EMPLOYMENT OPPORTUNITY

Associate Planner
Community Development Department

Salary: $5,403 monthly / G15 / Step 1

Filing Deadline: 5:00 PM, Tuesday, December 27, 2022

The City of El Centro is seeking to fill a vacant full-time position of Associate Planner in the El Centro Community Development Department. Applicants should possess the required qualifications as outlined below. Interested applicants should submit a completed job application to the Human Resources Department located at 1275 W. Main St., El Centro by the closing date listed above.

SUMMARY: Under general supervision, performs varied professional planning work involving the interpretation of the City's land use planning and zoning guidelines; drafts preliminary staff reports and zoning studies for presentation to the Planning Commission and City Council; performs related responsibilities as required.

REPORTING RELATIONSHIPS: Receives supervision from the Assistant Community Development Director and Director of Community Development.

ESSENTIAL JOB FUNCTIONS: Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.

- Reviews and analyzes proposed commercial, housing, industrial and public development projects, including construction and landscape plans.
- Evaluates plan compatibility with City planning and zoning guidelines and municipal ordinances.
- Analyzes land uses, conditions and development standards such as building heights and mass, physical appearance, setbacks, parking, public access and transportation/ circulation.
- Monitors the status of pending and approved projects; reviews and approves tenant improvements such as room additions and site permits.
- Prepares planning reports and special studies for presentation to the Planning Commission and City Council; recommends conditions for approval or denial.
- Assists junior technical and administrative staff by assigning and reviewing work and explaining policies and guidelines.
- Evaluates statistical data on housing, employment, population and land use; compares regional and county plan elements to City data base.
- Prepares various reports and correspondence; attends various professional meetings and conferences and reports upon trends and developments for the City.
- May translate documents and notices from English to Spanish.
- May attend Planning Commission and City Council meetings in the absence of the Community Development Director.
• Provides general public assistance over the counter and phone on planning related issues.

The preceding activities have been provided as examples of the types of work performed by positions assigned to this job classification. The City reserves the right to add, modify, change, or rescind work assignments as needed.

MINIMUM QUALIFICATIONS

Education/Experience/Training:

REQUIRED:
• Bachelor’s Degree in Urban Planning, Environmental Sciences, Architecture or a related field.
• Four (4) years of progressively responsible professional planning experience.
• Possession of a Class C California driver's license.
• May require occasional travel outside the County.
• The City has adopted a COVID-19 Vaccination and Testing Policy. It applies to current and future employees.

DESIREABLE:
• American Institute of Certified Planner (AICP) certification.

Knowledge, Skills and Abilities:

• Knowledge of the principles and practices of urban planning, architectural design and landscape design.
• Knowledge of state and local laws, regulations, policies and practices governing land use, planning, community development and environmental management.
• Knowledge of the California Environmental Quality Act (CEQA) and Subdivision Map Act.
• Skill in the operation of standard office equipment including a ten-key calculator.
• Ability to inspect plans and specifications for conformance with the General Plan, Zoning Code, Municipal Code and architectural design standards.
• Ability to interpret zoning ordinances.
• Ability to perform statistical analysis of demographic trends.
• Ability to communicate effectively and make presentations both orally and in writing.
• Ability to prepare final staff reports, including technical findings and policy recommendations.
• Ability to prepare maps and other graphic representations.
• Ability to independently manage projects.
• Ability to interact effectively with staff, builders, developers, architects, contractors and public and private representatives.
• Ability to communicate verbally and in writing.
Environmental Factors and Conditions/Physical Requirements:

The environmental and physical demands described here are representative of those that must be performed by an employee to successfully perform the essential functions of this position.

- Work is performed primarily indoors in an office environment.
- Required to sit, stand or walk for extended periods.
- Required to use hands to finger, handle, grip, grasp or feel objects.
- Required to hear and speak to exchange information in person or on the telephone.
- Required to communicate verbally and in writing.
- May be required to travel to and from meetings, on-site visits to various locations and interact with a variety of people.
- May be required to perform public speaking.
- May be required to bend, stoop, kneel, crawl and crouch.
- May occasionally lift and/or move up to 25 pounds.

If you have a disability that requires assistance at any point in the recruitment process (for example, filling out applications, testing, interviewing), please notify the Human Resources Department. The City of El Centro performs job-related medical/physical evaluations and pre-employment/promotional drug screening. EEO/ADA.