



## **SENIOR PLANNER**

**SALARY: \$105,624 – \$140,856 ANNUALLY  
PLUS EXCELLENT BENEFITS**

**APPLICATION CLOSING DATE:**

**Open Until Filled; Applications Will Be Reviewed As Submitted; Apply ASAP**

### **APPLICATION PROCESS**

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

- **A completed City of Gilroy online application including supplemental question responses.**
- **A cover letter that explains your specific interest in this position with the City of Gilroy.**
- **A detailed resume that focuses on relevant planning and community development work experience and education.**

### **ABOUT THE POSITION**

The City of Gilroy is recruiting to fill the position of Senior Planner in the Community Development Department. The goal of this department is to provide current and long-term community planning services in conformance with the Gilroy General Plan and consistent with city council direction to enhance the design and livability of residential neighborhoods, commercial areas and industrial zones within the city's urban sphere and promote sustainable development.

#### **GENERAL DESCRIPTION:**

Under the general supervision of the Planning Division Manager, performs high-level professional planning duties using independent judgment in making decisions. The Senior Planner may be assigned the full responsibility for particular projects, or phases of planning work, at all levels of the planning process. They will perform related duties and functions as required; such as project initiation, preparation, analysis, development, stakeholder coordination, environmental review, presentations, implementation, and enforcement, and may act on behalf of the Planning Division Manager or Director of Community Development in their absence.

In addition, the Senior Planner may mentor junior level staff and supervise technical, professional, and administrative staff, process various planning entitlement permits, lead weekly Technical Advisor Committee/Development group (TAC/DRG) meetings, and provide assistance and support at the public counter.

## **IDEAL CANDIDATE:**

The “ideal candidate” for this position will:

- Be well-versed in processing planning entitlements, with considerable environmental analysis experience and compliance with CEQA (California Environmental Quality Act).
- Be detailed oriented and possess good time-management skills to handle a variety of assignments and deadlines in an extremely busy work environment.
- Have the ability to conduct thorough analyses on complex issues and distill information into a comprehensive report and plan of action is critical.
- Be an effective communicator (verbally and written) and follow through are key factors for this position.
- Be flexible and able to attend evening and weekend meetings, as typically required for Planning Commission, City Council meetings and community meetings.
- Be able to work cohesively with the planning team and maintain consistency with the Division’s implementation of regulations and policies.
- Have experience working with community groups on complex and potentially controversial issues.
- Have knowledge of process for preparing and adopting general plan amendments and/or specific plans.
- Have working experience with LAFCO.
- Exercise independent initiative and responsibility for current and/or advanced planning programs and projects.
- Have the ability to present complex, technical information in an understandable way to customers, commissioners, community groups and others.
- Have experience staffing city committee and/or commission meetings.
- Have experience to implementing Secretary of Interior Standards.

## **UPCOMING PROJECTS:**

- Implementation of Land Management System
- Development and entitlement processing of the City’s Sports Park facility
- Coordinate applications to LAFCO
- Redevelopment within the Downtown core
- Completion of the Citywide Historic Inventory

## **EXAMPLES OF DUTIES:**

- Accept applications, prepare research documents, perform site inspections and prepare staff reports and recommendations for planning applications. Review and sign off construction plans for land development projects.
- Review and sign off business licenses, home occupation permits, sign permits, demolition permits, and temporary use permits.

- Facilitate the preparation of environmental documents and direct consultants in preparing environmental impact reports.
- Supervise technical, administrative, and professional staff.
- Negotiate and facilitate the preparation of development agreements, reimbursement agreements, economic incentives, and other related agreements as necessary.
- Meet with and advise developers and the general public concerning the City's General Plan, Zoning Ordinance, development policies, codes, and other planning related policies.
- Prepare maps, charts and other graphic materials for staff reports, public meetings, displays and other reference materials.
- May facilitate zoning code enforcement work, including investigation of citizen complaints, field checks, issuance of correction notices and citations, and court appearances.
- Present staff reports at Planning Commission, City Council, and special study sessions as needed.
- Participate in and facilitate training programs and other related work as required.
- Prepare City procedures, policies, and ordinances.
- Represent the City on, or serve as staff to, various City, County, and regional committees and task forces.
- Participate in Emergency Operation Center (EOC) and exercises and training.
- Interpret codes and procedures in unusual situations without supervision, and issue minor permit approvals as a representative of the Planning Division Manager.
- Manage the Planning Division in the absence of the Planning Division Manager.
- Oversee the advance planning function of the department.
- Prepare, sign, administer and supervise consultant contracts.
- Perform related work as required.

## **QUALIFICATIONS:**

Any combination of education and experience equivalent to:

- A Bachelor's degree in planning, public or business administration, landscape architecture, economics, or a related field. A Master's Degree is preferred but not required.
- Work experience equivalent to three years as a Planner II with the City of Gilroy, or five years with another agency. Transportation planning experience is desirable.

Additional Requirements:

- Possess and maintain a valid California Driver License and a safe driving record necessary to operate assigned vehicle (s).
- Pass a post-offer medical examination, which includes a drug test.
- Pass a background check and Department of Justice criminal record check for employment.
- Prefer non-tobacco user.

## **COMPENSATION, BENEFITS, AND ADDITIONAL INFORMATION**

### **Health Allowance and Flexible Benefits Plan**

Depending upon the number of dependents the health allowance ranges from \$811.46 to \$2,142.90 per month for core health benefits. Subject to specific rules, a cash back program is also available with proof of other medical coverage. City employees participate in the PERS Health Program, and may choose their medical coverage from a variety of providers. The City's flexible benefits plan includes medical and dental coverage as core benefits. A range of optional benefits including vision care and medical and dependent care accounts are also available. A term life insurance policy equal to annual salary, long-term disability plan, and an employee assistance plan are provided at City expense.

### **Other Benefits**

The City currently offers the PERS 2.5% at 55 pension plan for "classic" members and 2% at 62 for "new" members. Currently, the city pays the full employer portion of the retirement contribution for "classic" members and 50% of the total normal cost for "new" members. The "classic" member contribution of 8% is a pre-tax payroll deduction in lieu of social security; "new" members shall pay 50% of the total normal cost as set by CalPERS. Anyone hired on or after January 1, 2013 will be subject to the applicable provisions, retirement formulas, and plan benefits/restrictions associated with the Public Employees' Pension Reform Act of 2013.

### **Vacation, Sick Leave, Holidays**

Annual vacation ranges from two to four weeks per year, based on years of service with the City of Gilroy. Employees accrue eight hours of sick leave each month. Exempt employees receive 44 hours of personal leave time and 56 hours of administrative leave time in July of each fiscal year which must be used during the fiscal year. The City observes 10 paid holidays each year.

### **Medicare/Social Security**

Employees participate in Medicare (1.45% for both the employer and employee) as this is a mandated federal program. City of Gilroy does not participate in Social Security, FICA or SDI.

### **Payroll**

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

### **Representation**

Persons appointed to this position are covered by the Gilroy Management Association (GMA) Memorandum of Understanding and Supplemental Agreements. Employees have the option to join GMA membership.

## **SUPPLEMENTAL QUESTIONNAIRE**

*The supplemental questionnaire for this position is part of the on-line application form for this recruitment on NEOGOV. You must file your responses via the on-line application process.*

1. Please describe your experience preparing, evaluating, or managing environmental documents. Provide two specific examples, with an emphasis on your specific assigned duties.
2. Describe the most complex project or contract you have managed. Include the issues, controversy, and outcome.
3. If you have processed an urban service area amendment and/or annexation request, please describe your role and experience.

4. Describe experience you have coordinating with other regional planning agencies.
5. Describe your work experience that has included training, leading and supervising the work of others.

## APPLICATION PROCESS

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

- **A completed City of Gilroy online application and supplemental questionnaire.**
- **A Cover Letter that explains your specific interest in this position with the Gilroy Community Development Department.**
- **A detailed resume that highlights your related skills and experience.**

**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 <https://www.governmentjobs.com/careers/cityofgilroy>. 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 can be used to apply for future job openings.

### Recruitment Schedule – Key Dates\*

Application Closing Date:	Open Until Filled
Interview and Practical Exercise:	TBD; application packets will be reviewed as submitted
Finalist Interviews:	TBD

(\*Note: The examination process may be changed as needed by the City.)

**Please note only complete application packets will be reviewed.** All applications will be competitively screened based on the minimum qualifications for this position. Based upon review, 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 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.**