



City of Newark

Position Announcement

Assistant /Associate Planner

Regular, Full-Time

The City of Newark is seeking an Assistant Planner or an Associate Planner. The level at which an individual is hired depends on their qualifications.

THE POSITION

The **Assistant/Associate Planner** performs under the general supervision of a Senior Planner or the Department Manager or Director, performs a variety of professional planning activities.

Assistant Planner - This is the first level of the professional planning classification series. Incumbents are expected to become familiar with and competent in a range of routine planning functions encountered by a developing City. This class of Assistant Planner is distinguished from Associate Planner in that the latter is at the journey-level, expected to function with a higher degree of independence on a range of planning assignments and has project management responsibilities.

Examples of duties may include, but are not limited to the following: perform technical review and monitor land use and development applications, including following up on building permits, plan checks and listings fees; prepare staff reports for routine land use and development plan permits including determination of overall content and format of reports; review and process less complex development projects: including administrative use permits, sign permits, tree removal permits, home occupation permits, and etc. Assist planners in conducting and preparing statistical and research projects, compiles zoning and planning related data as required; prepares a variety of correspondence. Maintains department records and files in the computerized permit tracking system. Prepare graphic and mapped data using computer-based mapping/GIS. Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management, staff, and the public. Perform other duties of a similar nature or level.

Associate Planner - This class is the journey-level in the professional planning classification series and incumbents may be assigned the full range of planning functions encountered by a developing City. The class is distinguished from Senior Planner in that the latter handles complex project applications and has full supervisory authority over lower-level planners. It is distinguished from the lower level of Assistant Planner in that the Associate Planner has project management responsibilities in addition to performing the full range of professional planning duties.

Examples of duties may include, but are not limited to the following: Serve as project manager on application projects, including analyzing and evaluation of site and architectural plans, performing technical review and making recommendations, ensuring plans and applications receive appropriate signatures, coordinating in-house review with contractors, administering contracts and giving approval for payment on projects. Manages consultant contracts including determining scope of work and budgets, tracking budgets and approving contract payments. Prepare routine written project analysis including researching, analyzing findings and making recommendations. Provide technical advice to other departments, the general public, contractors and other professional including explaining City ordinances, regulations, resolutions and planning and zoning policies. Prepare staff reports for land

use and development plan permits including determining overall content and format of reports. Conduct site inspections, including determining if projects are in compliance with laws, regulations, and ordinances, make recommendations on changes. Assist in preparing general plan updates; review and drafts City ordinances. Confer with and provide information to property owners, contractors, developers, engineers, architects and public regarding conformance to standards, plans specifications and codes; explains codes, requirements and procedures. Make presentations to the Planning Commission on routine development matters and perform other duties of a similar nature or level.

QUALIFICATIONS

Assistant Planner

Knowledge of: (at entry)

- Principles, practices and procedures related to City and regional planning and zoning administration, including applicable laws and regulations.
- Comprehensive plans and current planning and the development process.
- Computer applications related to the work, including basic GIS concepts and applications.
- Project management techniques.
- Techniques for effectively representing the City with governmental agencies, community groups, businesses, professional and regulatory bodies and with property owners, developers, contractor and the general public.

Ability or Skill to: (at entry)

- Interpret applicable City laws, regulations and codes.
- Conduct zoning and planning studies.
- Prepare technical reports.
- Read blueprints and site plans.
- Communicate effectively with co-workers, supervisors, the general public, representatives of organizations and other sufficient to exchange or convey information and to receive work direction.
- Use word processing software program.
- The use of spreadsheet, computer-based mapping/GIS, and presentation and/or graphic software programs.

Experience and Training:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

- One year of responsible zoning and administration or related experience in a municipal planning department combined with college level course work in such subjects as city planning, geography, architecture, engineering, public administration and other related subjects. Experience in a public agency is desirable.

Training:

- Graduation from an accredited college or university with a bachelor's or related experience in City Planning, Architecture, Landscape Architecture, Public Administration or related field.

License or Certificate:

- Must possess and maintain a valid Class C California driver's license and a satisfactory driving record.

Physical Requirements and Working Conditions:

- Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer, and to attend meetings days and evening, at various sites within and away from the City; strength to lift and carry materials weighing up to 10 pounds.

Associate Planner

In addition to the qualifications for the Assistant Planner:

Knowledge of: (at entry)

- Principles, practices and procedures related to City and regional planning and zoning administration, including applicable laws and regulations.
- Comprehensive plans and current planning and the development process.
- Computer applications related to the work, including basic GIS concepts and applications.
- Project management technique.
- Practices of researching planning issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Basic principles and practices of effective supervision.
- Project management techniques.
- Techniques for effectively representing the City with governmental agencies, community groups, business, professional and regulatory bodies and with property owners, developers, contractors and the general public.

Ability or Skill to: (at entry)

- Complete complex current and advanced planning and zoning conformance activities in an independent and effective manner.
- Conduct complex planning research projects, evaluating alternatives, making sound recommendations and preparing effective technical staff reports.
- Manage projects and conducting site inspections.
- Interpret, apply and explain complex laws, codes, regulations and ordinances.
- Direct and review the work of support staff on a project or day-to-day basis and training staff in work procedures.
- Conduct zoning studies and interpret City zoning laws, regulations and codes.
- Use specialized computer software such as GIS and AutoCad.
- Read blueprints and site plans and conducting site inspections.
- Communicate effectively with officials, co-workers, subordinates, the general public, representatives of organizations and others sufficient to exchange or convey information and receive work direction.

Experience and Training:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

- Three years of planning related experience.

Training:

- Equivalent to a Bachelor's degree from an accredited college or university with major coursework in city, urban or environmental planning, architecture or a field related to the area of assignment.

License or Certificate:

- Must possess and maintain a valid Class C California driver's license and a satisfactory driving record.

Physical Requirements and Working Conditions:

- Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer, and to attend meetings days and evening, at various sites within and away from the City and to inspect various work, building or construction sites; strength to lift and carry materials and equipment up to 25 pounds.

Interested candidates should apply at <http://www.calopps.org> and are encouraged to submit your resume.

Filing Deadline: Application and supplemental questionnaire must be received by 5:00 p.m. (PST) on February 14, 2019 to be considered for the first review of applications.

The position will remain open until filled.

IMPORTANT: Applications received without the supplemental questions will not be considered.

SELECTION PROCESS

Following the filing deadline date, applications will be screened according to the qualifications outlined in this announcement. Not all applications, which may meet the minimum requirements, will proceed to the next phase of the recruitment process. The best qualified applicants will be invited to continue in the selection process, which consists of an oral panel interview. **The tentative interview date is to be determined.** All applicants will be notified by email as to whether or not they are invited to participate further in the selection process.

An Eligible List will be established as result of this selection process and will be valid for a period of six (6) months.

After receiving a conditional offer of employment, the candidate will be required to successfully complete a fingerprinted criminal history check. After clearance of the fingerprinted criminal history check, the applicant will be required to submit to a pre-employment medical examination. Applicants must be successful in all phases of the selection process to be considered for the position.

We will make reasonable efforts in the selection process to accommodate persons with disabilities. Please contact the Human Resources Department prior to the final filing date for accommodation requests.

In accordance with the Immigration Reform and Control Act, all potential employees are required to provide proof of U.S. Citizenship or authorization to work in the United States. All new employees are required by law to sign a loyalty oath.

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.

COMPENSATION & BENEFITS

SALARY: \$6,402 to \$9,278 per month (Assistant Planner)

SALARY: \$7,054 to \$10,230 per month (Associate Planner)

BENEFITS

- **Health Insurance:** Effective January 1, 2019, the City contributes up to \$821 per month towards medical, dental, and vision coverage.
- **Retirement:** CalPERS 2.5% @ 55 for Classic members or 2.0% @ 62 for New PEPRA members. The City does not participate in Social Security. The City participates in Medicare.
- **Vacation Accrual:** 6.667 to 16.667 hours per month and depending on length of service.
- **Sick Leave:** 8 hours per month.
- **Holidays:** 13 holidays.
- **Deferred Compensation:** Voluntary participation.
- **Life Insurance and AD&D:** City-paid \$20,000 policy.
- **Long-term and Short-term Disability:** Voluntary participation.
- **Health & Fitness:** Free use of the Silliman Activity & Family Aquatic Center (excluding classes and rentals).

NEWARK COMMUNITY

The City of Newark is located in Southern Alameda County at the east end of the Dumbarton Bridge, 30 miles south of Oakland and 15 miles north of San Jose. Newark was incorporated as a General Law City in 1955 and has a Council/Manager form of government. Newark's population is approximately 47,531 with an

encompassed area of approximately 13 square miles. Newark enjoys Bay Area benefits while maintaining a small town atmosphere.

Please visit our website at www.newark.org & take a Video TourBook of Newark, CA

**Assistant/Associate Planner
Supplemental Questionnaires**

1. How many year(s) experiences do you have in zoning and administration or related experience in a municipal planning?
2. Please explain your interest in this position.