



PLANNING INTERN

(PART-TIME: 25 HOURS PER WEEK)

APPLICATION FILING PERIOD: Continuous recruitment

Please apply online through www.calopps.org. You may also visit our city website: www.cityofalhambra.org.

SALARY RANGE/BENEFITS: \$11.41 —\$13.85/hour

The City does not participate in the Social Security System. Part-time employees will be enrolled in the Public Agency Retirement System (PARS) and contribute 3.75% of their wages each pay period. The City will also contribute the equivalent of 3.75% to the employees PARS account. This position may receive 24 hours of sick time per year.

POSITION:

Under general supervision, performs analytical, technical, and selected administrative work in the field of urban planning; conducts various studies and research projects; prepares reports for submission to the City Council and/or Planning Commission; participates in special projects as assigned; and perform related work as required.

DUTIES:

Duties may include, but are not limited to, assisting the Principal Planner or his/her designee in the preparation of reports for submittal to the City Council. Planning Commission responding to public inquires; explaining complex zoning codes and regulations; reviewing architectural plans and planning applications; representing the Director of Development Services, Principal Planner, or his/her designee at meetings involving other departments, governmental agencies, and/or citizens groups; providing information on City services, policies, and procedures to the general public; preparing maps and other graphic materials; and performing other related duties as assigned.

QUALIFICATION GUIDELINES:

Education/Experience: High School graduate or G.E.D. equivalent. Must be enrolled in and attending an accredited college/university with emphasis in planning, architecture, geography, public administration, or a related field; must be of junior status with 64 semester units/90 quarter units (verifiable upon employment). Working knowledge of window based computer word processing and spreadsheet programs. Some experience in local government, (preferably in planning department) and a Bachelor's Degree in a related field is highly desirable.

Knowledge, Skills and Abilities:

Knowledge of: Theories, principles, practices, and procedures of urban planning, architecture and design, and management; principles and methods of research, data collection and statistics; working knowledge of City government and the services normally provided; and working knowledge of window based computerized word processing and spreadsheet programs.

Ability to: Conduct thorough research related to a variety of administrative issues/projects; prepare viable recommendations for action; draft clear and concise reports and general correspondence; identify problem areas; collect and analyze data, draw valid conclusions from available information; project consequences of decisions/recommendations; interpret and apply codes, applicable laws, rules and regulations to the public in a clear and concise manner; communicate clearly and effectively, both orally and in writing; proper usage of English grammar and spelling; prepare maps and other graphic materials; make oral presentations; deal tactfully and effectively with others in controversial or conflict situations; maintain effective working relationships with officials, co-workers, and the public; and operate window based computerized word processing and spreadsheet programs.

REQUIRED LICENSES:

Possession of a valid California Driver's License is required when operating any city vehicle.

SELECTION PROCESS:

Applicants must complete an application online through www.calopps.org prior to the final filing date. Applications will be screened for qualifications, appropriate background and only the most qualified will be invited to participate in the examination process. Successful candidates must achieve a minimum passing score in each of the test components. Applicants will be notified by e-mail as to the test date, time and location. **The examination process will include an oral interview weighted at 100%.**

Candidates will be required to pass a City administered pre-employment physical and may be required to pass a thorough background investigation and polygraph examination as a part of the selection process. Candidates who do not pass will be disqualified and removed from the eligibility list.

ACCOMMODATION:

Applicants with legal disabilities who require special testing arrangements must contact the Human Resources Department at least five (5) business days prior to the examination date.

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