

Associate Planner

Open Competitive Examination

THE POSITION

Under general direction of the Department Director, performs highly responsible professional level work involving a broad range of current and long range planning activities. This involves land development projects, preparation of general plan elements, zoning code administration and update, project design review redevelopment planning, acquisition, disposition, development, and neighborhood preservation. Performs other related work as assigned.

IMPORTANT & ESSENTIAL DUTIES

Duties may include, but are not limited, to the following:

- Analyzes and interprets social, economic, population and land use data and trends.
- Prepares written and geographic reports on various planning matters and elements of the General Plan and City zoning code.
- Researches and drafts various Planning and Preservation Commission documents and City Council resolutions and ordinances.
- Provides technical assistance in the analysis, coordination and implementation of development requirements and regulations.
- Evaluates and administers requests for conditional use permit applications, variance, zoning amendments, subdivision plat maps, and other similar development proposals and ensures consistency with the General Plan, City zoning code, and other applicable State, County, and Federal regulations.
- Evaluates site plans, maintains the General Plan, and performs current and long term planning tasks.
- Develops, administers and maintains local housing plans and programs in the community as noted in the city's general plan housing element.
- Performs housing-related planning studies, and develops housing programs for future implementation.
- Provides administrative oversight to the City's Community Development Block Grant program.
- Checks commercial, industrial and residential development plans for issuance of zoning conformity; processes permits applications, and visits development sites as appropriate.

IMPORTANT & ESSENTIAL DUTIES (continued)

- Evaluates land for housing development, and undertakes disposition and development.
- Respectfully and professionally assist the public.

OTHER JOB-RELATED DUTIES

- Performs required liaison to assure coordination with other local, regional, State and Federal agencies.
- Represents the Department and explains planning programs and policies to various organizations, agencies and public groups.
- Confers with and advises architects, builders, attorneys, contractors, engineers and the general public regarding City development policies and standards.
- Maintains regular contact with planning consultants, City, County, State and Federal agencies, professional and technical groups and the general public regarding planning and economic development activities and services.
- Provides technical staff support to, and serves as staff liaison to the Planning and preservation Commission, City Council and special committees.
- May supervise subordinate staff, and handle day-to-day administrative functions such as staff training and evaluation as well as assist the Director in departmental budget development and administration.

JOB-RELATED & ESSENTIAL QUALIFICATIONS

Demonstrated experience in:

- Federal, State and County redevelopment and housing legislations, laws, rules and regulations and local laws affecting planning, zoning, housing and redevelopment.
- Community Development Block Grant annual entitlement program preparation.
- Land acquisition and disposition, and land development.

Ability to:

- Manage project effectively and meet deadlines.
- Collect, analyze and interpret data pertaining to planning, zoning, redevelopment, and housing situations.
- Write and present concise reports and recommendations.
- Make oral presentations before City officials, public groups and individuals.
- Establish and maintain effective working relationships with City staff and the public.
- Understand and speak Spanish (highly desirable).

EXPERIENCE & EDUCATION GUIDELINES

A typical way to obtain the knowledge, skills and abilities would be the following:

Experience: Three (3) years of professional level experience in local general-purpose planning and/or redevelopment activities is required. A Master's degree in a planning or related field may substitute for one (1) year of previous work experience.

Education: A Bachelor's degree in Urban Planning, Public Administration, Architecture, Landscape Architecture, or Urban Studies is required.

Special Requirements: Must possess a valid California Class C Driver's License on appointment, and as a condition of continued employment

Must stay current in field, and acquire all necessary training that new technological changes may present.

Physical Requirements: Essential duties require the following physical abilities and environmental conditions: 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand and sit, walk, use hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms. Occasionally required to climb or balance, stoop, kneel, crouch, or crawl; talk and hear.

The employee must occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.



COMPENSATION AND BENEFITS

Salary Range: \$64,920 - \$80,412 Per Year.

Retirement: Public Employees' Retirement System (PERS) 3% at 60 and 2% at 55 formulas for Classic members, depending on hire date; and 2% at 62 for PEPRAs members. All are integrated with Social Security. City pays full portion of employee's share of PERS for Classic members only.

Insurance: Fully paid health, dental, and vision for full-time employees hired before 7/1/09, as well as for their dependents. For full-time employees hired after 7/1/09, City shall only pay full cost up to the highest HMO medical and full cost for Dental and Vision for employee and eligible dependents.

Life Insurance: City pays for \$50,000 term life/AD&D insurance policy. Additional voluntary purchase (at group rate) of up to \$100,000 for employee, \$25,000 for spouse, and \$10,000 for each child, with no medical questions asked.

Sick Leave: 12 days per year. Maximum accumulation of 100 days (800 hours). Accumulation in excess of the maximum is paid annually at a rate of one day's pay for two days Sick Leave.

Vacation: Accrual varies based on years of service and ranges from 10 days (80 hours) per year for 0 to 4 services years to 20 days (160 hours) for 15 service years or more.

Holidays: 12 paid holidays per year.

Uniform Allowance: Uniforms are provided and replaced where applicable, as per Department requirements.

Overtime: Paid or accumulated compensatory time at time and one-half. Overtime paid after 40 hours per week, based on a 40-hour work week. Maximum accumulation of comp time is 100 hours.

Call Back Time: Any general employee called back to work other than as continuation (immediately preceding or following) their regular established work schedule will be compensated at a rate of pay equal to one and one-half times their regular hourly pay. Minimum of 2 hours applies.

Bilingual Bonus: \$100 per month for employees who qualify. Bonus is paid from the day the employee achieves a passing score on their Bilingual exam.

Longevity: 3% above base monthly salary upon completion of 10 years of continuous service. Additional 1% on completion of 20 years, and additional 1% on completion of 30 years of service.

Tuition Reimbursement: City shall reimburse tuition for approved courses up to a maximum of \$3,000 per fiscal year. Employee shall first verify through their Department Head that there is enough fund allocation in the budget for this item.

APPLICATION PROCESS

All interested applicants must complete a City application. The Personnel Division must be in receipt of the completed application prior to the announced filing deadline. Resumes in lieu of applications, incomplete applications and late applications will not be considered. In compliance with the Immigration Reform & Control Act of 1986, all new employees must verify identity and entitlement to work in the United States by providing required documentation. All employment offers are conditional based upon the successful completion of a medical examination and drug screen performed by the City's designated physician, at City expense. You may complete and/or download an application online at www.sfcity.org or in person at the specified address below.

Completed application must be received in the Personnel Division on or before **Friday, November 17, 2017, at 5 pm** (postmarks will not be honored).

Please forward all correspondence to:

**City of San Fernando - Personnel Division
117 Macneil Street, San Fernando, CA 91340
(818) 898-1239**

The City of San Fernando does not discriminate on the basis of race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or other legally protected status in employment or the provision of services.

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ABOUT THE CITY

Only 23 miles north of downtown Los Angeles, the City of San Fernando is nestled at the foothills of the San Gabriel Mountains in the San Fernando Valley. Incorporated in 1911, San Fernando has a population of approximately 25,000, and is a diverse, family-oriented community of about 2.4 square miles.

The City of San Fernando is a full-service General Law City with in-house Police, Public Works, Finance, Community Development, Recreation and Community Services, City Clerk and Administration departments. The City contracts for fire services with the City of Los Angeles. The City is governed by a five-member City Council who serves four-year terms, with a Mayor appointed every year, on a rotating basis, by a majority vote of the City Council.



**INVITES
APPLICATIONS
FOR**

**Associate
Planner**

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SALARY

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FILING DEADLINE:

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November 17, 2017
@ 5 pm**