



ASSOCIATE PLANNER

City of Guadalupe, California

Salary: \$6,290 - \$8,430 monthly

Benefits: SEC125, Deferred Comp., Plus Vacation/Sick/Holidays

ESSENTIAL FUNCTIONS: Performs complex & specialized planning work which may include current and long-range planning, analysis of environmental impacts & mitigation measures, etc. Prepares & conducts studies, and presents recommendations; provides public counter customer service; conducts independent research for special projects; etc. Assists in the preparation of General Plan updates, annexation studies, transportation, & other special planning projects; prepares and amends ordinances; reviews site plans, construction drawings, grading plans, etc. Prepares Initial Studies, related environmental documents; processes ministerial & discretionary applications; maintains records & files including the planning software tracking system; etc. Prepares memos & staff reports; reviews construction drawings for substantial conformity with discretionary approvals; maintains planning stats for the department & generates monthly reports for the City Council, generates diagrams, exhibits, maps, or illustrations utilizing ArcGIS (or related software); etc. Interprets and applies local, state, & federal planning and laws and codes. Develops various studies of land use, population characteristics, general economic activities, & support for the code enforcement unit (City Fire). Works with the development community and other City departments in a positive & informative manner; performs field investigations and prepares reports and recommendations. The scope of the assigned area will depend on departmental structure & is at the discretion of the department director and City Administrator. Upholds the values of the organization & has strong customer service orientation. Performs other related projects & duties as assigned.

EDUCATION/EXPERIENCE: Completion of substantial college level course work in planning or a related field, usually at the bachelor's degree level AND two (2) years of professional planning experience involving public or private sector planning. Possession of a valid and appropriate California Driver's License. **KNOWLEDGE/SKILLS:** Principles and practices of urban planning and development, redevelopment, and economic development. Strong knowledge of the California Environmental Quality Act (CEQA), the Subdivision Map Act and State planning law. Operations, services, and activities of a comprehensive City planning program. Planning topics including land uses, environmental conditions, site design, transportation, open spaces, housing, and urban economics. Current literature, information sources and research techniques in the field of urban planning. Federal, state, and local codes affecting housing development and rehabilitation. Housing issues affecting the North Santa Barbara County region. Financial resources are available to facilitate the development of affordable housing. Architectural design, construction methods, building materials and engineering practices. Methods and techniques of development application review and processing. Principles and practices of record keeping. Laws, codes, and regulations applied to the General Plan, zoning, permit processing, and land divisions. Local government operations and service delivery. Principles of business letter writing and basic report preparation. Modern office methods, practices, procedures, and computer equipment including word processing, spreadsheet and permit tracking software. Technical report writing.

ABILITY TO: Understand and interpret zoning regulations and codes. Laws underlying the General Plan, zoning, and land divisions. Interpret and utilize current literature, information sources and research techniques in the field of urban planning. Perform journey level environmental review, policy analysis and project review activities. Interpret planning, zoning, and housing programs for the public. Research, analyze and compile technical and statistical information. Evaluate financial data pertaining to project and program development. Respond effectively to difficult and sensitive public inquiries. Prioritize multiple project timelines and schedules. Work with frequent interruptions. Provide high quality customer service. Speak in public settings and make effective and informative presentations. Prepare clear and concise oral and written reports and utilize PowerPoint when appropriate. Understand and carry out oral and written directions. Interpret and apply pertinent federal, state, and local laws, regulations, policies and procedures. Communicate clearly and concisely, both orally and in writing. Establish and maintain effective working relationships with those contacted in the course of work.

APPLY BY: IMMEDIATELY. Open until filled. Apply on website our city <https://ci.guadalupe.ca.us/wp-content/uploads/2020/07/Employment-Application-Revised-7-24-2020.pdf> - Send completed application and resume to: tbutler@ci.guadalupe.ca.us