

## **ASSOCIATE PLANNER**

*Open Competitive Examination*

### **THE POSITION**

The City of San Fernando is seeking a highly motivated, energetic, creative, and responsible Associate Planner in the Community Development Department.

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 AND ESSENTIAL DUTIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed:

- Analyzes and interprets social, economic, population and land use data and trends.
- Prepares written and graphic reports on various planning matters and elements of the General Plan and City zoning code.
- Researches and drafts various Planning and Preservation Commission documents, 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. 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.

### **IMPORTANT AND ESSENTIAL DUTIES (continued)**

- Performs housing-related planning studies, and develops housing programs for future implementation.
- Provides administrative oversight to the City's CDBG program.
- Evaluates land for housing development, and undertakes disposition and development.
- Checks commercial, industrial and residential development plans for issuance of zoning conformity.
- Processes permits applications, and visits development sites as appropriate.
- Respectfully and professionally assist the public.
- 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.
- Represents the Department and explains planning programs as well as policies to various organizations, agencies and public groups.
- Confers with and advises architects, builders, attorneys, contractors, engineers and the 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 public regarding planning activities and services.
- Provides technical staff support to, and serves as staff liaison to the Planning and Preservation Commission, City Council and special committees.

### **MINIMUM QUALIFICATIONS**

#### **KNOWLEDGE OF:**

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

### **MINIMUM QUALIFICATIONS (continued)**

#### **ABILITY TO:**

- Manage projects 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 AND TRAINING 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.

**TRAINING:** A Bachelor's degree in Urban Planning, Public Administration, Architecture, Landscape Architecture, or Urban Studies is required. A Master's degree in planning or related field may substitute for one (1) year of previous work experience.

**SPECIAL REQUIREMENTS:** Must possess a valid California Class C driver's license and insurability.

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:

Required to regularly sit, walk and stand; required to talk and hear; reach with hands/arms; feel and handle objects using hands and fingers; operate tools or controls using hands and fingers; perform repetitive movements with hands and wrists; frequently required to lift up to 35 pounds unaided.

Specific vision abilities required for this job include close vision and the ability to adjust focus.

## **SALARY AND BENEFITS**

***\$70,284-\$87,048 per year***

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

**MEDICAL INSURANCE:** As part of a full flex Cafeteria Plan, employee receives a monthly flex dollar allowance (\$970.08 Single; \$1,672.40 Two Party; and \$2,247.52 Family) to apply toward medical, dental, and vision benefits offered through the City insurance plans.

**LIFE/AD & D 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.

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

**SICK LEAVE:** 12 days per year- Maximum accumulation of 100 days (800 hrs.) – Accumulation in excess of the maximum is paid at the end calendar year at the rate of 35% of the employee's regular rate of pay.

**HOLIDAY:** 13 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 a continuation (immediately preceding or following) of their regular established work schedule, will be compensated at a rate of pay equal to one and one-half times their regular hourly pay. The minimum period to be compensated for call backs shall be 2 hours.

**BILINGUAL BONUS:** \$100 Bilingual pay per month to eligible employees.

**LONGEVITY:** 3% longevity salary increase after 10 years of continuous service. Additional 1% after 20 years and 1% after 30 years.

**TUITION REIMBURSEMENT:** City shall reimburse tuition for approved courses up to a maximum of \$3,000 per fiscal year.

## **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. All applications are screened for relevant education, experience and/or licensing requirements. Those persons most qualified may be required to compete in any combination of written, oral, or performance examinations. Candidates who successfully pass the examination process are placed on an eligibility list. 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 pick-up an application at San Fernando City Hall (117 Macneil Street, San Fernando); OR via email ([personnel@sfcity.org](mailto:personnel@sfcity.org)); OR you may download an application online ([SFCITY.ORG/Hiring-Now](http://SFCITY.ORG/Hiring-Now)).

Please forward all correspondence and questions to:

***CITY OF SAN FERNANDO  
PERSONNEL DIVISION  
117 MACNEIL STREET  
SAN FERNANDO, CA 91340  
(818) 898-1221***

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APPLICATIONS  
FOR**

***ASSOCIATE  
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**Open Competitive Examination**

### **SALARY**

***\$70,284 - \$87,048 Per Year***

***(Plus Excellent Benefits)***

### **FILING DEADLINE:**

**OPEN UNTIL FILLED  
APPLY IMMEDIATELY**