



CITY OF WILDOMAR ASSOCIATE PLANNER

\$6,277.70 to \$7,839.99 per Month + Benefits
\$75,332.43 to \$94,079.88 per Year + Benefits

Opening Date: June 8, 2020
Closing Date: **OPEN UNTIL FILLED**
Class: General, Non-Exempt (Pay Grade 22)

Job Description:

Under supervision of the Planning Director, performs a variety of duties related to the collection, analysis, interpretation, and presentation of technical land use, environmental, zoning and other City planning data; provides information and assistance on planning-related matters to the general public and other City staff; ensures compliance with the City's general plan, zoning ordinance and other development standards as part of the City's development review process; prepares staff reports and presentation for Planning Director, Planning Commission and City Council hearings; and performs other related work as assigned.

Essential Duties and Responsibilities:

(The following is used as a partial description and does not restrict the duties required.)

The Associate Planner essential duties and responsibilities include the following:

- Collect, record, & summarize statistical & demographic information; establish & maintain a comprehensive database.
- Participate in the research, analysis, and interpretation of social, economic, population and land use data and trends.
- Review plan check submittals for code compliance for building projects.
- Compile information and make recommendations on special studies and prepare technical reports.
- Prepares staff reports and makes presentations to the City Council, Planning Commission and Planning Director, standing and ad hoc committees, developers, and community groups and outside agencies.
- Review development proposals, applications, and other requests made to the Planning Department for conformance with appropriate general plan, zoning regulations; prepare reports and make recommendations.
- Check commercial, industrial, and residential development plans for zoning clearance; process zoning clearances, temporary use, sign and other permit applications.
- Advise and confer with architects, builders, attorneys, contractors, engineers, and the general public regarding City development policies, standards, guidelines, and current and approved projects.
- Perform inspections and related field work.
- Take phone calls/inquiries from the public/other agencies;
- Provides zoning assistance to residents, business owners, and developers at the public zoning counter.
- Research and draft ordinances for review.

- Attend a variety of meetings, including City Council, Planning Commission & Planning Director meetings and pre-development meetings.
- Interpret the General Plan and Zoning Ordinance as it relates to project compliance with City plans, ordinances, and codes.
- Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of municipal planning; incorporate new developments as appropriate into programs.
- Perform environmental assessments, providing detailed written comments on negative declarations, mitigated negative declarations, environmental impact reports and special studies performed by outside consultants and for outside agencies; ensure compliance with California Environmental Quality Act.
- Perform related duties as required.

Employment Standards

The Associate Planner must have knowledge of the following:

- Principles, practices, methods, and procedures of urban and regional planning.
- Applicable Local, State and Federal laws, regulations, codes and ordinances related to planning, zoning and environmental analysis.
- The relationship and responsibilities of Federal, State, Regional and Local government agencies in the planning and regulation of land uses.
- Research and Analysis procedures related to planning and urban development.
- Drafting and graphic presentations (desirable).
- Statistical and research methods as applied to the collection, analysis and presentation of planning data.
- Methods and techniques for record keeping and report preparation and writing.
- Modern office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, databases and GIS systems.

Ability to

The Associate Planner must have ability to do the following:

- Perform technical research and give reliable advice on planning problems.
- Demonstrate tact and diplomacy with the public.
- Prepare staff reports, resolutions, ordinances and graphic presentations.
- Interpret and explain statistical analysis applied to land use, zoning, transportation, and communications.
- Interpret and explain local and state laws pertaining to general plans, zoning and subdivisions.
- Prepare and interpret maps, site and building plans, including architectural review, specifications, charts and tables.
- Apply state CEQA environmental laws and regulations to development projects and city-initiated projects.
- Operate office equipment including computers and supporting word processing, excel spreadsheets, and GIS database applications.
- Provide excellent and diplomatic customer service to all members of the public, as well as to City and other public agency personnel.
- Communicate clearly and concisely, both orally and in writing, including presentations to the Planning Commission and City Council.
- Establish and maintain effective working relationships with those contacted in the course of work.

Required Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Equivalent to a Bachelor's degree from an accredited college or university with major course work urban planning, geography, environmental designs, public administration or a closely related field.
- Must have a minimum of two (2) years of increasingly responsible planning experience as an Assistant Planner preferably with a local or county government agency.
- Must have excellent skills in MS Word, Excel, Access and PowerPoint.

Licenses and Certifications

Possession of, or ability to obtain and maintain, a valid California Driver's License or other means that would allow for the ability to commute to meetings, conduct site visits, and attend other special events throughout the county may be required at the time of hire.

Tools and Equipment

Personal computer including word processor, data software, telephone, fax machines, and electronic copiers.

Environmental Conditions

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Physical Demands

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 25 pounds.

Benefits:

The City of Wildomar offers a generous benefits package with vacation leave, sick leave, paid holidays and PERS retirement. For specific details, please refer to the city's personnel rules on the website at: <http://www.cityofwildomar.org/cms/One.aspx?portalId=9894827&pageId=15921051>.

Work Schedule:

The City's work schedule includes a standard 5/80 (Monday – Friday, 8 am – 5 pm) schedule or alternative of 4/10 (Monday – Thursday, 7 am – 6 pm) schedule.

Selection Process:

Applicants are required to fully describe their applicable education, training and experience on the job application and submit an accompanying resume (both are mandatory). Applicants will be screened and only those applicants whose qualifications and experience most closely match the needs of the position will be invited for an interview with the Planning Director. The selection process is an "Open Until Filled" recruitment so submit your application and resume at your earliest convenience. The selection process will consist of the following: 1) job application screening by the city and 2) an interview with the Planning Director and Assistant City Manager. Given the current COVID-19 restrictions and closure of city hall, interviews may be held via zoom or other mechanism deemed appropriate by the City of Wildomar.

Apply To:

All employment applications and resumes must be submitted by mail, in-person or emailed to Sherri D. Stanton, Human Resources Administrator (ssanton@cityofwildomar.org). Resumes will not be taken in lieu of a completed application. This is an "Open Until Filled" recruitment. Postmarks and facsimiles will not be accepted. Employment applications and resumes can be mailed or delivered to:

City of Wildomar
Human Resources Division
c/o Sherri D. Stanton, M.B.A.
23873 Clinton Keith Road, Suite 201
Wildomar, CA 92595

For more information about this recruitment, and to download the city's employment application, please visit: <http://www.cityofwildomar.org/cms/One.aspx?portalId=9894827&pageId=15921051>. A job resume must be included with your application. If you have questions, please contact Sherri D. Stanton at (951) 677-7751, Ext. 240.

EQUAL OPPORTUNITY EMPLOYER

The City of Wildomar
CLASSIFICATION DESCRIPTION

Class Title: Associate Planner	Department: Planning
Pay Grade: 22	Class: General, Non-Exempt
Effective: January 1, 2020	Revised:

GENERAL PURPOSE

Under general supervision, performs a variety of duties related to the collection, analysis, interpretation, and presentation of technical land use, environmental, zoning and other City planning data; provides land use and zoning information as part of the city's zoning counter efforts, and assistance on planning-related matters to the general public and other City staff; ensures compliance with the City's development standards; and performs related work as assigned.

CLASS CHARACTERISTICS

Associate Planner is the second level class in the City Planner series and is distinguished from the Assistant Planner by the performance of the more professional tasks and duties assigned to positions within this series. Employees at this level are expected to perform with some independence of direction and judgment on matters related to established procedures and guidelines. Since this class is typically used as a training class, employees may have only limited or no directly related work experience. Employees work under immediate supervision while learning job tasks. Associate Planner is the second level class in the professional planning series. The Associate Planner is distinguished from the Assistant Planner by the level of skill required, the complexity of assigned projects, and greater amount of time focused on planning projects as opposed to time spent working at the City's planning counter. Employees at this level receive general instruction or assistance as new or unusual situations arise and they are fully aware of the operating procedures and policies within the work unit.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(The following is used as a partial description and does not restrict the duties required.)

- Collect, record, and summarize statistical and demographic information; establish and maintain a comprehensive database.
- Participate in the research, analysis, and interpretation of social, economic, population and land use data and trends.
- Review and approve or deny plan checks for building projects.
- Compile information and make recommendations on special studies; prepare technical reports.
- Make presentations to the City Council, Planning Commission and Planning Director, standing and ad hoc committees, developers, community groups and outside agencies.

- Review development proposals, applications, and other requests made to the Planning Department for conformance with appropriate zoning regulations; prepare reports and make recommendations.
- Check commercial, industrial, and residential development plans for zoning clearance; process zoning clearances, temporary use, sign and other permit applications.
- Advise and confer with architects, builders, attorneys, contractors, engineers, and the general public regarding City development policies, standards, guidelines, and current and approved projects.
- Perform inspections and related field work.
- Take phone calls and inquiries from the public and other agencies; provide assistance to walk in customers at the counter.
- Prepare staff reports and graphic displays.
- Research and draft ordinances for review.
- Attend a variety of meetings, including City Council and Planning Commission meetings and predevelopment meetings.
- Interpret the General Plan and Zoning Ordinance as it relates to project compliance with City plans, ordinances, and codes.
- Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of municipal planning; incorporate new developments as appropriate into programs.
- Perform environmental assessments, providing detailed written comments on negative declarations, mitigated negative declarations, environmental impact reports and special studies performed by outside consultants and for outside agencies; ensure compliance with California Environmental Quality Act.
- Perform related duties as required.

EMPLOYMENT STANDARDS

Knowledge of:

- Principles, practices, methods, and procedures of urban and regional planning.
- Applicable local, State and Federal laws, regulations, codes and ordinances related to planning, zoning and environmental analysis.
- The relationship and responsibilities of Federal, State, regional and local government agencies in the planning and regulation of land.
- Research and investigation procedures.

- Drafting and graphic presentations.
- Statistical and research methods as applied to the collection, analysis and presentation of planning data.
- Methods and techniques for record keeping and report preparation and writing.
- Modern office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Ability to:

- Perform technical research and give reliable advice on planning problems.
- Demonstrate tact and diplomacy with the public.
- Prepare reports and graphic presentations.
- Interpret and explain statistical analysis applied to land use, transportation, communications and public utility systems.
- Interpret and explain laws underlying general plans, zoning and land divisions.
- Prepare and interpret maps, site and building plans, specifications, charts and tables.
- Learn applicable environmental laws and regulations.
- Analyze and compile technical and statistical information and prepare reports.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Provide excellent customer service to all members of the public as well as City and other public agency personnel.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

A Bachelor's degree from an accredited college or university with major course work urban planning, geography, engineering, architecture, public administration or a related field. At least two years of responsible professional municipal planning experience in a city or county planning agency is desired for the Associate Planner

position. Must have advanced level skills in MS Word, Excel, Access and PowerPoint.

Special Requirements

A valid California driver's license for equipment to be operated.

TOOLS AND EQUIPMENT USED

Personal computer including word processor, data software, telephone, fax machines, and electronic copiers.

PHYSICAL DEMANDS

Level A 1: Physical demands include mobility to work in a standard office setting and the use of standard office equipment/s, including a computer as well as various testing equipments; occasional lifting up to 25 pounds and to walk, stoop, squat and work in cramped conditions or the inspection of various construction and building sites and infrastructure. Field work occurs year round involving all weather types.

Approval: _____
Human Resources Manager



For Office Use Only

Position Applied For:

Current Salary:
Salary Desired:

EMPLOYMENT APPLICATION

The City of Wildomar is an equal opportunity employer. All qualified applicants will be considered without regard to age, race, color, creed, gender, gender identity, religion, marital status, age, national origin or ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, or any other consideration prohibited by federal, state or local laws. This application must be completed even if you attach a resume.

PERSONAL

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(Last Name)

(First Name)

(Initial)

(Other Names Used)

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(Home Phone)

(Cell Phone)

(Email)

--	--

(Address)

(City, State, Zip)

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(Mailing Address)

(City, State, Zip)

If driving is a required function of the job for which you are applying, provide driver's license number and state of issuance below:

State of Issuance:		License Number:	
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Have you ever interviewed with the City of Wildomar?	<i>If Yes, list date of interview</i>
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Have you ever been employed by the City of Wildomar?	<i>If Yes, list date of employment</i>
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Do you have any family members employed by the City of Wildomar?	<i>If Yes, list date of employment</i>
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Are you at least 18 years of age?	Yes	No	
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If hired, can you provide proof of your legal right to work in the USA?	Yes	No
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EDUCATION

	School	City/State	Major/Minor	Years Completed	Degree, Diploma or Certificate
High School					
College or University					
Vocational, Business, Other					

List any professional designations:

Other Special knowledge, skills or qualifications:

Computer Skills: (Circle those that apply)

<u>MS Word:</u>	<u>MS Excel</u>	<u>MS PowerPoint</u>	<u>MS Access</u>
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Other computer skills or knowledge:

EMPLOYMENT HISTORY

List below all present and past employment starting with your most recent employer (*a ten year history is sufficient*). Attach as many pages as necessary.

You must complete this section and include a detailed job resume.

Employer:	Employer Address:	Dates of Employment:	Immediate Supervisor:
			May we contact? <input type="checkbox"/> Y <input type="checkbox"/> N
Starting Job Title:		Ending Job Title:	
Starting Salary:		Ending Salary:	

Job Duties:

Employer:	Employer Address:	Dates of Employment:	Immediate Supervisor:
			May we contact? <input type="checkbox"/> Y <input type="checkbox"/> N
Starting Job Title:		Ending Job Title:	
Starting Salary:		Ending Salary:	

Job Duties:

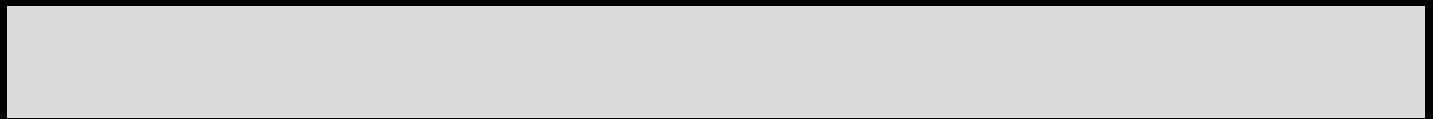


Employer:	Employer Address:	Dates of Employment:	Immediate Supervisor:
			May we contact? <input type="checkbox"/> Y <input type="checkbox"/> N

Starting Job Title:	Ending Job Title:
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Starting Salary:	Ending Salary:
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Job Duties:

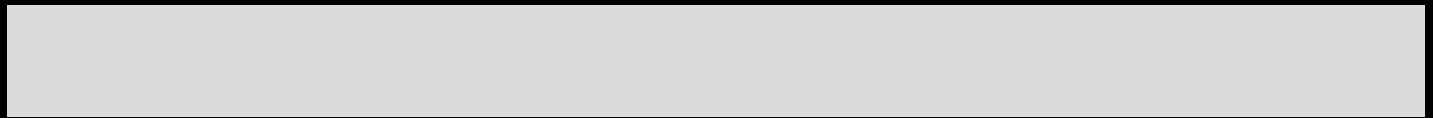


Employer:	Employer Address:	Dates of Employment:	Immediate Supervisor:
			May we contact? <input type="checkbox"/> Y <input type="checkbox"/> N

Starting Job Title:	Ending Job Title:
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Starting Salary:	Ending Salary:
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Job Duties:





Employer:	Employer Address:	Dates of Employment:	Immediate Supervisor:
			May we contact? <input type="checkbox"/> Y <input type="checkbox"/> N
Starting Job Title:		Ending Job Title:	
Starting Salary:		Ending Salary:	

Job Duties:



Employer:	Employer Address:	Dates of Employment:	Immediate Supervisor:
			May we contact? <input type="checkbox"/> Y <input type="checkbox"/> N
Starting Job Title:		Ending Job Title:	
Starting Salary:		Ending Salary:	

Job Duties:



CERTIFICATION AND AUTHORIZATION

Please read carefully, initial each paragraph and sign below.

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be ground for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

Initials: _____

I hereby authorize the city to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the city any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the City of Wildomar, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising from or in any way related to such investigation or disclosure.

Initials: _____

I understand that nothing contained in the application, or conveyed during any interview, which may be granted, or during my employment, if hired, is intended to create an employment contract between the city and me. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice of cause, at the option of either myself or the city and that no promises or representations contrary to the foregoing are binding to the city unless made in writing and signed by me and the company's designated representative.

Initials: _____

I understand that any offer of employment I receive may be contingent on the satisfactory completion of a background examination.

Initials: _____

I certify that I have read, fully understand and accept all terms of foregoing certification and authorization.

Applicant's Signature:

Date: