



City of Sanger California

THE CITY OF SANGER IS CURRENTLY RECEIVING APPLICATIONS FOR THE POSITION OF:

SENIOR PLANNER

APPLY ONLINE: WWW.CALOPPS.ORG

SALARY RANGE: \$5,267 - \$6,402/month (current)
\$5,475 - \$6,658/month (effective July 1, 2017)

APPLICATIONS MAY BE FILED AT: PERSONNEL DEPARTMENT
SANGER CITY HALL
1700 7TH STREET
SANGER, CALIFORNIA 93657

FILING DEADLINE: Friday, March 17, 2017 by 5:00 PM

EXAMINATION: Written, Oral Board Interview, Performance
Exam and/or any combination thereof

DEFINITION

Under general direction, assists the Community Development Director in directing, planning, coordinating and administering the current and advanced planning activities of the Community Development Department; provides technical direction and advice on professional planning operations and performs a variety of related duties as required.

DISTINGUISHING CHARACTERISTICS

This one-position classification is a confidential, mid-management position that reports to the Community Development Director. Incumbent is responsible for planning, coordinating and supervising Planning Division activities and functions with the highest degree of professionalism and customer service. Incumbent has considerable independence in selecting work methods or procedures. Instructions given by the supervisor generally do not provide all of the information needed to complete an assignment. Incumbent is expected to resolve most problems confronted through the application of technical knowledge, judgment and precedent, referring to the supervisor only those problems which involve the establishment of new procedures or which involve solutions that are inconsistent with departmental procedures and policies.

Equal Opportunity Employer

EXAMPLES OF DUTIES

Depending upon assignment, duties may include, but are not limited to, the following:

- ▶ Oversee, coordinate, manage and perform current and advanced professional land use planning functions;
- ▶ Manage environmental analysis and planning studies of complex current and advanced planning projects;
- ▶ Participate in assisting the public at the front counter;
- ▶ Confer with and advise contractors, developers, architects, engineers and the general public;
- ▶ Prepare reports and recommendations to the City Council and Planning Commission;
- ▶ Assist in the implementation of city land use planning goals and objectives;
- ▶ Establish schedules and methods for providing planning and development services;
- ▶ Identify resource needs, review with appropriate management staff and allocate resources accordingly;
- ▶ Participate in the contract bidding process;
- ▶ Assist in the preparation of request for proposals, evaluate proposals and conduct interviews;
- ▶ Negotiate and monitor contract agreements;
- ▶ Draft new city ordinances governing land use and development;
- ▶ Make presentations to staff, Planning Commission, City Council, committees and the general public;
- ▶ Educate parties on the impacts of community planning projects;
- ▶ Process all zoning applications, associated reviews and permits, subdivision and parcel maps, general plan amendments and environmental review documentation;
- ▶ Conduct field inspections and review development proposals;
- ▶ Provide staff support to City Council, Planning Commission, departments, and committees;
- ▶ Assist the Director in developing department budget and work program;
- ▶ Performs related duties and responsibilities as required.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Research methods as applied to the collection, tabulation and analysis of data affecting current and advanced public land use planning.
- Engineer drawing and topographic mapping.
- State law relating to environmental impact analysis, general plans, zoning and land divisions.
- Methods of graphic illustration and presentation.
- Principles of supervision, training and performance evaluation.
- Advanced principles and practices of urban planning and development.
- Advanced site planning and architectural design techniques and methods.

Knowledge of (continued):

- Current literature, information sources and research techniques in the field or urban planning.
- Technical report writing techniques.
- General principles of economic development and redevelopment.

Ability to:

- Collect, analyze, tabulate and compute land use planning statistics and related information pertaining to planning and zoning research.
- Conduct current and advanced planning and zoning related research and field inspections.
- Present land use planning related information to the Planning Commission, City Council and the general public.
- Clearly and effectively communicate complex ideas and concepts in writing and orally.
- Supervise subordinate staff and maintain effective working relationships with others.
- Use personal computer including working knowledge of Word, Excel, and PowerPoint (knowledge of ArcView GIS or similar program desirable).
- Use and maintain computer database.
- Establish and maintain efficient and effective filing system of related land use documentation and development.

MINIMUM QUALIFICATIONS

Education:

Bachelor's Degree from an accredited college or university in Planning, Architecture, Environmental Design, Urban or Regional Planning or closely related field.

Experience:

A minimum of four years of extensive, increasingly responsible experience in professional land use planning involving all aspects of current and advanced municipal planning including primary responsibility for major planning projects or activities, or the equivalent.

License:

Possession of a valid and appropriate Class C driver's license issued by the California Department of Motor Vehicles and a responsible driving record.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Regularly required to stand; walk; sit; use hands to find, handle or feel objects, tools or controls; reach with hands and arms; talk and hear clearly. Strength: Light work – lifting, carrying and/or pushing 25 pounds maximum with frequent lifting and/or carrying objects weighing less than 25 pounds; work is primarily sedentary.

SELECTION PROCEDURE:

Applications received by the filing date will be reviewed for accuracy, completeness and job-related qualifications. A limited number of persons whose applications clearly demonstrate they most closely meet the requirements may be invited to participate in the selection process - which may be any combination of written, oral and/or performance exams. Appointment is subject to successfully passing a background and criminal history check. Before starting work, applicants must present documentation of their identity, authorization to work in the United States, and California Department of Motor Vehicles driving record. Following appointment, a minimum six-month probationary period is required as the final phase of the selection process.

APPLICATION PROCESS:

Applications are available at Personnel Department, City Hall, 1700 7th Street, Sanger, CA 93657 or www.ci.sanger.ca.us. Applications must be complete and received prior to the filing deadline. **POSTMARKS ARE NOT ACCEPTED.**

Resumes will not be accepted in lieu of a completed application. All statements made on the application are subject to verification; false statements will be cause for disqualifications or discharge.

AN EQUAL OPPORTUNITY EMPLOYER
WOMEN, MINORITIES & HANDICAPPED INDIVIDUALS ARE
ENCOURAGED TO APPLY

Note: The provisions of this bulletin do not constitute an expressed or implied contract. Any provisions contained in this bulletin may be modified or revoked without notice. Questions regarding this announcement may be directed to the City of Sanger Personnel Department.