



EMPLOYMENT OPPORTUNITY

Assistant Planner

Community Development Department

Salary: \$4,455 monthly / G11 / Step 1

Filing Deadline: 5:00 PM, Tuesday, March 28, 2023

The City of El Centro is seeking to fill a vacant full-time position of Assistant 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 a variety of planning functions, which includes conducting studies, analyzing data, and preparing reports on current and long-range projects; coordinate and manage all activities related to assigned projects; and provide information and assistance to developers, the business community, and the public on planning and development related matters.

DISTINGUISHING CHARACTERICS: This position reports to the Director of Community Development and/or Assistant 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.*

- Collects data through studies and field investigations.
- Prepares written reports on assigned land-use issues such as use permits, variances, zone changes, general plan amendments, and subdivisions.
- Assists in updating and/or amending the City General Plan and Zoning Ordinance.
- Assists in the research and analysis of economic and sociological issues relating to current and future planning.
- Responds to routine inquiries from the public pertaining to planning and zoning related matters, including development standards, land use designations and uses, subdivision of land, and environmental regulations.
- Prepares a variety of graphic presentations to illustrate existing or proposed land use, and other planning designations and concepts.
- Assists with the review of proposed developments for compliance with City development standards, ordinances, general plan, and environmental laws.
- Establishes contacts with representatives of other public agencies and organizations to obtain necessary data on planning matters.
- Reviews landscaping plans, site plans, subdivision maps and other development maps for compliance with development standards, Zoning Ordinance, City Code, General Plan and architectural design standards, as assigned.

- Assist in performing environmental reviews of development projects for compliance with the California Environmental Quality Act.
- Attend and make oral presentations at Planning Commission, City Council and other meetings as directed.
- Assist in the preparation and participate in community engagement events.

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

MINIMUM QUALIFICATIONS

Education/Experience/Training:

Any combination of experience and education that would provide the applicant with the skills and abilities necessary to perform the duties of an Assistant Planner. The most likely combinations would be as follows (listed in order of preference):

- High School Diploma or equivalent.
- Bachelor's Degree from an accredited institution with a major in Urban Planning, Architecture, Public Administration, or a related field **plus** one year of experience in the field of public agency planning, land use development, or government administration, preferably in a local government setting; **OR**
- Associate's Degree from an accredited institution with a major in Urban Planning, Architecture, Public Administration, or a related field **plus** three years of direct work experience in the field of public agency planning, land use development, or government administration, preferably in a local government setting.
- Current California Class C Driver's license and acceptable driving record.
- The City will follow any vaccine and testing regulations imposed by state and/or federal government.

Knowledge in:

- Principles and practices of urban planning and development.
- General understanding of state and local laws, regulations and policies governing land use, planning, development, subdivision of lands and environment.
- Statistical methods and research practices related to the field of planning.
- Architectural design and landscape design standards and practices.

Skill in:

- Computer operations and software applications.
- Utilizing computer network systems.

Ability to:

- Learn how to utilize geographic information system desktop software and cloud based applications to create and maintain maps, conduct research, and perform basic analysis.
- Maintain records and prepare written correspondence and reports.

- Communicate and work effectively and cooperatively with other City personnel, the public and community groups concerned with planning matters.
- Assist in guiding the work of the Community Development Department staff, as requested.
- Oral presentations at meetings and/or hearings.
- Prepare charts, maps, and other graphic materials.
- Interpret plans, specifications, and architectural drawings.
- Interpret Zoning Ordinance.
- Interact effectively with staff, builders, developers, architects, contractors and public and private representatives.
- Communicate verbally and in writing.
- Communicate in Spanish is desirable.

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.

THE SCREENING PROCESS

Application:

All applications will be evaluated for applicable education, experience, training and/or certification. Only those applicants whose qualifications most closely relate to the position requirements will be approved to continue in the screening process. Incomplete applications will not be approved to proceed through the recruitment process.

Writing Assessment:

All qualified applicants will be required to take a writing and data base assessment as part of the recruitment process. The assessment is to evaluate the applicants' writing ability including clarity, vocabulary, grammar, spelling, and ability to prepare professional correspondence, and ability to utilize basic data base and spreadsheet software which is one of the essential job functions of the Assistant Planner position. It will also assess the applicants' ability to operate office equipment such as a computer or laptop and a printer. The writing assessment will take place immediately prior to the scheduled panel interview.

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.