



The City of Citrus Heights is seeking an individual with professional planning credentials to work as an Assistant or Associate Planner. The Planning Division, as part of the Community Development Department, is responsible for current planning projects which encompasses reviewing all proposed development projects including new residential, commercial, and office developments along with completing the environmental reviews of all planning projects. The Division also provides customer assistance at its one-stop counter and coordinates with other City departments and governmental agencies.

**Assistant Planner or
Associate Planner
(One Position Available)**

**Assistant: \$29,344.6 ~ \$37,678.6 per hour
Associate: \$68,349.18 ~ \$87,760.35 annually
Plus Excellent Benefits**

Recruitment Closes – March 2, 2018

The Position

The position may be filled at either the Assistant or Associate Planner level, depending on an applicant’s education, background, and experience, as assessed by the City. Reporting to the Planning Manager, the position will perform a variety of professional planning duties related to current planning projects. The Assistant or Associate Planner will review, analyze, and process development proposals, building plans, parcel maps, special use and other permits, zoning applications, and subdivision proposals for conformance with applicable regulations and prepare recommendations, as appropriate; confer with and advise architects, builders, attorneys, contractors, engineers, and the general public regarding City development policies and standards; prepare staff reports and graphic displays; research, compile, and analyze technical information for special studies and prepare related reports and recommendations; provide customer service at the one-stop counter; and may occasionally present planning and zoning matters to various bodies.

Ideal Candidate

- Possesses professional planning skills and abilities to evaluate current development projects through detailed review and analysis.
- Demonstrates the ability to understand, interpret, and apply City codes and ordinances, rules, regulations, and guidelines as applied to architectural, zoning and general plan requirements.
- Has the ability to explain City development standards and related technical information and details to variety of customers in a clear and understandable manner, both orally and in writing.
- Enjoys providing customer service and is able to deal professionally with irate or frustrated individuals in sometimes difficult or emotionally-charged situations.
- Has the ability to simultaneously provide coordination on a variety of development projects and special studies and work effectively and cohesively with consultants, contractors, and/or other public agencies.
- Focuses work effort to carry out the City’s Customer Service philosophy of actively listening, addressing customer concerns, and providing services at a level that exceeds customer expectations.
- Thrives in a team environment that encourages cooperation, communication, and mutual sharing of risk, responsibility, and reward.
- Identifies and generates “a better way of doing things” by viewing issues or problems as opportunities for improvement rather than as obstacles.
- Treats all individuals encountered, equally and with respect, basing actions on honor and ethics.

Minimum Qualifications

A summary of the minimum qualifications for the position is listed below.

Minimum Qualifications	Assistant Planner	Associate Planner
Experience and Training	No previous professional experience required; prior technical planning experience is desirable.	Two years of professional experience that relates to land use regulations, planning, zoning, or development review process and land subdivision.
Education	Equivalent to a Bachelor’s degree from an accredited college or university with major course work in planning, public administration, or a related field.	Equivalent to a Bachelor’s degree from an accredited college or university with major course work in planning, public administration, or a related field.
License	May need to possess a valid California driver’s license and proof of automobile liability insurance as required by the position.	May need to possess a valid California driver’s license and proof of automobile liability insurance as required by the position.
Certificate		Possession of an American Institute of Certified Planners (AICP) certificate is desirable.

Benefits:

The hiring salary may be set anywhere within the salary range, based on a candidate's experience and current compensation. The City offers first class benefits, including: CalPERS retirement (employee pays full member contribution), 136 hours of Annual Leave (to be used for vacation or sick time); 40 hours of Long Term Medical Leave; a substantial monthly City contribution toward health insurance, and if alternative group health care coverage is demonstrated, a \$600/month cash-out may be added to salary or deferred compensation; and fully paid family dental, family vision, life, and long-term disability insurance. The City does not participate in Social Security but does participate in Medicare and State Disability Insurance (SDI).

Application Process

To be considered for this position, you must submit a completed, official City Employment Application and responses to a Supplemental Questionnaire. If you do not complete and submit all required information, your application may be disqualified from further consideration. You are encouraged to submit a resume and cover letter in addition to the required materials, but these may not be substituted for the required materials.

- **ON-LINE APPLICATION:** You may apply on-line by visiting www.CalOpps.org. A cover letter and resume may be included as part of the on-line Employment Application under the heading "Additional Experience."
- **HARD COPY APPLICATION:** You may obtain a hard copy Employment Application by visiting www.citrusheights.net and downloading the application materials or you may request the materials by calling the Human Resources line at (916) 727-4731 or calling the TTY/TDD California Relay Service at 7-1-1. Submit hard copy application materials and resume to: City of Citrus Heights/Human Resources, Attention: Assistant/Associate Planner Recruitment, 6360 Fountain Square Drive, Citrus Heights, CA 95621. **No postmarked, faxed or e-mailed materials will be accepted.**

Selection Process

The City reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the position. Meeting the required minimum qualifications does not guarantee an applicant an invitation to the next step(s) in the selection process. Only the most qualified applicants as determined by the City may be invited to the next step(s) of the process. Those candidates whose experience and training most closely match the City's needs may be invited to participate in a first interview and potentially a second interview. The finalist(s) identified at the departmental interview may be subject to a thorough background and reference check process, including a Live Scan fingerprint criminal history check. Upon completion of this process a conditional offer of employment may be made. Following the conditional offer, the finalist must pass a medical examination (including drug test) conducted by a City-appointed physician and if this is successfully completed, a final offer of employment may be made.

Method of Communication

- Primary communication regarding your status relative to this recruitment will be by e-mail; applicants are solely responsible for monitoring their e-mail communication messages and systems.
- Applicants are solely responsible for informing the City of changes in contact information, including but not limited to e-mail addresses, mailing addresses, post office boxes, and telephone numbers.

Additional Information

You may obtain additional information about this recruitment at <http://jobs.citrusheights.net>, or email hr@citrusheights.net. Contact Human Resources at (916) 727-4900 or the TTY/TDD California Relay Services at 7-1-1.

ALL INTERESTED APPLICANTS – PLEASE READ THE FOLLOWING INFORMATION

This listing is solely for the purpose of announcing job opportunities and does not constitute a contract, expressed or implied; provisions contained herein may be modified or revised without notice.

It is the policy of the City of Citrus Heights not to discriminate against qualified employees or applicants because of race, color, religion, gender, sexual orientation, marital status, national origin, ancestry, citizenship, age, medical condition, physical or mental disability, or any other basis protected by law. Qualified individuals with a disability will receive reasonable accommodation, as required by the California Fair Employment and Housing Act (FEHA), and federal laws including the Americans with Disabilities Act (ADA) and Section 504, during any phase of the selection process, providing such request is made to Human Resources at least five working days in advance. Medical disability verification may be required prior to accommodation.