



## Rancho Santa Fe Association

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[rsfassociation.org](http://rsfassociation.org)

### **JOB DESCRIPTION**

**TITLE:** Planning and Development Director  
**REPORTS TO:** Association Manager  
**LEVEL:** Management  
**FLSA STATUS:** Exempt  
**DATE:** October 25, 2021

### **POSITION SUMMARY**

The Rancho Santa Fe Association manages the community of Rancho Santa Fe. The Association was incorporated in July of 1927 as a California nonprofit corporation for the purpose of managing the planned community of Rancho Santa Fe. In 1928, property owners entered into a mutual agreement to preserve and maintain the character of the community and its unique architecture, rare landscape, and rural character called the “Protective Covenant”. The community later adopted a Regulatory Code and the Residential Design Guidelines, which together constitute the governing document for the community of Rancho Santa Fe. Although technically a Homeowners Association, the Rancho Santa Fe Association functions very much like a small city, with a building and planning department, parks and recreation department, and recreational clubs

The Planning Manager position performs complex professional planning activities including analyzing and reviewing discretionary permit applications across the spectrum of development. As part of the Building Department, the position will, advise and mentor department planners in preparation of Art Jury meetings and will provide information and technical assistance to Association Members, design professionals, developers, realtors, contractors and the public on permit applications, design reviews, code enforcement, and development-related matters. The position also will provide advanced planning and design review of special community-wide projects as directed by the Building Commissioner or Association Manager. The position is an advanced professional class in the planning series and supports the Building Commissioner in overseeing complex, sensitive projects for current planning including discretionary permit applications as well as in advanced planning activities. Assignments will include overseeing the analysis and preparation of staff reports for Art Jury meetings, performing research for updating the Association codes, performing planning, subdivision, lot line adjustments, covenant modifications, liaison with the County of San Diego and major project management duties under the direction of the Building Commissioner.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Manage planning staff work in analysis, review and presentation of development permit applications for Art Jury meetings as directed by the Building Commissioner.
- Review and authorize written reports as well as notices of decisions relative to development applications prepared by planning staff.
- Coordinate the scheduling and completion of work by determining operational priorities and resolving work load problems; review work for accuracy and completeness: evaluate work techniques and methods for conformance to established standards.
- Under the direction of the Building Commissioner amend and update the Regulatory Code and other Association documents, guidelines, procedures and maps;

- Provide oversight of current planning functions including subdivisions, boundary adjustments, annexations, Protective Covenant modifications and variances
- Research and provide information on application processing, land use, governing documents and regulatory code questions from staff, decision-makers, the membership, realtors and land-use professionals
- Undertake Manager and Board-directed special projects in support or furtherance of Association policies and goals
- Maintain, expand and improve inter-jurisdictional relations with the County, regional groups, agencies, organizations, communities and other special interest groups
- Review and analyze regional plans and projects that have both local and regional impacts and generally tracking development in adjacent and nearby jurisdictions
- Represent the Association with committees, community groups and other organizations
- Organize and conduct special meetings, workshops and hearings regarding Building and planning issues
- Represent the Association at a variety of public and private hearings, meetings, workshops and other forums as necessary and as directed
- Make effective public presentations on reports and recommendations; and,
- Organize and participate in community discussions on community issues and projects.

#### **EDUCATION AND EXPERIENCE**

- A minimum of a four-year degree in urban planning or a related field and a solid understanding of both technical and general land use planning principles; education and experience in site planning and architectural design field is a plus.
- Minimum of 7 years of experience is desired

#### **KNOWLEDGE/SKILLS/ABILITIES**

- Proficiency in using standard computer programs and graphics
- Effective project management and the ability to prioritize work assignments,
- Ability to bring independent and creative problem-solving skills, and adapting well to changing circumstances.
- The ability to exercise good judgment, discretion and initiative in carrying out job duties
- The ability to communicate effectively both orally and in writing
- The ability to analyze complex technical and policy issues and to make recommendations on policies, procedures, land use plans and maps;
- The ability to effectively present and advance the Association's positions at a variety of public and private forums, hearings and meetings

#### **POSITION TYPE/WORK HOURS**

This is a full-time position. Standard days and hours of work are Monday through Friday, 8:00 a.m. to 5:00 p.m. This position may require additional hours as required. Rancho Santa Fe Association also offers a 9/80 work schedule.

#### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The position requires very frequent site visits. Occasionally, the terrain may include rough outdoor topography. This may require climbing up or down hills and valleys as needed. Also, while performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands and fingers, handle,

or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; and taste or smell. The employee must occasionally lift or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Visits to project sites requires walking on uneven, sometimes rough terrain, sometimes dirt and mud, stepping over obstacles