

# CITY OF GILROY IS HIRING

## PLANNER I/II

Community Development Department

**LEVEL I \$7,842.58 - \$11,035.29 Monthly Plus Excellent Benefits**

**LEVEL II \$8,663.08 - \$12,189.79 Monthly Plus Excellent Benefits**

*An additional 5% salary increase (Step F) is available to employees in this job classification after completion of five years of service, one year at Step E, and good performance evaluation. An additional 5% salary increase (Step G) is available to employees in this job classification after completion of ten years of service, one year at Step F, and good performance evaluation. An additional 5% salary increase (Step H) is available to employees in this job classification after compliance of fifteen years of service, one year at Step G, and good performance evaluation. Initial salary placement is typically at the entry point of the range unless the candidate has prior Planning experience which may warrant initial placement at a higher step.*

Opportunity to work a 9/80 schedule with every other Friday off. This is a full-time, on-site position, designed for direct collaboration with the team and active participation in daily operations.

***The City of Gilroy is an equal opportunity employer and supports workforce diversity, inclusion, and belonging. Join our team!***

### ABOUT THE POSITION

The City of Gilroy is currently recruiting for a full-time level I or level II Planner position (depending on qualifications and experience). In this exciting opportunity, the Planner I/II position will be instrumental in shaping the future of our city and will make a difference in the community through innovative urban planning, working on a variety of exciting projects. As a Planner I/II, you will perform most professional planning duties including commercial, industrial, and residential projects. You will use independent judgement in making decisions and may be assigned full responsibility for particular projects or phases of planning work, including project analysis, presentation, and enforcement. So, if you're ready to help shape the future of a vibrant growing community and make a lasting impact by helping to create places that people are proud to call home, come and grow with us!

### ABOUT THE DEPARTMENT

If you would like to join a hard-working team in a fast-paced environment, where you can gain a variety of experience and take ownership of specific planning projects, then this position will be a good fit for you. We are at the forefront of urban development and planning, dedicated to crafting a future where our community thrives. We offer entry-level Planners a supportive environment with the tools needed to complete assigned work and accomplish department goals. Seasoned Planners will be challenged with more complex projects that allow you to use your experience and problem-solving skills to bring projects to a successful implementation. Our team is driven by a shared mission to enhance the quality of life for all residents through thoughtful, forward-thinking solutions.



### APPLICATION CLOSING DATE:

June 2, 2025

### ORAL BOARD:

June 25, 2025

### FINAL INTERVIEWS:

TBD

Note: The examination process/schedule may be changed as needed by the City.

### APPLICATION PROCESS

If you are interested in pursuing this exciting career opportunity, please attach and submit the following required items with your electronic NEOGOV application:

- A completed City of Gilroy online application including supplemental responses.
- A cover letter explaining your interest in this position is preferred
- Detailed resume focusing on relevant work experience and education is preferred.

Apply at

[www.CityOfGilroy.org/jobs](http://www.CityOfGilroy.org/jobs)



## THE IDEAL CANDIDATE WILL

- Be passionate for public sector city planning and experienced in managing and working on multiple phases of planning projects.
- Have a general understanding of land use entitlement processes and regulations, California land use legislation, and CEQA (California Environmental Quality Act).
- Enjoy providing exceptional customer service and communicating clearly with business owners, residents, design professionals, and members of the public.
- Demonstrate dedication, be self-motivated, and have a work style that supports teamwork, collaboration and positive relationships that will complement the City of Gilroy environment and customer service goals.
- Have excellent analytical thinking skills and be able to creatively solve problems.
- Possess great organizational and prioritization skills and be detail oriented with excellent time-management skills.
- Have familiarity with GIS and EnerGov Land Management Systems, or other similar systems.
- Have experience working with planning related documents such as development plans, business licenses, home occupation permits, and CEQA technical documents.
- Have a solid track record of being reliable and dependable – at work and on time each day.
- Be energetic and excited to perform assigned work and open to accepting new challenges.
- Have the ability to flex schedule to attend Planning Commission or other similar meetings.

## EXAMPLES OF FIRST YEAR PROJECTS/ASSIGNMENTS:

- Manage over-the-counter reviews and land use applications.
- Help implement the new General Plan, Zoning Ordinance, and Housing Element.
- Implement expedited permit processing for qualifying affordable housing projects, accessory dwelling units, and SB 9 units.
- Help implement state housing laws.

## THE DIFFERENCE YOU WILL MAKE:

As a Planner I/II with the City of Gilroy, you will be a catalyst for positive change. Our community is at an exciting point of transformation, and you will have a front row seat in building more vibrant, equitable, and sustainable city. Your work will matter immediately and will directly influence how people live, move, work, and connect – today and for generations to come. By promoting smart, inclusive, and sustainable growth, you'll help ensure that Gilroy remains a welcoming, thriving place for all who live here now and in the future.

# QUALIFICATIONS

## PLANNER I

- Any combination of education and experience equivalent to graduation from a four-year college with a major in City Planning or in a related field, and one year of recent full-time professional planning experience.
- Possess and maintain a valid California Driver's License and a safe driving record necessary to operate assigned vehicle(s).
- Pass an employment background check to include a Department of Justice criminal record check.
- Pass a post-offer medical examination, which includes a drug test.
- Prefer non-tobacco user.





**PLANNER II (Includes qualifications listed above for Planner I with the following differences):**

- Any combination of education and experience equivalent to graduation from college with a major in Planning or a related field and two years of recent full-time professional planning experience. A Master's Degree from an accredited college or university in City Planning preferred but not required.

**TO REVIEW JOB DESCRIPTION AND ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES, CLICK HERE:**

**PLANNER I**

**PLANNER II**

**MOU REPRESENTATION:**

AFSCME, Local 101 - General Unit

**BENEFITS OFFERED:**

May vary based on position and MOU. See more at information at:  
[www.cityofgilroy.org/164/Benefit-Summaries](http://www.cityofgilroy.org/164/Benefit-Summaries)

- Medical, dental, and vision
- Vacation leave, sick leave, and other paid time off
- CalPERS retirement pension plan
- Flexible spending accounts
- Pre-tax deferred compensation plans
- City-paid life and long-term disability insurance, and employee assistance program
- Commuter benefit program

**IMPORTANT INFORMATION:**

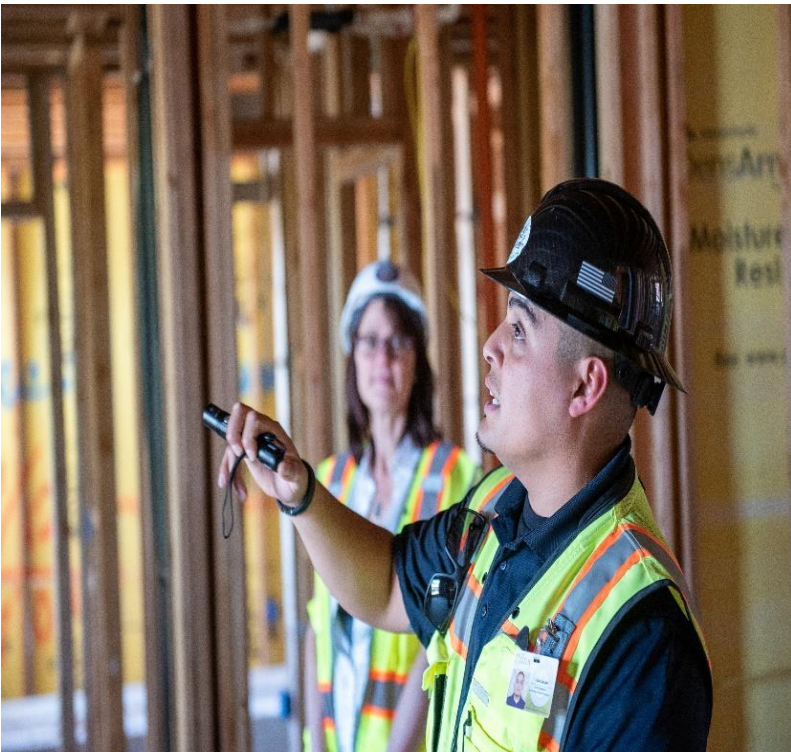
Prior to appointment and given at the City's expense, final candidates are required to pass an employment background check, State of California Department of Justice criminal records check, and as applicable: medical evaluation and drug screen (includes testing for psychoactive marijuana metabolites).

If special accommodations are necessary at any stage of the selection process, please contact Human Resources.

**PAYROLL**

All City employees are paid monthly, on the first business day of each month via direct deposit.

**Human Resources can be reached at:**  
**(408) 846-0228**





## APPLICATION PROCESS

If you are interested in pursuing this exciting career opportunity, please attach and submit the following required items with your electronic NEOGOV application:

- Cover letter that explains your specific interest in this position with the City of Gilroy is preferred
- Detailed resume focusing on relevant work experience and education is preferred
- Supplemental question responses

**City Application Form** – Candidates must complete the NEOGOV City of Gilroy application form for this position and submit online. Please prepare attachments prior to completion of the NEOGOV application as incomplete applications will not be accepted.

### Apply Online:

Go to [www.CityOfGilroy.org/jobs](http://www.CityOfGilroy.org/jobs). You can apply online by clicking on the job title you are interested in and clicking on the "Apply" link. After viewing the Job Description, click the 'Apply' tab. If this is the first time you are applying using our online job application, you will need to create an account and select a Username and Password. After your account has been established, you can import your resume from LinkedIn, upload it from a saved document on your computer, or manually enter your personal information. ***This application will be saved and used to apply for future job openings.***

Only the most qualified applicants with the most relevant experience and education will be invited to continue in the selection process. In addition, final candidates for the position are required to pass a background check, State of California Department of Justice criminal records check, medical evaluation, and drug screen, given at the City's expense, prior to appointment. If special accommodations are necessary at any stage of the selection process, please contact the Human Resources Department right away at 408-846-0228.

***Attention: Communication regarding your status in this recruitment process will be conducted via e-mail. Be sure to include an e-mail address on the employment application. Applicants are responsible for notifying Human Resources of any changes to an e-mail address and/or other contact information.***

**THE CITY OF GILROY IS AN EQUAL OPPORTUNITY EMPLOYER AND SUPPORTS WORKFORCE DIVERSITY, EQUITY, INCLUSION & BELONGING.**

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