



CITY OF AVALON
invites applications for the position of:

Assistant/Associate/Senior Planner

SALARY: **\$29.97 - \$40.31 Hourly**
 \$2,397.60 - \$3,224.80 Bi-Weekly
 \$62,337.60 - \$83,844.80 Annually

OPENING DATE: 7/21/2021

CLOSING DATE: 08/31/2021 05:00 PM

ABOUT THE POSITION:

The City of Avalon's Planning department has an excellent opportunity for an individual with a diverse background in City planning, including development planning and advanced planning. The ideal candidate will be innovative, collaborative, possess excellent interpersonal and communication skills, and perform a variety of planning duties with competence and professionalism.

The City will fill the position at the Assistant, Associate, or Senior Planner level depending on candidate qualifications.

PRIMARY DUTIES AND RESPONSIBILITIES:

The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of primary duties and responsibilities. Incumbent may not be required to perform all duties listed and may be required to perform additional, position-specific duties. The City, at its discretion may add, modify, change or rescind work assignments as needed.

- Provides advanced technical guidance for all Planning and Building Department programs, services, and activities, including administering a variety of contract services, implementing and enforcing coastal development and floodplain regulations.
- Participates in all advance and current planning, zoning, subdivision, environmental assessment and design review activities for the City; participates in the maintenance and update of the City's General Plan and Local Coastal Program; evaluates projects for consistency with the General Plan, the Local Coastal Program, California Environmental Quality Act (CEQA), zoning and subdivision ordinances, and other applicable rules, regulations, and policies; directs building inspection and code compliance activities and ensures compliance with all applicable laws, ordinances, and regulations.
- Reviews land use planning, land division submittals and construction plans for compliance with all applicable regulations, guidelines; and conditions of approval adopted by Planning Commission and/or City Council.

- Performs reviews of planning applications, maps, site plans, and architectural drawings submitted in connection with planning permit applications to assure completeness and conformance with the Planning Department's submittal requirements; explains procedures for various planning permits; calculates fees for planning permits; generates radius maps and property ownership listings for public noticing purposes and may use geographic information software.
- Assists the public at the public counter and via telephone with general zoning and land-use development (e.g. setbacks, uses, etc.); processes requests for routine permits administered by the Department; administers the planning, building and code enforcement operations and activities of the City; responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Prepares general correspondences and basic staff reports where required; prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the Planning Director, Assistant City Manager or City Manager.
- Administers a variety of planning, building, code enforcement, capital improvement, grants administration, contracts and contractor activities; ensures compliance with performance and cost agreements; evaluates cost effectiveness of agreements.
- Contributes to the overall quality of the department's service by developing, reviewing, and adhering to codes, policies and procedures that meet legal requirements and City needs; represents the department to other City departments, elected officials, and outside agencies; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Participates in and makes presentations to the City Council, Planning Commission, and a variety of boards and commissions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of community development and other services as they relate to the area of assignment.
- Performs a variety of clerical tasks using a personal computer and necessary software; advises superiors on appointments; implements directions from superiors that are provided orally and/or in writing; assembles and maintains Planning Department files and records; updates the Los Angeles County Assessor parcel map books.
- Advises and assists Planning Commissioners and City Council members with respect to community planning issues and problems, pending cases, and the application of established City policies and ordinances; serves as staff to Planning Commission and City Council committees; makes presentations at Planning Commission and City Council meetings.
- Serves as a team leader in the development of short and long range plans; gathers, interprets and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.
- Maintains the City's General Plan; prepares and processes amendments to the General Plan's various elements.
- Reviews and processes Specific Plans and Master Plans for major land areas within the City.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS AND EXPERIENCE:

Knowledge of

- Public agency policy development, contract administration, citywide administrative practices, and general principles of risk management related to the functions of the assigned area.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs; principles and practices of municipal government administration.
- Theories, principles, and contents of General Plan, Local Coastal Program, CEQA, land use, zoning, and subdivision laws.
- Demographic, environmental, and social concepts as applied to municipal planning, building, grant writing, and administration.

- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- Technical, legal, financial, and public relations problems associated with the administration of planning programs.
- Methods and techniques for the development of presentations, contract negotiations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Record keeping principles and procedures, including filing and indexing documents.
- Basic mathematics involving addition, subtraction, multiplication and division.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, punctuation, business letter writing and forms.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with vendors, contractors, applicants, City staff and the public in general.

Ability to:

- Follow general work objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.
- Provide technical direction for the department and stakeholders.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local laws, rules, regulations, policies, and procedures.
- Plan, organize, direct, and coordinate the work assignments and meet deadlines.
- Adhere to established service delivery methods, procedures, and techniques.
- Effectively administer special projects with contractual agreements and ensure compliance with stipulations; effectively administer a variety of community development programs and administrative activities.
- Conduct effective negotiations and effectively represent the City and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Use a personal computer including word processing, spreadsheets and other related software; perform basic mathematical calculations with speed and accuracy.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical deadlines.
- Read, speak and understand the English language; learn the regulations, principles, procedures and/or practices necessary to perform required duties; use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Adhere to applicable safety and health regulations, labor agreements, City rules, codes and regulations, policies and procedures.

EDUCATION AND EXPERIENCE:

Assistant Planner qualifications - Equivalent to graduation from an accredited four-year college or university with major coursework in community development, urban planning, civil engineering, or a related field and at least one (1) year of technical or professional required.

Associate Planner qualifications - Equivalent to graduation from an accredited four-year college or university with major coursework in community development, urban planning, civil engineering, or a related field and at least two (2) years of technical or professional Planning experience required.

Senior Planner qualifications - Equivalent to graduation from an accredited four-year college or university with major coursework in community development, urban planning, civil engineering, or a related field and five (5) years of technical or professional Planning experience with at least two (2) years at an Associate Planner or comparable level.

LICENSES AND CERTIFICATES:

A valid Class C California driver's license is required by time of appointment.

PHYSICAL DEMANDS / WORK ENVIRONMENT:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to inspect City development sites, to operate a motor vehicle, and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking 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 weighing up to 25 pounds.

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

This is a broad classification and individual duties will vary depending on area of assignment.

SELECTION PROCESS:

Employment application and supplemental questions must be completed. Resumes will not be accepted in lieu of a City application. Applicant must be specific in describing qualifications for this position on application. Failure to state all pertinent information may lead to elimination from consideration. Stating "See Resume" is not an acceptable substitute for a completed application. Following the closing date, application packets will be screened in relation to the criteria outlined in the job announcement. Candidates with qualifications that best related to the listed position(s) will be invited to participate in the selection process. Possession of the minimum qualifications does not ensure continuing in the recruitment process. The selection process may include an oral interview and other testing processes designed to predict successful job performance. Supplemental questions are located on page six (6) of job announcement.

**Application packets may be submitted to:
Stephanie Campbell, HR Analyst II
P.O. Box 707
410 Avalon Canyon Road
Avalon CA 90704**

By email: HR@CITYOFAVALON.COM – Last day to submit 8/31/2021 5:00 PM

Equal Opportunity Employer

The City of Avalon is an Equal Opportunity Employer. It is the policy of the City of Avalon to provide employment opportunities for all qualified persons. All applicants will be considered without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, gender, gender identity, gender expression, marital status, ancestry, medication condition (cancer and genetic characteristics), or genetic information.

Reasonable Accommodations

The City of Avalon is committed to providing reasonable accommodation to applicants as required by the Americans with Disabilities Act (ADA) and Fair Employment and Housing Act (FEHA). Individuals with qualified disabilities who need reasonable accommodation during the selection process must specify the accommodations needed, **in writing**, at the time when the employment application is submitted.

Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

Assistant/Associate/Senior Planner – Supplemental Required Questions

Answers to supplement questions can be transferred to a separate document.

1. Describe a particularly complex and challenging development and advanced planning project on which you were the lead. Identify the key stakeholders involved and explain how you worked with them to bring the project to a successful outcome. What obstacles did you have to overcome in the project?

2. Providing quality customer service is an integral part of the position. Please describe who are the customers we service and the role a Planner plays in providing customer service. Give an example from your recent experience that demonstrates that role.

3. Summarize your experience preparing or coordinating the preparation of environmental documents to ensure compliance with the California Environmental Quality Act.

4. Provide examples from your work history that highlight your role in process improvements.

5. Describe your experience with General Plan updates.



City of Avalon
 P.O. Box 707
 Avalon, CA. 90704
 Fax number: 310-510-0901
 HR email: hr@cityofavalon.com

Applications may be faxed, emailed, mailed, or hand delivered to City Hall
 Completely fill in the application. Attach resume to application, but do not write "See resume" on any
 application sections.

Date		Position:	Assistant/Associate/Senior Planner
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APPLICANT INFORMATION			
Last Name	First	M.I.	Cell #:
Mailing Address			Phone #:
City	State	ZIP	
Personal Email			
Are you a citizen of the United States? YES <input type="checkbox"/> NO <input type="checkbox"/> If no, are you authorized to work in the U.S.? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Driver's License		State	Expiration Date

EDUCATION	
High School	Address
Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
College	Address
Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/> What Year	Degree
Other	Address
Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/> What Year	Degree

REFERENCES	
LIST THREE <u>WORK</u> RELATED REFERENCES	
Full Name	Relationship
Company	Phone ()
Address	

Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	

PREVIOUS EMPLOYMENT			
Company		Address	
Job Title	From	To present	
Reason for Leaving			
Company		Address	
Job Title	From	To	
Reason for Leaving			
Company		Address	
Job Title	From	To	
Reason for Leaving			
Company		Address	
Job Title	From	To	
Reason for Leaving			
Company		Address	
Job Title	From	To	
Reason for Leaving			
MILITARY SERVICE			
Branch		From	To
Rank at Discharge		Type of Discharge	
If other than honorable, explain			

DISCLAIMER AND SIGNATURE	
<p>IMPORTANT: CERTIFICATE OF APPLICANT</p> <p>I hereby certify that all statements made in this application are true and complete, and that any misstatement of material facts may subject me to disqualification or dismissal.</p>	
Signature	Date

