

CITY OF LAKEPORT JOB
ANNOUNCEMENT



ASSISTANT PLANNER

Assistant Planner: \$3,638 - \$4,484 per month
Filing Deadline: Monday, July 19, 2021 - 5:00 P.M.

APPLICATION PROCESS

Application materials may be obtained from Lakeport City Hall or by calling (707) 263-5615 x103 or by visiting the [Employment page](#) of the City's website www.cityoflakeport.com. Please submit a completed [City of Lakeport Application and cover letter](#) no later than 5:00 p.m. on Friday, April 9, 2021. All statements made in the application process are subject to verification; false statements will be cause for disqualification or discharge.

SELECTION PROCEDURE

All City applications received will be reviewed for accuracy, completeness and job-related qualifications. A limited number of the most qualified applicants will be invited to participate in an oral interview and may be required to complete other testing. Appointment to the position is contingent upon successfully passing all examinations. Finalist candidates must pass a comprehensive medical examination and drug screening by the City physician as a condition of employment.

HOURS OF WORK

The incumbent will work a "9-80" schedule which may include a non-traditional workweek. Incumbent may be required to work weekends and is subject to on-call time and overtime.

JOB DEFINITION

Under general direction, to learn and perform professional planning assignments in the Community Development Department; to learn department policies and methods, assisting with and performing planning studies, environmental reviews, community design, and general plan preparation; to explain planning ordinances, regulations, and policies to the public; and to do related work as required.

EXAMPLES OF DUTIES

Please see full job description available with application packet.

Maintains case files on current applications; receives and reviews applications for building permits, zone changes, and other such actions; determines conformity to department policy; posts notices to hearings; answers telephone and receives public input and questions; communicates procedural information to the public and other department representatives; files maps, correspondence, and planning records. Participates in staff support role in planning studies and presentations; researches and compiles data for reports and analyses for presentation to supervisors and/or others; conducts file searches; prepares numerical/statistical reports.

Drafts and updates maps, drawings, and plans which relate to a variety of planning assignments and projects such as zoning, housing rehabilitation, economic development, and land use; prepares graphics and presentation materials for various presentation needs.

Prepares reports for review by the Planning Commission.

Completes field review of projects, including final inspections of permitted work.

Participates in planning activities with other departments, state, county, and federal agencies; assists the City at a variety of meetings; reviews minutes and documents generated from these meetings, as directed.

LICENSES AND SPECIAL REQUIREMENTS

- A valid California driver's license and a satisfactory driving record.
- Receive satisfactory results from a background investigation, physical examination, drug testing and administrative testing which meet the established qualifications standards.

DESIRABLE QUALIFICATIONS

Education and/or Experience

Completion of an Associate's Degree. Completion of twenty-four semester units of upper division or graduate level coursework in urban land use planning/economics, planning research and methods, municipal planning administration, urban/environmental studies, or a related field is desired. Education may be substituted with any combination of training and experience that provides the desired knowledge and abilities.

Knowledge, Skills, and Abilities

Knowledge of principles, methods and procedures applicable to land use planning activities; organizational structure and jurisdiction of governmental agencies involved in the planning process and their interrelationship, responsibilities and functions; methods involved in designing research studies and utilizing data sources; and mandated general plan elements. Ability to understand the physical, social, environmental, and economic implication of use planning; and local, state, and federal legislation governing land use development and planning activities;

Plan and carry out work independently; organize and conduct research; collect and analyze data; generate and evaluate alternatives; reach logical conclusions; formulate consistent recommendations; compose clear and thorough study and project reports and recommendations; prepare graphic illustrations; work closely and efficiently with other employees and the general public; communicate effectively, both verbally and in writing; understand and follow verbal and written directions; analyze unusual situation and resolve through application of City policy; deal constructively with conflict and develop effective resolutions.

PHYSICAL PROFILE

Positions in this category require normal physical abilities associated with the ability to read, write and communicate in a work environment requiring no extraordinary physical strength or special physical qualifications.

EMPLOYEE BENEFITS

Public Employees Retirement System: The City provides in CalPERS retirement program at the following formulas: 2%@62 for new members and 2.5%@55 for classic members.

Holidays: Thirteen specific holidays

Vacation: Vacation leave starts at 80 hours annually increasing to 200 hours based on time in service.

Sick Leave: Sick leave accrual of 12 days per year.

Medical, Dental, and Life Insurance: The city offers medical, dental and life insurance coverage. Employees currently pay a percentage of the medical premium.

THE RECRUITMENT PROCESS

Application: Applicants must submit a City of Lakeport application and other documents required as specified in the job announcement by the closing time specified on the final filing date. Each recruitment process is treated separately and a separate application must be submitted for each position applied for which applicant is applying.

Examination: Applicants will be evaluated and applicants who appear to be most qualified will be invited to participate in an examination or a combination of examinations as indicated in the position announcement.

Exam Accommodations: In accordance with the Americans with Disabilities Act (ADA), if special accommodations are necessary at any stage of the testing process, please notify the Human Resources Department in advance at 707-263-5615 x101, so your request may be reviewed prior to the occurrence of testing.

Probationary Period: Generally, employees appointed to regular positions serve a twelve (12) month probationary period.

The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in the bulletin may be modified or revoked. The City of Lakeport is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, ancestry, sex, religion, sexual orientation, age, disability or marital status.

Open: June 16 to July 19, 2021