

CITY OF LAKEPORT
JOB ANNOUNCEMENT



Associate Planner

Associate Planner: \$4,562 – \$5,787 per month
Filing Deadline: Friday, June 18, 2021 - 5 p.m.

APPLICATION PROCESS

Application materials may be obtained from Lakeport City Hall or by calling (707) 263-5615 x101 or by visiting the [Employment page](#) of the City's website www.cityoflakeport.com. Please submit a completed [City of Lakeport Application](#) no later than 5 p.m. on Friday, June 18, 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 limited supervision, incumbent performs the more difficult professional current or long range planning work; performs related duties as required.

EXAMPLES OF DUTIES

Please see full job description available with application packet.

Conducts complex assignments involving current or long range planning projects; confers with applicants and agency representatives to identify problems; evaluates data and proposes methods to resolve conflicting issues of plan implementation, zoning requirements, and environmental impact.

Evaluates current development projects by detailed review of plans for architectural, zoning and general plan requirements; performs field surveys to identify problems and upon completion of projects to ensure conformance with applicable requirements, discusses recommendations with builders, developers, architects, and real estate professionals

Coordinates the receipt, investigation (including field work) and enforcement of the City zoning, nuisance abatement and vehicle abatement ordinances; develops and implements procedures to ensure the proper processing of permit applications and the issuance of permits, variances, zone changes and architectural and design reviews; coordinates the receipt, processing and issuance of building and land use permits and business licenses.

Responds to inquiries, both orally and in writing in matters pertaining to planning, zoning, building, nuisance and related departmental policies; applies planning policies, state laws and local ordinances, or explains procedures; provides assistance to the Planning Commission, City Council, and other committees and commissions; makes presentations.

Coordinates planning activities with other departments, state, county, and federal agencies; represents the City at a variety of meetings; reviews minutes and documents generated from these meetings. May have lead supervision over interns, professionals, and technicians.

LICENSES AND SPECIAL REQUIREMENTS

- Possession of or ability to obtain a Class C 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

Thorough knowledge of the principles and practices of planning; related state and federal laws, ordinances, rules and regulations. Considerable knowledge of the California Environmental Quality Act; Subdivision Map Act; site planning and architectural review; building and engineering principles.

Ability to plan, organize, and coordinate planning activities; prepare and present reports; communicate effectively both orally and in writing; deal constructively with conflict and develop effective resolutions; establish and maintain cooperative working relationships.

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 the PERS 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 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.

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.

Opened: 5/3/2021 – Closed: 6/18/2021