



INVITES APPLICATIONS FOR THE POSITION OF

ASSOCIATE PLANNER

APPLY ONLINE AT WWW.CALOPPS.ORG

SALARY

\$8,578 - \$10,725 per month

JOB TYPE

Permanent, Full-Time

FILING DEADLINE

Friday, July 30, 2021 at 5:00 PM

THE POSITION

The City of Dublin, a dynamic and growing community, is seeking an Associate Planner to perform professional level urban planning functions. Under general direction, the Associate Planner coordinates and manages planning and development projects and provides technical assistance to the Planning Division of the City's Community Development Department.

EXAMPLES OF DUTIES

- Serve as project coordinator on assigned planning projects.
- Perform research, analysis and evaluation of site, architectural and related plans.
- Perform technical review of routine project plans and applications and make recommendations.
- Supervise professional and non-professional staff.
- Manage consultant contracts including determining scope of work and cost.
- Prepare written project analyses and reports including identifying appropriate land use policy, design and fiscal issues and environmental requirements.
- Process development applications in accordance with local policies and ordinances; make recommendations; and enforce mitigation monitoring and compliance with City ordinances.
- Prepare and update various planning documents such as the City's General Plan, specific plans, ordinances, resolutions, codes, and related planning studies and reports.
- Participate in the development and implementation of the City's planning policies.
- Serve as staff liaison for various review boards, committees, Planning Commission and the City Council.
- Provide technical advice and make clear, well organized presentations on-site, off-site and at day and evening meetings.
- Communicate effectively orally and in writing with internal and external customers.
- Prepare population projections for a community undergoing rapid growth.
- Provide assistance to customers over the telephone and in person, including at the Planning information counter.
- Conduct site inspections to determine if projects are in compliance with laws, regulations, conditions of approval, and ordinances; make recommendations regarding changes.
- Assist in administration and enforcement of zoning, subdivision and related ordinances.
- Exhibit a strong commitment to customer service and interactive team participation.
- Perform other duties as assigned.

QUALIFICATIONS

1. Education: The Associate Planner requires a Bachelor's degree from an accredited college or university with major course work in planning or a closely related field. A Master's degree is preferred.
2. Experience: This position requires a minimum of two years of professional experience in the field of city or regional planning, including project management. Computer skills are preferred.
3. Licenses, Certificates and Special Requirements: Possession of a valid California Class C drivers' license and Certificate of Automobile Insurance for Personal Liability.

Knowledge of:

- Principles and practices of planning methodology, urban development and operations.
- Principles and practices of urban, landscape and residential design, specific plans and basic land economies.
- Federal, state and local laws, regulations and court decisions relating to city planning, land use, zoning and the environment.
- Principles and practices of project management and negotiation.
- Principles and practices of research methods and statistical analysis.
- Personal computer operation and GIS applications.
- Principles of supervision, training and performance evaluation.
- Principles of community and public relations.
- Customer service techniques and public speaking.

Ability to:

- Engage in complex planning design.
- Approach complex planning issues creatively and with initiative.
- Analyze, interpret and apply technical data and pertinent laws, rules and regulations to various planning applications.
- Prepare concise reports, maps, charts and other graphic materials for effective presentations.
- Organize and conduct research studies.
- Make effective oral and written presentations.
- Assume responsibility for planning activities on multiple, diverse and complex projects.
- Demonstrate community relations skills.
- Communicate clearly and concisely orally and in writing.
- Operate a personal computer and related office equipment.
- Focus on key issues in order to accurately and objectively evaluate alternatives.
- Independently collect, analyze, interpret and apply technical data and pertinent laws, rules and regulations to various planning applications.
- Organize and schedule work cooperatively and effectively with others.
- Supervise, train and evaluate assigned personnel.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.
- Exhibit a positive team spirit and willingness to assist other team members.

BENEFITS

The City of Dublin offers an attractive salary compensation and benefits plan in a professional, growth-oriented environment. The salary range for the **Associate Planner** position is **\$8,578 - \$10,725** per month. The following benefits will complete the compensation package:

- • Classic CalPERS Members – 2.7%@55; EPMC 0%; 7% Cost Sharing; Single Highest Year
- New CalPERS Members Tier effective 1/1/13 – 2.0%@62; 3.05 Cost Sharing; 3-Year Final Avg. Compensation
- Pay-for-Performance system available
- Choice of medical plans through PERS with the City contributing up to \$1,900 per month.
- Post-retirement medical provided under Government Code Section 22892(b) as established by the Public Employees' Medical and Hospital Care Act (PEMHCA) through CalPERS; PEMHCA Minimum.
- City-paid full family dental insurance
- City-paid single vision plan; optional family coverage
- IRS Section 125 plan/\$1,000 annual account seed money (HRA)
- City-paid \$50,000 term life insurance

- City-paid long-term disability insurance
- Employee Assistance Plan
- Education reimbursement program
- Wellness reimbursement program \$25 per month
- Civic Service Leave (Volunteer time off) – 8 hours per fiscal year
- Fourteen paid holidays (including two floating holiday) per year.
- Administrative Time Off – 40 hours of administrative leave annually, with the option of being paid for up to 20 hours
- Approximately 22 days per year of General Leave in lieu of traditional sick & vacation leave; increases with longevity

In addition to the above benefits, the City offers voluntary participation in a deferred compensation program, short-term disability program, supplemental life insurance, Dependent Care Assistance program and a credit union.

The City of Dublin does not participate in the Social Security system except for a mandatory Medicare.

ABOUT THE DEPARTMENT

The City's Community Development Department is comprised of three Divisions: Building & Safety, Planning and Housing. The Planning Division is directly responsible for providing Staff support to the Planning Commission and for various activities including preparing updates and amendments to the General Plan; developing Ordinances for consideration by the Planning Commission and the City Council; administration of the California Environmental Quality Act; processing development applications; working on housing programs and administration and enforcement of the City's Zoning and Property Maintenance Ordinances.

ABOUT THE CITY

The City of Dublin is located in eastern Alameda County, approximately 35 miles southeast of San Francisco. The City was incorporated in 1982 with a population of 65,716 within 14.59 square miles. Dublin's strategic "crossroad" location at the intersection of Interstate 580 and 680 has made the City freeway close and conveniently accessible to the Bay Area with two BART stations.

COMMITMENT TO COMMUNITY SERVICE

The City of Dublin is continually striving to enhance the services provided to our customers. The City organization is committed to creating a challenging and rewarding environment in which all employees representing the City are motivated to respond to the needs of the City's customers. In setting high standards for ourselves, we take pride in:

- Being a responsive and proactive City team, in touch with the changing needs and expectations of the Dublin community.
- Providing the highest level of quality service in all City programs and activities.
- Promoting a "can do" attitude using common sense along with technical/professional knowledge.
- Being committed to high professional standards. A professional attitude encourages an objective approach to analyses of issues.
- Providing information and resources to our customers in a friendly and helpful manner.

THE SELECTION PROCESS

The best qualified candidates, as determined by an initial screening of applications, will be invited to participate in an interview process which will consist of written and/or oral components. Finalists may be requested to submit personal information necessary to conduct a complete background investigation prior to a final selection by the City.

Candidates who successfully complete the interview process may be placed on an employment eligibility list. This list may be canceled at any time, without notice to candidates. All offers of employment are conditional upon the ability to provide verification of authorization to work in the United States. Additionally, candidates are subject to a background check, including fingerprinting prior to employment.

EQUAL OPPORTUNITY EMPLOYER

In accordance with Federal and State laws, the City of Dublin does not discriminate on the basis of race, religion, color, national origin, ancestry, handicap, disability, medical condition, marital status, sex, or age.

HOW TO APPLY

Apply online at www.CalOpps.org. Once there, click on “**Member Agencies,**” under “**East Bay**” select “**Dublin,**” then on “**Associate Planner,**” and “**Apply for Job.**” Applications must be received by **5:00 p.m. on Friday, July 30, 2021.** No faxed or e-mailed applications or postmarks will be accepted.

THIS ANNOUNCEMENT is meant only as a general description guide and is subject to change. The information contained herein does not constitute an expressed or implied contract of employment and these provisions are subject to change.

SUPPLEMENTAL QUESTION(S)

1. How many years of professional planning work experience do you have?
2. In 500 words or less, please describe how local planning impacts the average citizen.