



## **EMPLOYMENT OPPORTUNITY**

### **ASSOCIATE PLANNER**

**Salary Range: \$23.58 - \$31.59/Hour**

**Closing Date: June 15, 2018**

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

**Faxes Not Accepted.**

#### **DEFINITION**

Under general direction, performs a wide variety of duties related to professional, current and advanced City planning, development projects, community projects, economic development, housing, grant writing and administration; and to do related work as required.

City planners determine the best way to use a city's land and resources. They may help draft legislation, plan the construction of new public housing or buildings, help protect the environment, and suggest zoning regulations for private property.

#### **EXAMPLE OF DUTIES**

Manage, plan and administer related programs and projects; perform research and zoning studies; provide appropriate supervision and direction to subordinates; assemble data for report preparation; write staff reports and recommendations for projects for the City Council and Planning Commission; prepare environmental impact reports; research and write special reports; respond to question relating to zoning, general plan, flood plain, zoning regulations, violations, environmental regulations, and City development and community projects; prepare and present reports for public by effectively communing the department and City position on planning and development projects or issues, both orally and in writing, which is concise, accurate and succinct; perform related duties as assigned.

#### **DESIRABLE QUALIFICATIONS**

**Training and Experience** - Any combination of training and experience that provides the required knowledge, skills and abilities. Typical education would include a Bachelor's degree from an accredited college, university or equivalent with major coursework in city and regional planning, geography, civil engineering, architecture, political science, economics or closely related field. Typical experience would include a minimum of two years as a planner with progressively responsible and relevant professional and supervisory experience urban planning or any equivalent combination of education and

experience; good track record of planning and implementing improvement projects.

**Knowledge and Abilities** - Principals, objectives, and procedures of municipal planning and development controls; land use laws, research and analysis methods in planning and development; General Plan guidelines; California Environmental Quality Act; National Environmental Policy Act; land use case law; project management tools; and community planning. Interact effectively with the public and employees; demonstrate effective oral and written communication skills; effectively develop local, state and Federal grant proposals; carry out local projects.

### **SPECIAL REQUIREMENTS**

Possession of a Valid California driver's license; certification from the American Institute of Certified Planners (AICP) is preferred; possession of an NAHP certification from the National Affordable Housing Management Association is highly desirable.

Willingness to attend evening meetings.

### **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 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 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 quiet in the office and moderate to loud in the field.

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.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.

### **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](http://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.**