



# ASSISTANT PLANNER

Please apply online through [www.calopps.org](http://www.calopps.org). You may also visit our city website: [www.cityofalhambra.org](http://www.cityofalhambra.org).

**\*\*THIS POSITION WILL CLOSE UPON RECEIPT OF A SUFFICIENT NUMBER OF APPLICATIONS AND MAY CLOSE AT ANY TIME. YOU ARE ENCOURAGED TO APPLY AS SOON AS POSSIBLE. \*\***

**SALARY RANGE/BENEFITS:** \$ 4,412—\$5,747 per month

New members to CalPERS or an agency with CalPERS' reciprocity will be subject to the provisions of the Public Employees' Pension Reform Act of 2013 (PEPRA) and will receive 2% @ 62 benefit formula under which the employee pays 6.25% as a contribution to the PEPRA plan. Employees who are current members of CalPERS or an agency with CalPERS' reciprocity, or who have less than a six month break in service between employment in a CalPERS (or reciprocal) agency will be enrolled in the 2.7% @ 55 benefit formula under which the City pays 2% of the employee's contribution to the Public Employees Retirement System (PERS) and the employee pays 6% of the employee contribution to PERS. The City offers a Section 125 cafeteria benefit plan. The City does not participate in the Social Security System. City paid leave time (sick, vacation and holiday) available in accordance with City policies.

## **POSITION:**

Under general supervision, is responsible for the application of routine planning principles and techniques; performs professional level work in the field of planning, zoning and environmental analysis; performs related duties as assigned.

## **DUTIES:**

Depending on assignment, duties may include, but are not limited to the following: researches, analyses and interprets social, economic, population and land use data trends; prepares written reports on various planning matters and elements of the General Plan; prepares and/or reviews initial studies and environmental documents in compliance with the California Environmental Quality Act (CEQA); compiles information and makes recommendations on special studies and prepares complex planning reports; participates in zoning and code enforcement and administration; prepares zoning code and General Plan amendment studies; reviews development proposals and works with developers to reach agreement on acceptable site plans; reviews building plans for conformance with the City's zoning and the General Plan, as well as related ordinances, policies and guidelines; reviews parcel maps and subdivision proposals for compliance with appropriate regulations; review and assist in the preparation and submittal of, and evaluate and process certificate of occupancy, conditional use permit, variance, subdivision, design review and other similar planning applications; prepares recommendations on planning related matters; prepares staff reports and makes presentations to the Planning Commission, various committees and advisory boards as directed; checks commercial, industrial and residential development plans for issuance of zone clearance; researches and drafts ordinances for review; confers with and advises architects, builders, attorneys, contractors, engineers and the general public regarding City development policies and standards; responds to, and resolves, difficult citizen inquiries and complaints regarding the City's planning function; participates in coordinating City planning activities with internal and outside departments and agencies.

## **QUALIFICATION GUIDELINES:**

**Education and/or Experience:** Graduation from an accredited four-year college or university with a Bachelor's Degree in Planning, Urban Planning/Design, Architecture, or closely related field and a minimum of one (1) year experience in planning and/or technical work, conducting planning studies and assisting with project reviews is required.

**Knowledge of:** Principles and practices of urban planning and development; California Environmental Quality Act (CEQA); current literature, information sources and research techniques in the field of urban planning; modern office practices, procedures, methods and equipment.

**Ability to:** Learn to apply laws underlying general plans, zoning and land divisions; apply environmental laws and regulations and methods of assessment; analyse and compile technical and statistical information and prepare reports; prepare maps, graphics for reports and presentations; understand and carry out oral and written directions; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work; interpret planning and zoning codes for the general public.

## **REQUIRED LICENSES:**

Possession of a California driver's license is required.

**SELECTION PROCESS:**

Applicants must complete an application online through [www.calopps.org](http://www.calopps.org) prior to the final filing date. Applications will be screened for qualifications appropriate background and only the most qualified will be invited to participate in the examination process. Successful candidates must achieve a minimum passing score in each of the test components. Applicants will be notified by e-mail as to the test date, time and location. **The examination process will include an oral interview weighted at 100%.**

Candidates will be required to pass a City administered pre-employment physical and may be required to pass a thorough background investigation and polygraph examination as a part of the selection process. Candidates who do not pass will be disqualified and removed from the eligibility list.

**ACCOMMODATION:** Applicants with legal disabilities who require special testing arrangements must contact the Human Resources Department at least five (5) business days prior to the examination date.

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