



City of Vacaville Senior Planner

SALARY	\$9,199.46 - \$11,183.47 Monthly \$110,393.49 - \$134,201.64 Annually	LOCATION	Vacaville, CA
JOB TYPE	FULL-TIME	REMOTE EMPLOYMENT	Flexible/Hybrid
JOB NUMBER	01887-2	DEPARTMENT	Community Development Department
OPENING DATE	04/04/2024	CLOSING DATE	Continuous

ABOUT OUR JOB



The City of Vacaville - A beautiful place to live, a great place to work!

With more than 600 employees, the City of Vacaville values work-life integration and offers flexible/hybrid work schedules, every other Friday off, employee social and wellness activities, casual dress days, competitive pay and a generous benefits and retirement package.

Contribute to our vibrant community and join the City of Vacaville!

The City of Vacaville is accepting applications for the position of SENIOR PLANNER in the Community Development Department. Currently, one (1) vacancy exists in the department, but this recruitment will also establish an eligibility list to be used for any future vacancies over the next 12-month period.

The Senior Planner in Community Development plays a crucial role in shaping the future of our community by contributing their expertise in urban planning, land use and community development.

Salary Range

\$110,393 - \$134,201/Annually

This position is eligible for a remote/hybrid work schedule.

Working for the City of Vacaville comes with an excellent benefits package, including:

- Medical Insurance at affordable rates - City covers up to 85% of Kaiser premium, other plans are also available
- Vision and Dental Insurance monthly premiums covered 100% by the City
- Paid sick leave, vacation leave, thirteen holidays and two floating holidays a year
- Up to 75 hours per year of Administrative Leave
- Tuition reimbursement and student loan repayment
- Deferred compensation plan with up to 6% City Contribution available

- California Public Employees Retirement System (CalPERS) plan enrollment and Retiree Health Savings account
See our generous [Benefits Summary page for more detailed information.](#)

Duties may include, but are not limited to, the following:

- Develops and implements comprehensive community plans, zoning regulations, and policies that align with the City's near-term and long-term goals and objectives;
- Evaluates and provides recommendations on land use proposals including zoning changes, conditional use permits, variances and environmental documents such as EIRs, MNDs and Categorical Exemptions;
- Prepares reports, presentations, and documents that convey planning findings, recommendations, and progress updates to City officials and the public at public meetings including the City Council and/or Planning Commission per City of Vacaville and State standards;
- Oversees planning projects (ensuring they are completed on time and within budget) and coordinates with other departments and agencies as necessary;
- Supervises professional and technical personnel and assigns, reviews and evaluates work products and provides support and guidance to staff; and
- Collaborates with local, regional, and State agencies, as well as external partners, to coordinate planning efforts and address issues.

For a complete job description, please click [here](#).

ABOUT YOU

The Ideal Candidate:

The ideal candidate will take initiative, be flexible, work independently and have excellent organizational, oral and written communication skills. The candidate will possess strong interpersonal skills to successfully build solid relationships with staff, City leadership, partnering agencies, and other key stakeholders and enjoy the challenge of effectively managing a demanding workload of quickly shifting priorities and assuming ownership of key priorities and projects. Additional desirable skills in the ideal candidate include:

- Strong knowledge of municipal planning principles, zoning regulations, and land use laws
- Strong knowledge of the California Environmental Quality Act (CEQA)
- Proficiency in GIS, CAD, or other planning software
- Understanding of sustainable and community-oriented planning practices
- Exceptional communication and public engagement skills
- Ability to work collaboratively in a team and manage multiple projects simultaneously

Minimum Qualifications:

Education: Equivalent to completion of a Bachelor's degree from an accredited college or university with major coursework in planning or related field.

Experience: Three years of increasingly responsible journey level planning experience.

License or Certificate: Select positions may require the possession of a valid Class C California Driver's License and a satisfactory driving record as conditions of initial and continued employment.

ABOUT EVERYTHING ELSE

*This recruitment is currently open and continuous but may close without further notice at any time. **The first application review will be on Monday, April 15th. Interested candidates are encouraged to apply and submit the necessary documents promptly.***

Applicants are encouraged to apply online at www.cityofvacaville.com. Application packets may also be requested in person at the Human Resources Department or by calling (707) 449-5101.

Resumes will not be accepted in place of a completed application packet.

IMPORTANT: Contact with applicants will primarily occur via email. Please ensure that your application indicates a valid email address which you check regularly.

For ADA information and other Frequently Asked Questions, please click [here](#).

Applicants receiving a conditional offer of employment must successfully complete the pre-placement process for this position before a final offer will be extended. Pre-placement assessments for this position include but may not be limited to, an employment and education verification, a Livescan (FBI/DOJ fingerprint review) and a DMV record review.

Agency

City of Vacaville

Address

650 Merchant Street

Vacaville, California, 95688

Phone

707.449.5101

Website

<http://www.cityofvacaville.com>

Senior Planner Supplemental Questionnaire

***QUESTION 1**

Describe your experience in preparing and evaluating planning studies and reports for housing and housing-related topics.

***QUESTION 2**

Describe your experience in preparing General Plan and Zoning amendments.

***QUESTION 3**

Describe your planning experience related to master-planned communities and annexations.

***QUESTION 4**

Describe your experience with public participation and outreach efforts for planning projects.

***QUESTION 5**

Describe your level of experience in preparing environmental studies, particularly studies to comply with the requirements of the California Environmental Quality Act (CEQA).

***QUESTION 6**

Describe your experience and background in project management, including any projects that involved multiple parties and interests. How did you keep the project on track?

* Required Question