



CITY OF SAN LEANDRO
invites applications for the position of:
Associate Planner

An Equal Opportunity Employer

SALARY:

Monthly
\$8,141.00 - \$9,895.00

OPENING DATE: 04/21/21

CLOSING DATE: 05/14/21 05:00 PM

THE POSITION:

***THERE ARE CURRENTLY TWO ASSOCIATE PLANNER (PAYROLL TITLE: PROJECT SPECIALIST II) POSITIONS AVAILABLE IN THE PLANNING DIVISION.
One Full-time Permanent and One Temporary, full-time 2 year (effective beginning FY21-22)***

Employment Lists shall remain in effect for one year, unless terminated or exhausted. The Employment List generated from this recruitment may be utilized to fill future vacancies while the List remains active.

The City of San Leandro's Community Development Department is responsible for overseeing and guiding development activities in the city and consists of five divisions: Building and Safety Services, Economic Development, Housing, Code Enforcement, and Planning. Together, these facets work in tandem to promote quality development and increase investment in the community.

Definition:

Performs technical and professional level work in administering and enforcing zoning provisions of the City planning program in connection with current and long range planning, zoning, design and development projects, which includes providing public information and application processing services; implements the General Plan; administers City codes and ordinances and State statutes as they apply to projects; administers the California Environmental Quality Act as it applies to project initial studies and environmental determinations; investigates and analyzes plans for current development projects and planned developments of various types; conducts a variety of studies; prepares and presents staff reports with findings at public hearings; performs related work as required.

Distinguishing Characteristics:

The Associate Planner works within a framework of established policies and procedures and is expected to perform responsible intermediate to advanced level work in connection with the planning, design, entitlement and permitting of development projects. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Assistant Planner in that it requires work on more complex planning projects with a higher level of responsibility and autonomy.

Supervision Exercised and Received:

Receives supervision from the Planning Manager or Community Development Director. Position has no supervisory responsibilities; however, the position may be responsible for monitoring and providing guidance and support to consultants.

DUTIES AND RESPONSIBILITIES:

Essential Functions: The essential functions of this classification may include, but are not limited to, the functions below and are subject to changes in operational necessity.

The following duties are in the addition to the essential duties performed by the Assistant Planner:

- Administers City's Zoning Code, Administrative Code and Municipal Code;
- Conducts investigations and prepares staff reports and recommendations regarding zoning and planning matters to be acted on by the City Council, Planning Commission, Board of Zoning Adjustments, Zoning Enforcement Official and Site Development Sub-Commission;
- Implements the review and approval procedures for planning and zoning matters;
- Prepares and maintains project records, findings and approvals;
- Conducts initial studies and determinations for planning projects in accordance with the California Environmental Quality Act;
- Manages and monitors contracts and consultants, including responsibility for tracking invoices and recordkeeping; and
- Performs special projects, reports and analyses of a large scope, as needed.

Non-essential Functions:

- Performs other related duties as assigned.

QUALIFICATIONS:

Minimum Qualifications:

Knowledge of:

- Characteristics, services and activities of a City planning program;
- Principles of planning;
- Implementation of the California Environmental Quality Act as it applies to planning;
- Application of State law as it applies to housing, subdivisions and land use;
- Methods and techniques of plan checks and plan review;
- Federal, State and local laws as they relate to zoning and City planning;
- Principles, purposes and techniques of the various phases of zoning and planning, site planning and architectural design, graphic presentation and reproduction techniques;
- Statistical and research methods particularly as applied to the collection, tabulation and analysis of economic and sociological data affecting zoning and City planning;
- Written and verbal methods of communication used in municipal government;
- Modern office methods and procedures, including keyboard and mouse skills and use of various computer software and applications; and
- Principles and practices of permit tracking systems and recordkeeping.

Ability to:

- Collect, analyze and interpret a variety of data and information involving zoning and City planning projects;
- Prepare accurate and concise reports on research and survey projects;
- Prepare site plans, maps, charts and/or other graphic displays;
- Prepare sound recommendations on planning and zoning projects;
- Work effectively with Boards, Commissions and Advisory committees involved in zoning and planning activities;
- Effectively work with other City staff in a team-oriented, problem-solving approach;
- Work independently and prioritize workload assignments;
- Use initiative and exercise sound judgement;
- Communicate clearly and effectively, both orally and in writing;
- Follow oral and written directions; and
- Establish and maintain a positive customer service attitude and effective working relationships with those contacted in the course of performing work.

Experience and Education Guidelines: *Any combination equivalent to experience and education that would most likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:*

Education:

Bachelor's degree from an accredited college or university with major course work in urban and regional planning, geography, architecture, environmental studies, public administration or a closely related field. Master's degree in planning or related field is desirable and may be substituted for up to one year of the required experience.

Experience:

Three or more years of municipal planning experience involving current or long-range planning. Planning experience in California is desired.

Licenses/certifications/other requirements:

Must be willing to work such hours as are necessary to accomplish the job requirements; travel to attend meetings, seminars and conferences and perform work at various city locations.

Classification requires the possession and continued maintenance of a valid class "C" California driver's license. Certification from the American Institute of Certified Planners (AICP) is highly desirable.

Conditions of Work:

During the course of performing the functions of this position, the employee may encounter the following conditions:

Working indoors, working outdoors, temperature changes, computer monitor use, working alone or with other individuals.

ADDITIONAL INFORMATION:

Salary and Benefits: The current monthly salary range for this position is \$8,141.00- \$9,895.00. Employment may begin at any step of the range, depending upon the qualifications of the person selected. For benefit information, please refer to the Human Resources tab on the City of San Leandro website www.sanleandro.org. This position is represented by the San Leandro City Employees' Association, Local 21 IFPTE, AFL-CIO.

Application and Selection Process: Apply online by scrolling to the top of the job posting and clicking on the "Apply" link. Completed applications must be on file with the Human Resources Division by **May 14, 2021, at 5:00 p.m.**

Important: Applications with "See Resume" as a substitution for the work experience description and/or unclear past employment information will not be considered. The application for employment and supplemental questionnaire must be submitted to be considered for this position.

Based on a review of the applications, a limited number of the best qualified applicants will be invited to participate in the selection process, which may include a qualifying written examination, structured oral board interview, written exercise, or other elements determined by the City to be appropriate. All applicants invited to the examination(s) will be notified of date, time, and place of examination(s).

The selection process will consist of the following schedule:

May 27, 2021 - Structured Oral Interview and/or Practical Exercise (weighted 100%).

Candidates must achieve a passing score of 70% or higher to be placed on the Eligible List. This date has been confirmed and it is highly recommended that you plan your calendar accordingly. No make-up dates will be offered.

Departmental Interview dates are to be determined.

The selected candidate will be subjected to a background investigation which may include, but not limited to, a personal and employment history assessment, criminal history check, financial

background check, medical, polygraph, psychological testing, and verification of a valid California driver's license.

In accordance with Federal law, the City of San Leandro will hire only those individuals who are legally authorized to work in the United States. As a condition of employment, you will be required to present proof of your identity and employment eligibility.

A one-year probationary period, which is an integral part of the selection process, is used to observe and evaluate the employee's ability to effectively and responsibly perform the duties of the position.

Americans with Disabilities Act: In accordance with the Federal Americans with Disabilities Act, the Human Resources Division will make reasonable efforts in the examination process to accommodate persons with disabilities. Please advise the Human Resources Division prior to 5:00 p.m. of the final filing deadline if accommodations are required. Medical documentation must be provided upon request.

Disaster Service Worker: All government employees are disaster service workers as defined by California Government Code Section 3100. In addition to everyday duties, employees have the added responsibility of helping throughout any disaster.

Mission Statement: We, the employees of the City of San Leandro are dedicated and committed to serving the citizens of this community. We strive at all times to achieve the highest professional standards, to communicate a vision of the future, and to enhance the quality of life for every citizen.

Retirement: The City of San Leandro contracts with the California Public Employees' Retirement System (CalPERS).

Veteran's Preference: If applying for first-time employment with the City of San Leandro within five years of separation from full-time active service, veteran's preference points will be given to honorably discharged veterans who served a minimum of three consecutive years of full-time, active service in the Armed Forces of the United States. Candidates must receive an overall passing score in order to qualify for the application of veteran's preference, which will result in a three percent increment to that passing score. Applicants wishing to qualify must, prior to the application deadline, attach or provide a DD Form 214 as proof of eligibility for the veteran's preference.

The City of San Leandro is an Equal Opportunity Employer.

Information contained herein is subject to change without notice.

To view the job posting, visit <http://www.sanleandro.org> and click-on the employment tab at the top of the home webpage. On the 'Job Opportunities' page, click-on the job title to view the posting with more details about the essential job duties, minimum qualifications and salary and benefits.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.sanleandro.org>

OUR OFFICE IS LOCATED AT:

835 East 14th Street

San Leandro, CA 94577

510-577-3396

510-577-6089

tjohnston@sanleandro.org

An Equal Opportunity Employer

Job #2021-25
ASSOCIATE PLANNER
YT

Associate Planner Supplemental Questionnaire

- * 1. The purpose of the questionnaire is to provide applicants the opportunity to elaborate on their experience, education, and training for the Project Specialist II position and to assist Human Resources staff in assessing each applicant's qualifications. Your responses to the questionnaire will be used to better understand your relevant experience, education, and

training to determine which applicants will be invited to participate in the next step of the recruitment process. Do not answer any of the questions by indicating "see application or see resume."

☐ I understand

- * 2. Do you possess a bachelor's degree from an accredited college or university with major course work in urban and regional planning, geography, architecture, environmental studies, public administration or a closely related field? Master's degree in planning or related field is desirable and may be substituted for up to one year of the required experience.

☐ Yes ☐ No

- * 3. Do you possess three or more years of municipal planning experience involving current or long-range planning? Planning experience in California is desired.

☐ Yes ☐ No

- * 4. Please describe your experience managing, analyzing and presenting planning entitlements such as conditional use permits, site plan reviews, and wireless telecommunications facilities to boards and commissions and/or clients, as they relate to this position. Include any work experiences that reflect utilization of your land use and planning knowledge.

- * 5. Describe your experience and approach facilitating meetings when working with numerous groups who may have competing interests and/or conflicting agendas.

- * 6. Highlight examples of your prior work experience interpreting and applying zoning and development codes, conditions of approval, and/or client instructions toward development projects and plan checks.

- * 7. By checking this box, I am confirming that all statements made in this supplemental questionnaire and on the application are accurate and true; and I understand that misstatements or omissions of material facts will result in being rejected from this recruitment process or released from future employment with the City of San Leandro.

☐ I agree

- * Required Question