urban planning and community development. Conduct in-depth research, prepare reports and provide recommendations to drive informed decision-making.
- **Team Development:** Provide supervision, training and performance evaluations for your team. Inspire and motivate staff to achieve excellence in all planning and development activities.

[Read the full job description](#)



Rosemead supports new development and local businesses, focuses on the revitalization of our major corridors, and finds creative solutions to the changing needs of residents and businesses. Some of the exciting current and upcoming projects that the Planning and Economic Development Manager will oversee include:

Myriad Public Market: A first and one-of-a-kind food hall consisting of a subterranean level, two floors, and a rooftop deck with 27 leasable spaces; currently under construction and set for completion at the end of 2025.

Pasadena City College's (PCC) Satellite Campus: PCC is a new satellite campus. This facility will provide classrooms, including lecture and science laboratories, and a wide range of student support service areas such as admissions and records, financial aid, general counseling, student health and dining services.

Lewis Group of Companies Residential Planned Development Project: A new 191-unit residential planned development with 3-story for-sale condominium/townhome units.

Updates to the General Plan and Zoning Code: In March 2023, the City launched a General Plan and Zoning Code Update to support continued growth for housing and mixed-use projects; the updates implement the policies of the 2021-2029 Housing Element.

THE IDEAL CANDIDATE

The ideal candidate is a dynamic, dedicated, and creative professional with a strong background in urban planning and economic development. You will support the Director of Community Development, bringing a deep understanding of housing and development, especially in the context of California's evolving housing laws. You are not just a planner or economic development manager—you're a problem solver who can navigate complex issues with innovative solutions that align with the City's goals.

You thrive in a fast-paced environment and are adept at managing multiple ongoing projects, from large-scale developments to zoning code or general plan updates. You have a knack for balancing day-to-day departmental operations with strategic initiatives, always ready to lend your expertise to staff and contribute fresh ideas. Your ability to engage with the community, understand its unique needs, and retain successful businesses sets you apart, as does your skill in handling challenging situations with diplomacy.

Rosemead is expanding—the ability to lead current and upcoming projects with precision and skill is essential. The ideal candidate will possess a deep understanding of the City of Rosemead and its community and a strong commitment to customer service. Many residents and customers approach the Community Development Department unfamiliar with city processes, making it crucial that you prioritize delivering compassionate and high-quality service.

QUALIFICATION REQUIREMENTS

- **Experience:** 5 years of professional experience in planning, including 2 years in a supervisory capacity. Being bilingual is highly desirable, as is having local government experience.
- **Education:** Bachelor's degree in Planning, Urban Design, Architecture, Economic Development, Business Administration, Public Administration or any closely related field. A Master's Degree is highly desirable.
- **License, Certification & Special Requirements:** A valid California class C Driver's License. Possession of a valid certification from the American Institute of Certified Planners (AICP) is preferred. Attending night meetings, special meetings, and business trips as required.
- **Physical Demands and Working Environment:** May be required to travel to various sites, locations and events. Employees are required to assume the duties of a disaster worker in the event of a locally declared emergency.



An important note: the City of Rosemead does not offer this job as a remote position. Rosemead understands and prioritizes the importance of face-to-face operations, and the new Manager's role within the Department is vital in this hands-on and family-oriented culture. Therefore, the Manager must accomplish their role in person.



COMPENSATION AND BENEFITS

The monthly salary range for the Planning and Economic Development Manager is \$8,546 - \$11,150 depending on experience and qualifications

- **Work-Life Balance:** City employees work a 4/10 work schedule.
- **Retirement for Classic CalPERS Members:** Tier 1: 2.7% @ 55 formula for employees hired before July 1, 2010. 8% Employee share towards CalPERS effective January 1, 2018, for 2.7% @ 55 formula. Tier 2: 2% @ 55 formula for employees hired on or after July 1, 2010. 7% Employee share towards CalPERS effective January 1, 2018, for 2% @ 55 formula.
- **Health, Dental and Vision:** Benefit allowance of \$1,700 per month to be used toward employee and dependents. Any unused balance can be put into a deferred compensation plan or taken as a taxable cash-back allowance. Employees receive CalPERS Medical, Ameritas Dental and VSP Vision coverage.
- **Social Security:** Employee contributes 6.2%.
- **Holidays:** Twelve paid holidays per year.
- **Sick Leave:** Accruable—10 hours per month with unlimited accumulation. Sick leave hours will be capped at 500 hours for all employees; may begin accruing sick leave after 30 days of employment.
- **Flexible Benefit Plan (FSA - Section 125):** Allows employees to pay for childcare, adoption, and unreimbursed medical and insurance premium expenses with pre-tax dollars.
- **Tuition Reimbursement:** Employees may attend and be reimbursed for part or all the costs of educational and other training courses (up to \$5,000 per fiscal year), which provides a benefit to the City provided there are budgeted funds for such approval by the City Council. The employee must remain with the City for three (3) years after successfully completing the class/course or must refund the amount received to the City on a pro-rated basis.
- **Wellness Program:** The City provides up to \$300 in reimbursement for qualifying expenses through the City's Wellness Program.
- **Bilingual Pay:** Eligible and qualifying Employees shall receive a bilingual stipend of \$75 per month for one of the following recognized languages: Cantonese, Mandarin, Spanish, Vietnamese, or American Sign Language, and any other language determined by the City Manager as qualifying languages.
- **Relocation Allowance:** Employees may receive a relocation allowance determined by the City Manager based on relocation demands.

View the full [Employee Benefits Sheet](#) for details.

HOW TO APPLY

To be considered for this position, please immediately submit your resume and cover letter to Christine Martin at Talent@TripepiSmith.com by the extended deadline **November 5, 2024**.

