



SAN FRANCISCO PLANNING DEPARTMENT

CLASS / TITLE: TBD

Commission Secretary

FILING DEADLINE: TBD

Appointment Type: Permanent Exempt

Position: One (1)

Appointment Type: Permanent-Exempt (PEX) Appointment. This position is excluded by the Charter from the competitive civil service examination process and shall serve at the discretion of the Planning and Historic Preservation Commissions.

Position Overview:

The Commission Secretary reports to and supports the Planning Commission (CPC) and the Historic Preservation Commission (HPC). The Planning Commission reviews and approves development projects, acts as the steward of the City's General Plan, and advises the Mayor, the Board of Supervisors, and City agencies on long-range goals, policies, and procedures pertaining to land use issues. The CPC is comprised of seven members, of whom four are appointed by the Mayor and three are appointed by the President of the Board of Supervisors.

The Historic Preservation Commission oversees the City's Historic Preservation program, including designating historic buildings and historic districts. The HPC advises the Mayor, the Board of Supervisors, the Planning Commission, and City agencies on issues pertaining to historic preservation. The HPC has seven members, all of whom are appointed by the Mayor.

The Commission Secretary also serves as a member of the Senior Management Team in the San Francisco Planning Department, which includes management of the Department's Public Records policy and acting as the project manager for matters of the Planning and Historic Preservation Commissions. Through delegation of the Planning Commission, the Planning Department proposes and implements land use policy for the City and County of San Francisco. The Department provides development entitlements, guides land use decisions, develops long-range land use policy, administers and enforces the Planning Code, and provides environmental review of land use proposals. The Department has approximately 150 employees.

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The position reports to the President of the Planning Commission and to the President of the Historic Preservation Commission. The position directly supervises between one and three subordinate staff.

Major Responsibilities:

The Commission Secretary is responsible for the administrative function of the Planning Commission and the Historic Preservation Commission. In this capacity, the Commission Secretary performs the following duties:

- Provides effective and balanced support to the Historic Preservation Commission and to the Planning Commission
- Attends weekly Planning Commission hearings which often run late into the evening and bimonthly Historic Preservation Commission hearings; serves as the recording secretary for these hearings; manages the hearing's calendar; and advises the Commissions on relevant policies, codes, rules, and regulations pertaining to the Commissions' hearings
- Manages the administrative needs of the Planning and Historic Preservation Commissions, including – through oversight of subordinate staff – preparing, disseminating, and appropriately posting the Commissions' advance calendars, hearing calendars, hearing packets, minutes, hearing results, and action lists; and recording official acts of the Commissions
- Through oversight of subordinate staff and through coordination with other staff, establishes the quality control standard for all materials provided to the Commissions by reviewing and analyzing materials submitted and obtaining, amplifying, or clarifying information needed by the Commissions to make decisions regarding such materials
- Provides guidance to Commissioners on various matters related to their roles and responsibilities as officers of the City;
- Manages the Commissions' office, including planning, prioritizing and scheduling the work of the Commissions' office and responding to Commissioners' needs and requests
- Works with external agencies and internal staff to ensure that the Commissions' goals and objectives are met
- Coordinates regular legally-required training for Commissioners
- Maintains confidentiality

The Commission Secretary manages a staff of up to three subordinate employees, including a Manager of the Commissions' Office and clerical support staff. In this capacity, the Commission Secretary performs the following duties:

- Ensures the smooth operation of the Commissions' office by: planning and prioritizing workloads for subordinate staff; coordinating and overseeing clerical and technical support activities; monitoring productivity and evaluating outcomes; and ensuring staff compliance with established departmental policies, procedures and goals, as well as legal requirements and regulatory mandates
- Supports effective staff performance by: completing performance appraisals; fostering cooperation and teamwork amongst staff; and providing training and other aids to staff development

The Commission Secretary serves as the Custodian of Records for the Planning Department and the CPC and HPC. In this capacity, the Commission Secretary performs the following duties:

- Through management of subordinate staff, oversees the Department's response to Public Records Act Requests and ensures that such responses are thorough, appropriate, and timely
- Produces, maintains, communicates, and ensures compliance with the Department's Records Retention policy, including making adjustments as necessary as technology changes and as legally required
- Serves as the Filing Officer for the annual Statement of Economic Interest forms and ensures compliance with filing requirements
- Maintains, updates, disseminates and issues interpretations of the Planning Commission's, the Historic Preservation Commission's, and the Department's respective Statement of Incompatible Activities

The Commission Secretary provides a central communications role for the Commissions, between the Commissions, and between the Department and the Commissions. In this capacity, the position:

- Supports the public's engagement with the Commissions by maintaining open and transparent communication with the public; ensuring the availability of materials and information to the public; answering questions; responding sensitively to diverse and multilingual communities engaging in the Commissions' process; and ensuring appropriate decorum and public involvement at Commission hearings
- Communicates Departmental matters of interest to the Commissions and Commission interests to the Department
- Maintains effective working relationships with the general public, representatives of various organizations and groups, commissions, boards, and elected officials

- Responds to queries from the general public, community groups, and government officials regarding the policies, procedures, and actions of the CPC and the HPC
- Researches and prepares correspondence on behalf of the members of the CPC and the HPC, as directed by the Commissions
- Ensures that the Commissions websites are current, accurate, and complete

The Commission Secretary serves as a core member of the Department's Senior Management Team. In this capacity, the position:

- Participates in developing the Department's two-year operating budget
- Participates in discussions regarding Departmental operations, procedures, and policies
- Advises on and may oversee the work of staff that is relevant to the Commissions
- Participates in Department-wide organizational initiatives, such as implementation of the new Permit & Project Tracking System
- Provides stewardship of the Department's Public Records
- Attends regular Senior Management meetings

Minimum Qualifications:

1. Possession of a Baccalaureate degree from an accredited college or university; AND/OR
2. Seven (7) years or more of progressively responsible experience supporting a Commission, Board, City Council, Board of Supervisors, or other policy body, including a minimum of five (5) years management experience with direct supervision of professional and/or clerical staff.

Desirable Qualifications:

- Excellent and clear communication skills, both oral and written.
- Sound and demonstrated judgment in weighing conflicting policy, political, and professional priorities.
- Extensive experience managing staff and prioritizing among competing needs.
- The ability to work effectively in a team environment.

- Considerable knowledge of the Good Government Guide, Roberts Rules of Order, the Brown Act, the Sunshine Ordinance, and other relevant local, state, and federal regulations pertaining to the correct administration of a public hearing in San Francisco.
- Excellent project management skills and a demonstrated ability to effectively multitask.
- Ability to assume responsibility and use judgment in representing, reflecting, and carrying out program goals and mission of the department/division in situations requiring tact, diplomacy, and poise.
- Familiarity with the land use process in San Francisco.
- Familiarity with the environment in which land use decisions are made in San Francisco.
- Familiarity with the field of Historic Preservation.

Special Requirements:

- Ability to work outside normal business hours and attend evening meetings.
- Ability to adapt to change and work as part of a team.
- Must be able to effectively manage stressful situations.
- Must maintain confidentiality.

Compensation and Benefits:

In addition to competitive salaries, the City offers flexible benefit plans with pre-tax elections which include: medical and dental insurance, Retirement Plan; Deferred Compensation Plan; Social Security; Long-term Disability Plan; Life Insurance; paid Management Training program; 11 paid holidays per year; 5 floating holidays, and additional floating holidays as provided by collective bargaining agreement; 10 to 20 vacation days per year, depending on years of service; and 5 days paid executive leave per year.

How to Apply:

Submit a cover letter describing your interest in the position and how you meet the position's desirable qualifications, a resume and a completed City and County application through an on line process:

- Click on "Apply" above.
- Follow instructions given on the screen.

Computer kiosks are available for the public (from 8:00 a.m. to 5:00 p.m. Monday through Friday) to file online applications in the lobby of the Dept. of Human Resources at 1 South Van Ness Avenue, 4th Floor, San Francisco.

Resumes may be attached to the application; however, resumes will not be accepted in lieu of a completed City and County of San Francisco application.

Verification of Education and Experience:

Verification of education and qualifying experience may be required at a later date. Failure to submit the required verification when requested may result in rejection of application.

Notes:

Applications will be screened for relevant qualifying experience. Those applicants most qualified will be offered interviews. Possession of minimum qualifications does not guarantee an interview.

In compliance with the Immigration and Reform Act of 1986, all persons entering City and County employment will be required to prove their identity and authorization to work in the United States.

Qualified applicants with disabilities requiring reasonable accommodations for this selection process must contact the department by telephone at (415) 558-6280 or in writing at the address listed above as soon as possible.

Minorities, Women and Persons with Disabilities are Encouraged to Apply

An Equal Opportunity Employer

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