



EMPLOYMENT OPPORTUNITY

ASSISTANT PLANNER

Salary Range: \$21.58 - \$28.95/Hour

Closing Date: November 10, 2017, 5:00 p.m.

**City of Anderson
Personnel Department**
1887 Howard Street, 3rd Floor
Anderson, CA 96007
(530) 378-6646

Faxes Not Accepted.

DEFINITION

Under general direction, perform responsible, analytical duties and coordinate projects in the areas of economic development, housing, CDBG funded activities, planning, and redevelopment; assist in the duties of the Development Services Division; and to perform related work as required.

EXAMPLE OF DUTIES

Conducts analyses and writes staff reports; prepares environmental review documents; attends meetings as department representative; fills in for Director in appropriate situations; assists Director in managing the information and resources of the department; interprets and applies the zoning ordinances; accepts and reviews for completeness applications for presentation to committees and the Planning Commission.

Under general supervision, administers/oversees grants; coordinates research projects; prepares agreements; and coordinates professional services contracts and/or proposals, provides customer service, performs site inspections, prepares maps, charts, and graphics; updates the City's GIS as necessary.

DESIRABLE QUALIFICATIONS

Any combination of training and experience that provides the required knowledge, skills, and abilities is qualifying. Typical qualifications include:

TRAINING AND EXPERIENCE

Typical education would be a Bachelor's degree from an accredited college or university with major course work in planning, business administration, economics, or a related field.

Typical experience would include one year of relevant professional experience implementing similar programs and projects.

KNOWLEDGE AND ABILITIES

Knowledge - Principles and practices of grant management, economic development, redevelopment, land-use planning, and the operation of municipal government; private and public sector business management programs and policies; knowledge of federal, state, and local laws related to zoning, general plan, subdivisions, redevelopment, and environmental review.

Ability - Interact effectively with the public and employees; communicate effectively both orally and in writing; effectively handle numerous projects and deadlines; interpret and make recommendations on the application of relevant laws, policies, and practices; prepare and deliver effective presentations; research and analyze data and recommend revisions to plans, ordinances, policies, and programs.

SPECIAL REQUIREMENTS

Possession of an appropriate and current California driver's license, or ability to acquire one within ten days of appointment.

TOOLS AND EQUIPMENT USED

Office equipment used will include personal computer, electronic tablet, printer, scanner, calculator, telephone, copier, and fax machine; may also use specialized equipment such as cameras, etc. Typical computer software used includes Microsoft Excel, Microsoft Word, and Microsoft PowerPoint, GIS, and permitting software. Small tools used will include flashlight, hammer, tape measure, etc. Such small tools are typically no more than five pounds each and three to five tools may be carried at a time. Other equipment may include a hardhat, harness, Personal Protective Equipment, ladder, scaffolding, or motor vehicle.

PHYSICAL REQUIREMENTS

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.

The Assistant Planner primarily works indoors but occasionally works outside and must possess the physical ability to perform on-site inspections of which requires the ability to walk over rough, uneven or rocky surfaces, and carefully navigate in, around and over open utility trenches and other obstacles, and work in a variety of weather conditions with exposure to the elements. Inspecting sites requires visual clarity and the ability to hear alarms and the operation of construction equipment.

The Assistant Planner may sit indoors for extended periods and must have the ability to change positions and stretch. Using a computer, calculator and other standard office equipment requires making continuous or repetitive arm-hand movements. Books, files and boxes of documents and plans weighing less than 30 pounds are carried more than 30

feet.

VISION: Ability to see in the normal visual range, with or without correction, as set forth by the State of California Department of Motor Vehicles standards for safe vehicle driving. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, the ability to adjust focus, and the ability to distinguish color.

HEARING: Ability to hear in the normal audio range with or without correction. Hearing should be adequate to hear soft spoken voices of clients or customers, from what direction an arcing sound is coming, and by sound, identify if a door is hollow or solid.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in both outside and inside environmental conditions; is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tool, or controls; and reach with hands and arms; sit; climb or balance; stoop, kneel, crouch, or crawl; talk and hear, and operate a vehicle.

The noise level in the work environment is usually moderate to loud in the field and quiet in the office.

Duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

HOW TO APPLY

A City application form is required. A Resume may be submitted but will not be accepted in lieu of an application. Application forms may be obtained from the City of Anderson, Personnel Department, 1887 Howard Street, Floor 3, Anderson, CA 96007. (530) 378-6646, or one may be downloaded from our website at www.ci.anderson.ca.us.

SELECTION PROCESS

On receipt of completed applications, each candidate's education and experience qualifications will be evaluated; the selection process may consist of a qualifications appraisal, a written examination, an oral evaluation, or any combination of the above appropriate to the number of applications received. The scores resulting from the testing process will determine placement on an eligible list from which appointment(s) will be made.

EMPLOYMENT BENEFITS

Vacation: 10 days per year; 15 days after 5 years; 20 days after 10 years.
Holidays: 14 paid.
Sick Leave: Earned at a rate of 1 day per month.
Retirement: PERS - Provides 2% @ age 55 for classic employees and 2% @ age 62 for new employees entering CalPERS for the first time, Supplemental to Social Security; credited sick leave. Highest 36 months. Employee pays member share.
Insurance: Group insurance plans for employees/dependents includes life insurance, medical, dental, vision, and disability. City pays 93.3% of monthly premium plus (effective 1/1/15) one-half of rate increases. Section 125 (Cafeteria) Plan available.

The City of Anderson is an equal employment opportunity employer and does not discriminate with regard to race, age, color, sex, religion, national origin or disability. The City of Anderson will make reasonable accommodations upon request to applicants with disabilities.