

City of Saratoga invites your interest in the position

Deadline to apply is Sunday, June 22, 2025, but may close early if a sufficient number of qualified applications are received.

About the City

The City of Saratoga is an attractive residential community of approximately 30,000 known for its excellent schools and prestigious neighborhoods. The community's historic downtown district, known as "The Village," has distinctive dining, unique shops, and numerous buildings dating back to the late 1800's and early 1900's. Saratoga residents place an emphasis on retaining the quality of the city's semi-rural ambiance. The City also is home to Montalvo Arts Center and the Hakone Estate & Gardens, the oldest Japanese-style residential garden in the Western Hemisphere.

Read more at Saratoga.ca.us



**View the Complete
Job Description**

Assistant Planner

\$50.88-\$61.84 per hour (5-step range)
On-site, full-time, benefited position, FLSA non-exempt

ABOUT THE POSITION

The City of Saratoga has an exciting opportunity to join our Community Development Department, Planning Division. This front-line team member in the City's Planning Division will provide a high level of customer service by effectively assisting the public and City staff in the Permit Center. The position will report to the Development Manager and work collaboratively with the Associate and Senior Planner team.

This entry-level position provides professional planning services for property owners, developers, contractors, and the general public; performs professional, technical, statistical, and analytical duties involving land use or planning studies for a variety of public or private development projects; reviews development and land use applications, and zoning and site plans; assists the public in person, via phone and other communication methods, answering questions and providing information regarding zoning, land use, development standards, approved development proposals; completes technical assessments; and related work.

EXPERIENCE AND EDUCATION

The position requires a bachelor's degree from an accredited college or university with major coursework in planning, architecture, urban studies, or a related field and at least one (1) full year of technical experience in planning, zoning, and related community development activities. Possession of a valid California Driver's License upon appointment required.

The ideal candidate will have technical experience suited to a small city, and the ability to work in a fast-paced public service center with tact, professionalism, and collaboration. The successful candidate should excel at managing multiple ongoing processes and requests, possess outstanding oral and written communication skills with a keen attention to detail, exhibit technical and administrative acumen at the assigned level, and have the ability to provide superior customer service. Adaptability and willingness to learn are essential, as the position may evolve based on department needs. Ability to develop strong working relationships and assist others to achieve their business goals is also essential.



How to Apply

To be considered for this exciting career opportunity, please apply online through www.calopps.org.

Interested candidates must submit a completed online application, resume, and cover letter. As part of your online application, provide adequate responses to the required supplemental questions. Incomplete applications and those that do not include a letter and supplemental question responses will not be considered.

Deadline to apply is Sunday, June 22, 2025 at 5:00 pm, but may close early if a sufficient number of qualified applications are received.



CITY GOVERNMENT

The City of Saratoga was incorporated in 1956 and operates under a Council/Manager form of government. At the time of incorporation, many school and utility districts were in existence and consequently more than one district may serve within the City's boundaries. Fire protection services are provided through special districts, and the City has formed collaborative relationships and established service contracts with other governmental agencies including law enforcement services through Santa Clara County Sheriff's Office, animal control services provided by the City of San Jose, recreation programs provided by Los Gatos-Saratoga Community Education and Recreation, and library services provided by Santa Clara County Library District. In addition, sanitation services are provided by West Valley Sanitation District and Cupertino Sanitary District.

The City's FY 2024/25 General Fund Operating and Capital Improvement Budget is \$44.6M and includes 56.25 full-time equivalent (FTE) positions. The City's organizational structure includes five departments: City Manager, Community Services, Administrative Services, Community Development, and Public Works.

The Community Development Department includes two active Divisions: Planning and Building, which provide permitting and licensing, plan review, code compliance, building inspection, and related community service support functions.

City offices operate on a 9/80 schedule: Monday-Thursday for 9 hours, 8-hours one Friday, off/closed the other Friday. This position is located at City Hall, 13777 Fruitvale Avenue; operational hours are 7:30 am-5:00 pm.

COMPENSATION AND BENEFITS

The City of Saratoga provides excellent compensation and benefits. The salary for this position will be set at a step between steps 1 and 5 based on qualifications and experience of the selected candidate. The City has a seven-step range, including multi-year steps 6 and 7. Advancement to steps 6 and 7 is after four (4) years of satisfactory service at Steps 5 and 6, respectively.

The attractive benefits package includes:

- CalPERS Retirement Plan: 2% at age 60 formula for "Classic Members" or 2% at age 62 formula for "New Members."
- CalPERS Health Insurance: Comprehensive HMO and PPO plan options available. The City contributes monthly towards the full cost of the monthly health plan premium.
- Dental Insurance: Comprehensive in and out of network plan options available. The City contributes 100% of the dental premium.
- Deferred Compensation: The City will match contributions to a pre-tax deferred compensation account up to a maximum of \$150 per month.
- Paid Time Off (PTO): PTO is accrued at a rate of 22 days per year.
- [View the Complete Summary of Benefits.](#)

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