



## Town of Los Gatos

### Open Until Filled

Invites applications for

#### Assistant Planner

**Salary Range: \$82,264 — \$106,205 annually**  
Or

#### Associate Planner

**Salary Range: \$95,722 — \$123,386 annually**

### The Department

The Community Development Department works collaboratively with elected and appointed officials, other Departments, and the community to guide the physical growth, development, and preservation of the Town. The Department provides current and advanced planning, affordable housing, code compliance, building permits and inspections, and other land use services. The Department also supports the Town's Economic Vitality Program.

### The Positions

The **Assistant Planner** is responsible for conducting research and analysis in relation to the administration of planning policies and the zoning ordinance. The duties also include: administrative work related to boards and commissions; review of proposed land use permit applications, assessment of the feasibility of proposals and identification of necessary changes; recommend approval, denial, or conditional approval of proposals; determine the effects of regulatory limitations on projects and provide advice on regulatory conformance and possible resolutions; and reviewing and evaluating environmental impact reports and related documents pertaining to private and public planning projects and programs.

The **Associate Planner** is an experienced journey-level professional who is assigned increasingly difficult tasks including managing planning projects of moderate complexity and scope. The position requires thorough knowledge of the principles and practices of planning, as well as knowledge of the physical, social, and economic concepts underlying planning functions. The work performed includes professional planning work, research, and analysis related to the Town's Zoning Ordinance, policy documents, and assignments associated with land use, infrastructure, and the environment. The position also conducts administrative work related to boards and commissions and thus will interact with appointed and elected officials, stakeholders, various experts in the field, and members of the public.



### *The Organization*

The Town of Los Gatos is a general law city operating under the Council/Manager form of government. The Town Manager and Town Attorney are appointed by and directly report to the Council. The Town's 149 full and part time employees are organized into the following departments: Parks & Public Works, Community Development, Police, Library, and Administrative Services. The Town's fiscal year 2021/22 General Fund budget is approximately \$48.7 million.

### *The Community*

Nestled at the base of the majestic Santa Cruz mountains, located about 60 miles south of San Francisco, Los Gatos offers a small town charm with a high level of community pride. With an approximate population of 31,000, Los Gatos is a unique community offering natural beauty that inspires a healthy lifestyle. Los Gatos has a strong economic presence, with an award-winning downtown that offers unique shopping and dining as well as local and regional favorites.

## Small Town Service, Community Stewardship, Future Focus

Town of Los Gatos | Human Resources Department | 110 E. Main Street Los Gatos, CA 95030 | [www.losgatosca.gov](http://www.losgatosca.gov)

## Our Ideal Candidate

The successful candidate will join a dynamic team of professionals and will possess the following competencies:

**Communication Skills** - Possesses strong verbal and written communication skills while demonstrating tact and diplomacy.

**Customer Focus** - Thrives on delivering exceptional customer service to internal and external customers.

**Collaboration** - Exhibits the ability to establish and maintain effective working relationships with a variety of people including: elected officials; Town employees; and the public.

**Attention to Detail** - Is thorough, meticulous, and detail-oriented when working with staff reports, legal notices, and public posting.

**Organizational Skills** - Has the ability to meet deadlines and handle a variety of administrative tasks under pressure while ensuring accuracy of work results.

**Technical Skills** - Has working knowledge of clerical procedures, use of computer systems, and software programs, such as: Microsoft Office Suite; Accela; and CivicPlus.

## Qualifications

**Assistant Planner:** Bachelor's degree in Planning or a related field and one year internship or paraprofessional experience in municipal/city/urban planning.

**Associate Planner:** Bachelor's Degree in Planning or a related field and two years of experience in municipal/city/urban planning.

### Desirable:

- State licensing or registration in a related field such as architecture or landscape architecture.
- Completion of a certificate program in land use, transportation, geographic information systems, public policy, or related area from an accredited institution.
- American Institute of Certified Planners (AICP).

## Application and Selection Process

The recruitment is open until filled with a first screening on May 3, 2022. To be considered for this unique and rewarding career opportunity, please [click here](#) to apply and submit responses to the required supplemental questionnaire. Candidates whose backgrounds best match the position will continue in the selection process. Meeting the minimum qualifications does not guarantee continuation in the process.

### Tentative Recruitment Schedule

First Screening: **Tuesday, May 3, 2022**

Oral Board Interview: **Tuesday, May 10, 2022**

## Compensation and Benefits

### Assistant Planner

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### Associate Planner

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The Town offers an attractive benefits package which includes:

**Retirement:** Public Employees' Retirement System 2% @ 60 plan for qualified "classic employees" as defined by CalPERS; 2% @ 62 plan for "new members."

**Health Care:** The Town provides a generous employer contribution toward the purchase of medical, dental, and vision coverage.

**Cash-in-Lieu:** Employees may waive coverage and receive up to \$400 per month.

**Income Protection:** \$50,000 Town-paid term life insurance (option to purchase supplemental employee and dependent life insurance) and short- and long-term disability insurance.

**Paid Leaves:** 10 days vacation accrual; 12 days sick accrual; 3 days personal leave; and 10 holidays per calendar year.

**Section 125 Flexible Spending Accounts:** Voluntary pretax employee contributions up to \$2,650 for health care expenses and up to \$5,000 for dependent care expenses per year.

**Deferred Compensation:** The Town offers an optional 457 Plan through Mission Square.

**Employee Assistance Program:** Counseling and additional work/life services.

