



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

EMPLOYMENT OPPORTUNITY

SENIOR PLANNER

Salary Range: \$24.28 - \$32.53/Hour

**Closing Date: Open Until Filled
Apply Immediately**

Faxes Not Accepted.

DEFINITION

Under general direction of the City Engineer, acts as lead, assigns, reviews and participates in the work of professional and technical staff responsible for the review and processing of land use studies, affordable housing and development project applications; acts as project manager for technical and complex cases; ensures work quality and adherence to established policies, procedures and timelines; and performs the more technical and complex tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

This is a journey level classification. Positions at this level are distinguished from other classes by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including supervision of professional and technical planning staff and review of the most complex planning projects. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility and have an acute awareness of the importance of customer service.

EXAMPLE OF DUTIES

Plans, prioritizes, assigns, reviews and participates in the work of staff responsible for formulating and applying general plan, municipal code, zoning, subdivision and processing procedures to the review of development project proposals and affordable housing projects/programs.

Assists with the preparation, revision and update of the City General Plan, zoning ordinance, subdivision ordinance, sign code and other ordinances that relate to City growth and development; performs research and zoning studies; gathers and analyzes statistical data; and prepares written reports and makes oral presentations.

Acts as staff planner to the Planning Commission and Board of Appeals, preparing meeting schedules and agendas, maps, photographs and graphic materials; analyzes, processes, and formulates staff recommendations for development applications; prepares staff reports for

zoning, variances, appeals, site plans, and Conditional Use applications, annexations, etc.

Participates in public meetings, prepares and makes presentations at public meetings to the Planning Commission, Board of Appeals, City Council and meetings relating to development applications, variances, appeals, zoning amendments and inures that accurate records are kept.

Assists public at planning counter as required.

Responds to questions relating to zoning, general plan, flood plain, zoning regulation violations, environmental regulations, City development projects, and community projects.

Manages, plans, and administers related programs and projects.

Provides information to GIS personnel to keep the Zoning and Land Use maps up to date.

Conducts the Planning Review Meeting for new development represented by various city departments such as engineering, building, police, water and sewer, also the fire department, developers, architects, engineers, and other public officials; coordinates with the county and other municipal planning agencies to resolve problems.

Reviews zoning approval for building permits, sign permits, and occasionally business licenses for various locations throughout the City for compliance with city zoning regulations; analyzes and approves building permit plans to insure compliance with existing ordinances.

DESIRABLE QUALIFICATIONS

Education and Experience - Any combination of training and experience that provides the required knowledge, skills, and abilities is qualifying. Typical education would include graduation from college or university with a Bachelor's Degree in urban planning, geography, civil engineering, architecture, political science, economics or closely related field and three (3) years full time progressively responsible experience in urban planning or any equivalent combination of education and experience.

Knowledge - Principles, objectives, and procedures of municipal planning and development controls; land use laws; statistical applications and research and analysis methods used in planning and development; General Plan guidelines; California Environmental Quality Act; land use case law; financing techniques and opportunities; project management tools and methods; and proper planning for a community.

Ability - to interact effectively with the public, City officials, other government agencies, and employees; to demonstrate effective oral and written communication skills and the use of statistical methods; to supervise; to effectively develop local, State and Federal grant proposals; to carry out local projects; to participate in the compilation, research, analysis and preparation of planning related technical and statistical reports and data; and to interpret engineering reports.

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 Senior 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 Senior 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.

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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.