



take center stage

The City of Indio is looking for its next

PRINCIPAL PLANNER

The City of Indio is seeking a polite, professional, and progressive leader to join the Community Development Department as Principal Planner. The ideal candidate will be an inspiring, solutions-driven professional with a “can-do” attitude and a strong technical background in municipal planning. This role presents a unique opportunity to serve as a mentor and team builder while contributing to the growth and success of Indio’s thriving community.

ABOUT THE CITY OF INDIO

THE COMMUNITY

Located in Southern California's Coachella Valley, the City of Indio has a population of approximately 100,000 and spans 30 square miles. Founded in 1876 as a railroad town as the Southern Pacific Railroad built lines between Yuma, Arizona and Los Angeles,, Indio quickly grew into a prosperous agricultural region. Today, it is the largest and fastest-growing city in the Coachella Valley, with over 3,500 new housing units in development and more than \$200 million being invested in downtown revitalization.

Known as the "City of Festivals," Indio welcomes nearly 1.4 million visitors annually to world-famous events like the Coachella Valley Music & Arts Festival and Stagecoach Country Music Festival, making it one of the top emerging travel destinations in the country. The city's diverse population, with roughly 80% representing different ethnic backgrounds, contributes to a rich cultural landscape featuring fantastic food, music, and art.

Indio offers nationally recognized public safety services, exceptional schools, beautiful parks, and vibrant community centers for residents of all ages. Downtown investments will soon provide walkable spaces for dining, local music, coffee shops, and unique shops. With its temperate winter climate, thriving development, and outstanding municipal services, Indio continues to be a premier destination to live, work, relax, and play.



Our Mission

The City of Indio embraces its diversity and provides outstanding municipal services to enhance the quality of life for our residents, visitors and the business community.

THE ORGANIZATION

Indio was incorporated in 1930 and operates under a Council-Manager form of government. The City Council consists of five members, elected at-large to four-year terms and they are served by a City Manager and City Attorney. Each year, the City Council selects the Mayor on a rotational basis and determines assignments for the external commissions and committees.

As a full-service city with 300 authorized full-time positions and a fiscal year 2023-24 total budget of \$361 million (including a \$134.8 million General Fund), Indio emphasizes responsiveness, innovation, and entrepreneurial strategies to achieve City Council goals and serve the community.

Under the leadership of City Manager, Bryan Montgomery, high-quality municipal services are provided through 12 department functions that include: City Manager, City Clerk, Communications and Marketing, Community Services, Community Development, Economic Development, Information Technology, Finance, Human Resources/Risk Management, Police, Fire (provided under contract by Cal Fire), and Public Works.

Additionally, the City operates two enterprise operations: Indio Water Authority and Indio Municipal Golf. The executive team—a blend of seasoned and newer leaders—works collaboratively to support Indio's growing community, delivering high-quality services and making a meaningful impact for residents, businesses, and regional governance.

To learn more about the City of Indio, [visit Indio.org](https://www.indio.org).

ABOUT THE COMMUNITY DEVELOPMENT DEPARTMENT

PLANNING
DIVISION

BUILDING & SAFETY
DIVISION

HOUSING & NEIGHBORHOOD
DIVISION

The City of Indio's Community Development Department ensures the orderly and sustainable growth of the City through the review and regulation of building and development projects. Committed to supporting Indio's growth, the Department plays a key role in promoting safe, high-quality development that aligns with the City's long-term vision.

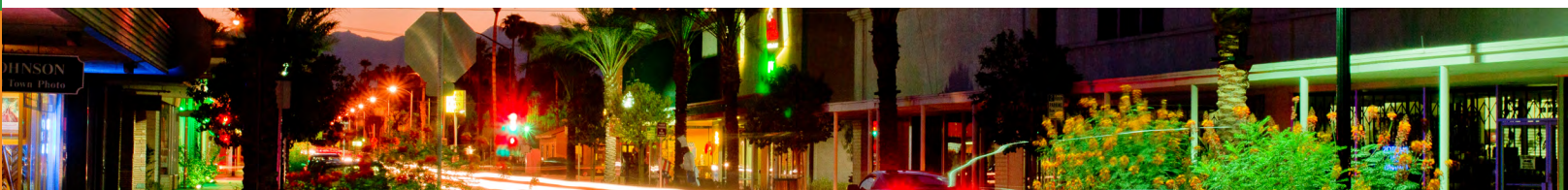
Check out our [GIS Development Dashboard](#) to learn more about our many active projects.



ABOUT THE PLANNING DIVISION

The Planning Division is an integral part of the City's team and works to help build a more livable Indio. The Division supports residential, commercial, and industrial growth through strategic planning and by maintaining the City's General Plan. Key services include processing entitlement applications, verifying zoning, issuing permits, and ensuring compliance with environmental regulations. Located at City Hall, the Planning Counter is the first stop for those looking to build, remodel, or open a business in Indio.

The Planning Division's mission is to encourage well thought-out development and revitalization of the physical environment to ensure, promote, and sustain a high quality of life for Indio residents.



THE POSITION

THE ROLE

The Principal Planner reports to the Community Development Director and leads, oversees, reviews, and performs complex, professional land use and urban planning work, including a large variety of current and advance planning projects, and implementation of the City's General Plan and Zoning Code; reviews complex zoning and development applications; performs comprehensive research; prepares maps, graphs, models, and reports; presents projects to the Planning Commission and City Council; supervises special projects; provides supervision, including delegating work, providing training and assisting with reviewing work performance.

The new Principal Planner will have the opportunity to work on a variety of exciting planning projects, including:

- » [The Highway 111 Corridor Specific Plan Implementation](#)
- » [Downtown Indio Specific Plan Implementation](#)
- » [General Plan 2040 Implementation](#)
- » [6th Cycle Housing Element Implementation](#)
- » [Cannabis Permitting](#)
- » Subdivision Ordinance Update
- » 3,000+ acre Annexation
- » Oasis Specific Plan (200 acres located along Interstate 10 and Monroe Street)
- » Managing the "Customer Service Portal" to improve the application, permitting and inspection process.

THE IDEAL CANDIDATE

The Principal Planner must be an inspirational and motivational relationship builder who can supervise, coach and mentor, achieve outcomes, champion the Department, organize competing priorities, serve the public, and accomplish organizational goals. The successful applicant must also have communication, interpersonal and organizational skills; supervisory and management experience; and a track record in leadership and collaboration.

KEY TRAITS FOR SUCCESS

- » Model the City of Indio's cultural behaviors of polite, professional and progressive leadership.
- » Be calm under pressure, working in a fast-paced, changing environment with a "can-do" attitude.
- » Have an organized, strategic and thoughtful approach to problem-solving.
- » Have strong project management skills to effectively process, address workflows, prioritize work, and implement efficiencies.
- » Illustrate emotional intelligence, diplomacy, and political savvy working with diverse stakeholders, elected and appointed officials and other government agencies.
- » Demonstrate maturity, self-confidence and initiative to be an effective leader.
- » Demonstrate integrity, honesty, kindness, ethical behavior and humility, earning the respect and trust of others.
- » Be technically competent in, learn, and stay abreast of California's laws and regulations related to short-term and advanced planning, housing and grants.
- » Have familiarity with the dynamics of a growing, expanding community.



COMPENSATION & BENEFITS

Annual base salary up to \$151,740 based on qualifications and experience.

- » Retirement: CalPERS 2.7% @ 55 for Classic members and 2.0% @ 62 for PEPR members.
- » Health/Dental/Vision Insurance: The City offers a cafeteria-style benefits plan through CalPERS Health, with an employer contribution of \$2,000 per month, toward employee coverage.
- » Deferred Compensation: Employees may contribute to a 457 deferred compensation plan on a pre-tax basis, subject to IRS limits.
- » Life Insurance: The City provides \$50,000 in life insurance coverage.
- » Social Security: The City participates in Social Security.
- » Cell Phone: Employees receive either a cell phone allowance or a City-issued device.
- » Relocation Assistance: Up to \$5,000 in relocation assistance is available (negotiable)
- » Sick Leave: Accrued at 96 hours per year.
- » Vacation: Accrued at 80 hours per year with the option to cash out up to half of the annual accrual each fiscal year.
- » Administrative Leave: Accrued at 80 hours per year.
- » Holidays: 13 fixed holidays plus 1 floating holiday annually.



EMPLOYEE PERKS

To promote employee engagement and belonging, the City also provides its team members:

- » Future Leaders of Indio for Aspiring Leaders
- » Indio University Training program
- » City Tour & Meet/Greet Luncheon for New Employees
- » Employee Appreciation Annual Banquet
- » Gallup Employee Engagement Survey
- » 1 on 1 Coaching Meetings
- » Employee Health & Wellness Fair
- » Halloween Luncheon & Costume Contest
- » Thanksgiving Feast & Food Donation Drive
- » Quarterly "Thank You Thursday" Events
- » Monthly Loteria Luncheons
- » Tuition Reimbursement
- » Support of continual education
- » Discounted gym membership
- » Above & Beyond Awards
- » Service Awards



QUALIFICATIONS & REQUIREMENTS

The successful applicant will have a strong technical background and hands-on experience in municipal planning that includes:

- » A Bachelor's degree from an accredited college or university in urban and regional planning, or related field. Master's degree is desirable.
- » Five years of increasingly responsible professional experience in planning, zoning and related community development activities that include the management of multiple complex and sensitive community development projects and programs. At least two years in a lead, senior or supervisory role is required.

Licenses, Certificates and Special Requirements:

- » Possession of American Institute of Certified Planners (AICP) certification preferred.
- » Possession of a valid Class C California driver's license.

HOW TO APPLY

Please submit your application through the [City's Employment Webpage](#)



by February 28, 2025, at 5 pm.

