



# ANNOUNCEMENT EMPLOYMENT OPPORTUNITY ASSOCIATE PLANNER (FULL TIME)

## **THE POSITION:**

The City of Pacific Grove invites applications for the position of ASSOCIATE PLANNER, to review land use applications and development proposals for compliance with applicable regulations; to provide land use and planning information and assistance to the public; and to provide technical assistance to City boards, commissions and committees.

**ESSENTIAL FUNCTIONS:** *Duties may include, but are not limited to the following:* Review land use applications and development proposals; review applications for compliance with applicable local, State and Federal regulations; review and prepare environmental documents. Provide planning and zoning information to the public; assist the public; answer questions and respond to complaints. Prepare legal notices for public hearings; prepare clear and concise reports for a variety of land use applications and planning topics; prepare deed restrictions and certificates of compliance; present reports before City boards and commissions. Oversee the investigation of code compliance matters; draft certain administrative procedures as required; coordinate with building inspection staff and other departments and agencies for compliance. Research land use and planning issues as requested by the public, staff and other departments and agencies; draft ordinances and amendments. Serve on the Historic Resources Review Committee; evaluate applications for demolition or alteration of structures on the Historic Resources Inventory. Prepare mitigation and monitoring programs for projects receiving approval. Participate in City disaster management functions. Monitor current trends in planning, environmental and land division law. Make public presentations and present oral reports on planning information and activities. Perform related duties and responsibilities as required.

## **QUALIFICATIONS:**

**Knowledge of:** Principles and practices of urban planning and development. Site planning and architectural design techniques and methods. Computer functions; computer hardware and software. Principles and procedures of record keeping. Principles of business letter writing and report preparation; technical report writing. Modern office methods, practices, procedures and computer equipment. Laws underlying general plans, zoning and land divisions. Environmental protection practices and principles. California Environmental Quality Act, California Subdivision Map Act and the Permit Streamlining Act. Current literature, information sources and research techniques in the field of urban planning.

**Ability to:** Interpret planning and zoning programs to the general public. Interpret and utilize current literature, information sources and research techniques in the field of urban planning. Perform basic plan checking activities. Understand and carry out oral and written directions. Communicate clearly and concisely, both orally and in writing. Establish and maintain cooperative working relationships with those contacted in the course of work. Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities. Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties. Interpret planning and zoning programs to the general public. Analyze and compile technical and statistical information. Respond to difficult and sensitive public inquiries. Prepare clear and concise oral and written reports. Read architectural and construction plans. Lead, train and organize the work of technical staff.

**EXPERIENCE AND TRAINING:** *Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:** Two years of increasingly responsible experience in urban planning in either current or comprehensive planning.

**Training:** Equivalent to a Bachelors degree from an accredited college or university with major course work in planning, geography, public administration, business management or a closely related field.

**License or Certificate:** Possession of, or ability to obtain, an appropriate, valid driver's license.

## **WORKING CONDITIONS:**

**Environmental Conditions:** Office and field environment; work closely with others; work with computer and office equipment.

**Physical Conditions:** Essential functions may require maintaining a physical condition necessary for sitting, standing or walking for prolonged periods of time.

**COMPENSATION:** Total compensation consists of a monthly salary of \$5377 - \$6535 on a five step scale, with an additional three step longevity plan. The Associate Planner position receives the benefits afforded to the members of the General Employees' Association. The city offers a 2% @ 55, single highest year retirement plan (with the 7% employee's PERS contribution paid by the employee) in addition to life insurance, vacation, sick leave and holidays. Health, dental and vision insurance benefits have been converted to base salary, therefore, employees may purchase these policies through the city's insurance program.

**THE EXAMINATION PROCESS:** Interested and qualified applicants should file a City of Pacific Grove employment application at Pacific Grove City Hall, 300 Forest Avenue, Pacific Grove, CA 93950.

All completed applications will be reviewed and qualified candidates will be invited to participate in an assessment process to evaluate their training, experience, and personal qualifications. This process may include, but is not limited to, written examinations, skills assessment testing, and oral board interviews. Successful candidates may be placed on an eligibility list.

**FILING DEADLINE: CONTINUOUS FILING: Monday, February 6, 2012** A complete and accurate City of Pacific Grove employment application form must be filed with the City of Pacific Grove Human Resources Office, City Hall, 300 Forest Avenue, Pacific Grove, California (☎) 831-648-3171. Post marks will not be accepted.

The City of Pacific Grove is proud to be an equal opportunity employer. We seek applications from all qualified individuals and do not discriminate on the basis of race, religion, color, sex, age, national origin, disability or any other legally protected status. If you believe you have a disability that would require reasonable accommodation during the interview process please contact the Human Resources Office at City Hall. This request will not bias the applicant's status during the application process.

**DATED: January 9, 2012**