



## The City of Simi Valley is accepting applications for: **Principal Planner/Zoning Administrator**

This recruitment is open until filled and may close at any time. **The first review of applications will occur on February 13, 2019, or when 75 applications are received, whichever occurs first.**

**Salary:** \$96,800 — \$124,517 annually, plus excellent benefits.

**The Position:** Supervises and coordinates assigned planning section activities and operations within assigned planning section; acts as hearing officer for all staff approved discretionary applications; acts as project manager for sensitive and complex planning projects; coordinates assigned activities with other divisions, outside agencies and the general public; and assists the Deputy Director/City Planner as a senior resource person to planning staff.

**Ideal Candidate:** The ideal candidate will possess a minimum of five years of current and relevant complex urban planning experience involving design review and zoning activities, and two years of progressively responsible administrative and direct supervisory experience. Candidate will also possess the following attributes:

- Strong organizational and structural skills.
- The ability to prioritize tasks and work on different projects with competing deadlines.
- Strong work ethic and leadership skills, the ability to build a consensus, and provide a positive example.
- The ability to supervise public counter operations and provide code interpretations.
- Excellent writing skills, a highly articulate oral communicative style, and the ability to clearly explain complex issues to a wide variety of constituents.
- The ability to produce professional quality comprehensive staff reports and directly oversee the preparation of staff reports and documents prepared by subordinate staff.

**Minimum Qualifications:** Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Education:** Equivalent to a Bachelor's degree from an accredited college or university with major course work in planning, geography, public administration, environmental science, business management, or a closely related field.

**Experience:** Five years of complex urban planning experience involving design review or zoning activities, including two years of administrative and/or supervisory responsibility.

Possession of, or ability to obtain, an appropriate, valid driver's license is also required.

**Selection Process:** Candidates who possess the best combination of qualifications will be invited to interview; an interview is not guaranteed.

Applicants seeking Veteran's Preference must submit form DD214.

**Reasonable Accommodation:** In compliance with the Americans with Disabilities Act, if you need special assistance in the selection process, please notify the Human Resources Division, in writing.

**AN EQUAL OPPORTUNITY EMPLOYER  
ENCOURAGING WORKFORCE DIVERSITY**

*The provisions of this announcement do not constitute an expressed or implied contract, and any provisions contained in this announcement may be modified or revoked at any time.*

**How to Apply:** Apply online at [www.Calopps.org](http://www.Calopps.org). Questions? Contact Human Resources via e-mail at [jobs@simivalley.org](mailto:jobs@simivalley.org) or call (805) 583-6743. Resumes are not accepted in lieu of the City's application.

### **Benefits (Effective 1/1/19):**

- Retirement: CalPERS 2% @ 55 or 2% @ 62 defined retirement plan. Employees currently pay a 7% contribution.
- Medical: \$136/mo, plus up to \$2,040.18/mo in "Simiflex Dollars," (cash to offset the cost of health or other optional benefits)
- Dental: A PPO and HMO plan are available. Employee cost ranges from \$0 to \$52 per month.
- Vision: A plan is available with a cost of \$2.66 per month.
- Life Insurance: \$101,000 for employees and \$5,000 for each dependent is provided at no cost.
- Disability Insurance: Paid by the City.
- Retirement Health Savings Plan: \$200 per month.
- Deferred Compensation: 401 (k) plan, the City will match employee contribution up to \$185.83 per month.
- Annual Leave (Vacation & Sick Leave): 227.5 hours/year - first five years, 267.54 after five years; & 279.5 after ten years.
- Holidays: 11 paid holidays per year (paid at eight hours each), as well as an 8-hour floating holiday.
- Alternative Work Schedule: Many City positions work a 9/80 schedule with alternative Monday or Friday off.

CITY OF SIMI VALLEY  
Supplemental Employment Questionnaire  
**PRINCIPAL PLANNER/ZONING ADMINISTRATOR**

This supplemental questionnaire is designed to obtain additional information about your education, training, and experience as it relates to this position. Please answer the following questions using a separate sheet of paper.

Answers to these questions may be evaluated and scored to determine the best qualified candidates to continue in the selection process. Be specific and thorough in answering the questions and do NOT indicate "See Resume" or "See Application". Applications submitted without responses or with limited responses may not be considered for this position. Please note all information provided on your application, including these questions, are subject to verification.

1. I have read and understand the instructions.
  - Yes
  - No
2. Describe a particularly complex and challenging development project and advanced planning project on which you were the lead. Share your role with regard to those projects. Identify the key stakeholders involved and explain how you worked with them to bring the projects to a successful outcome. What obstacles did you have to overcome in managing the projects? Include where (name of employer) and when (dates) you gained this experience.
3. Summarize your experience preparing, or coordinating the preparation of, environmental documents (e.g. Negative Declarations, Mitigated negative Declarations or Environmental Impact Reports) to ensure compliance with the California Environmental Quality Act. Include where (name of employer) and when (dates) you gained this experience.
4. Describe your experience in making formal presentations to groups, boards, and/or City Council. Please include where (name of employer) and when (dates) you gained this experience.
5. Indicate the number of subordinates that you currently supervise, including their job titles. In addition, please indicate the number of subordinates you have supervised in past jobs. Include where (name of employer) and when (dates) you gained this experience.
6. Describe the types of research related to current planning and report preparation you have performed. Include where (name of employer) and when (dates) you gained this experience.

Please sign and date the questionnaire and attach it to your completed City of Simi Valley application.

***I declare the statements on this supplemental questionnaire are true and correct to the best of my knowledge.***

---

Name (please print)

---

Name (**signature**)

---

Date