



Now Accepting Applications for

ASSISTANT PLANNER

Monthly Pay Range

Assistant Planner (A) \$6,076 (B) \$6,379 (C) \$6,698 (D) \$7,033 (E) \$7,385

Filing Deadline: Friday, MAY 26, 2017 at 5:00 p.m., or first 100 applications (whichever occurs first)

Applications MUST be submitted online at www.CalOpps.org

POSITION: The City of San Pablo is located in the San Francisco Bay Area and has a population of approximately 30,000. The City is seeking highly qualified candidates who enjoy working with a cohesive team and serving a diverse community. Under general supervision of the Development Services Director, the incumbent will perform paraprofessional and routine technical, and administrative work in providing staff assistance to the Planning Division of the Development Services Department and providing general support and planning expertise as needed by other Departments within the City. Applicants that are bilingual (Spanish) are encouraged to apply.

QUALIFICATIONS

Knowledge of:

Principles and practices of urban planning, land use, and environmental analysis.

Federal, State, local laws, codes and regulations pertaining to urban planning, zoning, traffic circulation, and land division.

Research techniques and analysis and statistical methods related to social, population, and land use data and trends.

Pertinent local, State and Federal laws, ordinances and rules, including the California Environmental Quality Act (CEQA) and California land use and planning law.

Site planning and architectural design.

Current issues, literature and informational sources in the field of planning and zoning.

Personal computer and planning software programs and applications.

Techniques and strategies of pursuing grant resources.

Principles of GIS.

Ability to:

Perform professional planning duties related to urban planning and development; manage the less complex planning projects; problem solve the more routine planning issues.

Analyze and compile technical and statistical information; compose and prepare technical reports and graphic presentations.

Understand, learn and interpret City standards and regulations as well as applicable environmental, planning and other related laws and regulations.

Review and evaluate land use maps, design and construction plans.

Utilize a personal computer and other applicable office equipment.

Exercise a high degree of professionalism, using tact and diplomacy in dealing with the public.

Exercise independent judgment in carrying out projects and daily activities.

Attend evening meetings.

Communicate effectively, orally and in writing.

Prepare clear, concise and accurate reports and conduct presentations to a variety of internal and external customers.

Establish and maintain effective working relationships with those contacted in the course of work.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of technical planning related experience.

Education:

Equivalent to a Bachelor's Degree in Urban Planning or a closely related field; a Master's degree in Planning or a closely related field is highly desirable and may be substituted for six months of the required experience.

License or Certificate:

Possession of a valid California Driver's License.

EXAMPLES OF DUTIES

Examples of work being done by this position include:

- Minor design review for single family homes.
- Conditional use permits for commercial buildings in Specific Plan area.
- Working with consultants on development of ordinances.
- Property owner and designer project guidance on current planning projects consistent with general plan, specific plan, and design guidelines.

Duties may include, but are not limited to, the following:

Essential

- Review, check, and process applications and permits for conformance to planning and zoning requirements.
- Research, analyze and interpret social, economic, population, and land use data and trends.
- Conduct planning studies and prepare written reports on various planning matters and elements of the general plan.
- Prepare CEQA environmental analysis and review site plans and area designs and other development proposals to ensure compliance with all appropriate laws and ordinances.
- Assist consultants, architects, and developers in complying with City ordinances and policies regarding design, architecture, landscaping and other criteria.
- Perform site inspections and zoning enforcement duties.
- Provide detailed and complex information to the general public, City staff, and other agencies regarding zoning district requirements, planning related municipal codes, City development policies and standards.
- Solicit, review, and report on grant resources related to urban design and community development.
- Research, analyze, and prepare ordinances and other items related to the General Plan and other planning related matters.
- Customer service Planning and Building counter experience required

Important:

- Municipal planning experience.
- Spanish speaking a plus.
- Experience with application of CEQA to projects.
- Ability to prepare Planning Commission staff reports and presentations
- Experience with GIS mapping creating 300' boundary and legal notice labels.
- Ability to perform Design Review for commercial and residential properties
- Working with low-income, Spanish speaking people a plus.

PHYSICAL REQUIREMENTS:

The work requires a combination of the following physical requirements depending upon a given task, on a given day: 3 to 6 hours of sitting, finger dexterity, light grasping, near vision accuracy; up to 3 hours of standing, walking, bending, crouching, stooping, kneeling, twisting, turning, firm grasping, reaching forward or overhead, pinch grasping, eye-hand foot coordination, driving, depth perception, and color vision; up to 3 hours of lifting, carrying or pushing/pulling 25 lbs. or less; up to 6 hours of eye-hand coordination; 3 to 6 hours of near vision accuracy; up to 3 hours of face-to face contact and verbal contact (conversations or on the telephone).

MENTAL REQUIREMENTS:

The work requires a combination of the following mental requirements depending upon a given task, on a given day: interpreting, taking, comprehending and following instructions; standard problems; one or two step instructions to detailed, uninvolved instructions; simple to complex- reading, writing, and math skills; spatial, clerical, forming, coordinating, analyzing, compiling, computing, copying, comparing, instructing, supervision, speaking-signaling, driving-operation ; perform simple, repetitive tasks to varied, complex tasks; maintain work space, relate to other people; influence other people; generalizing, evaluating; responsibility for direction.

WORK ENVIRONMENT:

Work is performed indoors and outdoors; unprotected heights; moving machinery; slippery/uneven surfaces; below ground; using a computer and other office equipment; working alone; working around or with others; exposure to moderate office noise.

BENEFITS

- **Retirement** – Public Employees’ Retirement System (PERS) 2.5% @ 55 for “classic” members (employee pays 10.3% of salary); 2.0% @ 62 for new PERS members (employee pays 6.25%)
- **Medical Plan:** Choice of P.E.R.S Health Plan providers; employee pays a portion of the monthly premium
- **Dental Plan:** Delta Dental Plan of California with orthodontia coverage for children, 100% paid by City
- **Dual Medical Coverage:** Employees who have medical coverage through another source (e.g. spouse, parents, etc.) have the option to receive taxable cash in-lieu (\$350 1-party, \$500 2-party/family) or to contribute the amount towards an existing Deferred Compensation Plan
- **Section 125 Plan Benefits:** \$450 employer contribution per year (prorated based on hire date)
- **Schedule:** 8/75 Schedule (Monday-Thursday) **Every Friday off.**
- **Vacation:** 75 hours to start up to 225 after 25 years
- **Sick Leave:** 7.5 hours per month
- **Life Insurance:** \$60,000 City-paid policy
- **Holidays:** 13 days per year
- **Floating Holiday:** initially prorated based on the hire date (1 floating holiday per year)
- **Employee Assistance Program:** Generous number of counseling sessions per year; available to employee and eligible family members
- **Educational Incentive Program:** up to \$5,250 per calendar year
- **Administrative Leave:** 45 hours per year
- Position represented by the Association of Intermediate Employee Group

SUPPLEMENTAL APPLICATION QUESTIONS

1. **Describe your experience working with property owners, architects, engineers, or realtors to help them understand land use requirements and development standards.**
2. **Describe your current planning experience with design review and/or conditional use permit application review, staff report and resolution writing, and presentation of that material to a Planning Commission.**
3. **Describe your experience applying CEQA to projects.**

APPLICATION/SELECTION PROCEDURES

Applications will only be accepted online at www.CalOpps.org . Please click on the “Member Agency” button at the top of the page and select the City of San Pablo link. For general questions, call the Personnel Department at (510) 215-3000. Applications must be submitted to CalOpps by the date and time listed on the job announcement. Applications not submitted by the posted date and time will not be considered. The most qualified applicants will be invited to participate in the subsequent phases of the selection process. Meeting the minimum requirements of the position does not guarantee the advancement in any phase of the selection process. Final selection will be made from an eligibility list.

Background Investigation and Pre-employment Medical Examination: The successful candidate will undergo a complete background investigation and fingerprinting. The successful candidate having been offered employment is required to pass a City-paid pre-employment medical examination which includes TB testing. **Americans with Disabilities Act (ADA):** Please contact the Personnel Department on or before the filing deadline if special accommodations are necessary at any stage of the selection process. Every attempt will be made to consider your request (medical documentation must be provided upon request). **Immigration Reform & Control Act:** In accordance with the Immigration Reform and Control Act of 1986, all potential employees will be required to provide proof of United State Citizenship or authorization to work in the United States. **Drug-Free Workplace Policy:** In accordance with the Drug-Free Workplace Act of 1988, it is the objective of the City of San Pablo to achieve a drug-free workplace.

THE CITY OF SAN PABLO IS AN EQUAL OPPORTUNITY EMPLOYER. MINORITIES/WOMEN/INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY. QUALIFIED APPLICANTS RECEIVE EQUAL CONSIDERATION, WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, ANCESTRY, AGE, MARITAL STATUS, AND DISABILITY EXCEPT WHERE DICTATED BY THE REQUIREMENTS OF THE JOB.

The information contained herein does not constitute either an expressed or implied contract of employment and these provisions are subject to change.