Planning Manager











Town of Colma's Mission

To identify and serve the needs of all people in a positive and courteous manner and to help ensure that Colma remains a healthy, safe, attractive, and enjoyable place to live, work, and visit. This includes planning the town's future, preserving its unique character, promoting economic development, supporting community values, protecting the environment, promoting the wise use of resources, and safeguarding public health and safety.

To discover more about Colma, visit: www.colma.ca.gov

THE COMMUNITY

Nestled at the northern end of the Peninsula, 11 miles south of San Francisco, is the small community of Colma (pop. 1,700). The Town of Colma covers 2.2 square miles and is the smallest city in San Mateo County. Colma recently celebrated its 100th anniversary since incorporating in 1924. The Town has a rich history dating back to the 1800's when the community was formed as a collection of homes and small businesses along El Camino Real and the adjacent San Francisco - San Jose Railroad line. Several churches, including Holy Angels Catholic Church, were founded in these early days.

The Town is known worldwide as the "City of Souls," which grew in response to San Francisco's passing an ordinance in 1900 outlawing the construction of any more cemeteries and another ordinance in 1912 evicting most existing cemeteries from the city limits. Today, Colma includes 16 cemeteries and 1.5 million "souls". However, Colma is much more than just a collection of cemeteries. Colma's commercial buildings make a distinguished architectural statement resulting from design standards that encourage Spanish-Mediterranean motifs. Colma boasts an old-world charm all its own, from its brick-paved residential streets and ornamental streetlamps to its restored historical museum and railroad depot located at its 5,500 square foot Community Center. The Police Station is characterized by inlaid arches and a three-story clock tower

Within its two square mile boundaries, the Town enjoys a strong tax base with shopping centers, one of Northern California's most complete collections of car dealerships, and a card room. There are two BART stations nearby, and the Town has excellent freeway access. This is a community where residents value a common sense of civic purpose and support a positive, open relationship with each other and their Town government.

THE ORGANIZATION

Colma is a General Law City operating under the Council/Manager form of government. The City Council acts as the policy-making and legislative authority for the Town and consists of a five-member City Council, who are elected at large for four-year overlapping terms. The City Council selects one of its members to serve as Mayor and Vice Mayor for one-year terms each December. The City Council's focus has consistently been to preserve and enhance the Town's unique character and promote the community as a "business-friendly" destination.

The Council appoints the City Manager and the City Attorney. The City Manager provides general managerial oversight of the City's day-to-day operations, departments, and the Capital Improvement Plan, and prepares and manages the Town budget. Essential services the Town provides include police protection, planning and public works, and recreation services. The Town's services and operations are supported by 49 full-time employees and a Fiscal Year 2026-27 General Fund budget of $25.2 million. Colma benefits from both a stable political history and a solid financial position.

THE POSITION

Reporting to the City Manager, the Planning Manager serves as the Town's lead professional overseeing all long range and current planning functions, including land use policy development, zoning administration, environmental compliance, and implementation of the General Plan and Bike and Pedestrian Plan. The Planning Manager works collaboratively with the Public Works Director and staff across the organization.

This is a newly established position approved by the Town Council as part of the FY 2026-27 budget and provides a unique opportunity for the incoming manager to create a division from the ground up. The selected individual will ensure Colma's policies, programs, and processes not only adhere to the Town's standards but also incorporate best practices.

The Planning Manager oversees development applications, land use proposals, environmental review processes, and compliance with the California Environmental Quality Act (CEQA) and state housing laws such as Regional Housing Needs Allocation (RHNA), Housing Element requirements, ADU regulations, and density bonus provisions. The position prepares and presents staff reports, environmental documents, and technical analyses for the Town Council, Planning Commission, and advisory bodies.



The Planner Manager is responsible for:

• Attending and participating in Economic Development subcommittee meetings.

• Ensuring planning activities align with organizational goals, regulatory requirements, and community priorities.

• Monitoring legislation and managing the division's budget.

• Maintaining accurate records, databases, and permit tracking systems

THE IDEAL CANDIDATE

The ideal candidate brings extensive professional planning experience, strong analytical abilities, and a deep understanding of urban planning principles, zoning practices, environmental review, and geographic, socio economic, transportation, environmental and other elements related to city planning. This hands-on, engaged, and approachable leader will mentor and develop one employee and direct the work of consultants, manage contracts and ensure deliverables are met, resulting in the production of high-quality work and responsive customer service, including the quick turnaround of residential plans.

The selected individual is a strategic thinker who confidently guides complex planning initiatives, coordinates across departments, and engages effectively with developers, residents, elected officials, and partner agencies. Exceptional written and verbal communication skills are critical for success in this role, enabling the Planning Manager to prepare clear reports, facilitate public meetings, and present complex information to diverse audiences and a highly engaged community.

The ideal candidate possesses a solid foundation in planning laws, administrative practices, research and statistical analysis, and GIS applications. The new Planning Manager has experience in budget preparation, monitoring expenditures, and resource allocation.

In addition, the selected individual demonstrates knowledge of grant development, administration, and compliance requirements for state and federal programs.

The new Planning Manager will bring strong knowledge of and experience with housing, including RHNA Allocation Methodology and Housing Element. Experience with California Senate Bill 79, the Abundant and Affordable Homes Near Transit Act, is desired as the new Planning Manager will work to create avenues that have a positive impact on the Town.

While strong technical skills are foundational, soft skills are equally important to success in this role. Political acumen, emotional intelligence, adaptability, sound judgment, and strong interpersonal and decision-making skills will enable the new Planning Manager to successfully navigate in the organization and advise and interact with key stakeholders. This planning professional will have a demonstrated ability to manage multiple projects and effectively prioritize work.

Key Priorities and Opportunities:

• Become an expert on the Town's General Plan and Bike and Pedestrian plans.

• Develop relationships, review expectations, and manage workflow with the Town's contract planners.

• Focus on forming collaborative relationships with Town staff in order to solve challenges and meet goals and priorities.

•Assess current data and review processes and policies to determine where improvements can be implemented.

EXPERIENCE, EDUCATION, & DESIRED CERTIFICATIONS

The position requires at least five years of increasingly responsible analytical and administrative experience with a government agency, preferably within a municipal setting along with a Bachelor's degree in urban planning, public administration, or a related field. Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A Master's degree and experience in municipal planning, environmental review, or development services are highly desirable as is an AICP certification, which may be required within a specified timeframe. Professional certification in GIS software applications is preferred.



COMPENSATION & BENEFITS

The salary range for this position is $167,398 - $203,486; placement within the range will be DOQE. In addition to salary, Colma offers a competitive benefits package that includes, but is not limited to:

CalPERS Retirement: 2.0% @ 60 (classic members); 2% @ 62 for PEPRA/new members with employees contributing the required 7.5% up to $191,679 of salary. Colma does participate in Social Security.

Health Insurance: Cafeteria style benefits. Employer pays 100% of premiums for medical, dental, and vision insurance for employees and eligible dependents.

Health In-Lieu Payment Plan: Monthly taxable $250 in-lieu payment available to eligible employees.

Retirement Health Savings (RHS): 2.5% City contribution.

Deferred Compensation: City offers a monthly $100 matching contribution.

Dental: City has a self-funded dental plan (Delta) that typically covers 100% paid premiums of dental expenses and $2,000 in orthodontic benefits.

Vision (VSP): City paid.

Vacation Leave: Annual accrual rate between 10 and 25 days per year based upon years of service with a California municipality. Up to 1 year of accrued vacation can be cashed out annually.

Holidays: 13 paid holidays per year.

Management Leave: 10 days annually.

Sick Leave: 8 hours per month accrual.

Deferred Compensation: Choice of two plans.

Life Insurance: City provides paid $50,000 life insurance coverage through Standard Insurance Company, and an Employee Assistance Program through Aetna.

Health Club Fees: Fully paid up to $47 per month.

The Town also offers Medical and Dependent Care, Flexible Spending Accounts, and Tuition Reimbursement.

Application & Selection Process

The closing date for this recruitment is midnight on **Sunday, November 22, 2026**. To be considered for this opportunity, upload a compelling cover letter, resume, and a list of six professional references using the "Apply Now" feature at www. tbcrecruiting.com. This is a confidential process and will be handled accordingly throughout the various stages of the process.

TB&CO.

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TERI BLACK & COMPANY, LLC

www.tbcrecruiting.com

Following the closing date, resumes will be screened against the criteria in this brochure. Applicants with the most relevant qualifications will immediately be granted preliminary interviews by the consultants. Candidates deemed to be the best qualified will be invited to participate in additional interviews and a meeting with the City Manager. The town anticipates making an appointment in a timely manner, once negotiations and background and reference checks are completed. Please note that references will not be contacted until mutual interest has been established, and at that time, they will be contacted in close coordination with the selected candidate.

TOWN OF COLMA
AUGUST 5, 1924
CALIFORNIA