



INVITES APPLICATIONS FOR THE POSITION OF

## ASSISTANT PLANNER

APPLY ONLINE AT [WWW.CALOPPS.ORG](http://WWW.CALOPPS.ORG)

### SALARY

\$43.8315 - \$54.7760 per hour

### JOB TYPE

Permanent, Full-Time

### FILING DEADLINE

Friday, July 30, 2021 by 5:00 PM

### THE POSITION

The City of Dublin, a dynamic and growing community, is seeking an Assistant Planner to perform entry-level current and advanced planning functions. Under general direction, the Assistant Planner performs responsible planning tasks and provides technical assistance to the Planning Division of the City's Community Development Department. This position will provide valuable experience and offer career development potential to the successful candidate.

### EXAMPLES OF DUTIES

- Provide public counter assistance and respond to inquiries from applicants, the general public and other governmental agencies.
- Perform field investigations and office tasks associated with enforcement of zoning, signing and related municipal regulations.
- Review building plans for conformity to zoning and subdivision ordinances.
- Interpret and apply pertinent laws and regulations to planning projects.
- Assist in the enforcement and administration of zoning, and other related ordinances.
- Assist in reviewing and analyzing various planning applications and with the preparation of reports for policy decisions.
- Assist in compiling and analyzing statistical, economic and other data relating to planning and environmental matters.
- Organize and conduct research studies.
- Assist in preparing elements and revisions to the General Plan consistent with local needs.
- Prepare and present oral and written reports and recommendations.
- Attend meetings of the Planning Commission, City Council and other citizen boards or committees as required.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform other duties as assigned.

### QUALIFICATIONS

1. Education: The position requires a Bachelor's degree from an accredited college or university with major course work in Planning or closely related field.

2. Experience: One year of professional experience in the field of city or regional planning or closely related field, preferably with a public agency. A Master's degree in planning or a closely related field may be substituted for six months of required experience.
3. Licenses, Certificates: Possession of a valid California Class C drivers' license and Certificate of Automobile Insurance for Personal Liability.

**Knowledge of:**

- Theory, principles, practices and trends of city planning.
- Research methods as they apply to the collection, tabulation and analysis of data affecting city planning.
- Federal, state and local laws and regulations relating to municipal planning, zoning and subdivision regulations.
- Statistical analysis as applied to land use, zoning, general plan and transportation studies.
- Government organizations, transportation, communications, public utility systems and landscape architecture as they relate to city planning.

**Ability to:**

- Communicate effectively.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Prepare and present comprehensive but succinct written and oral reports.
- Make effective presentations in public meetings.
- Compile and analyze statistical, economic and related data pertaining to environmental and planning matters.
- Interpret and apply laws and regulations.

**BENEFITS**

The City of Dublin offers an attractive salary compensation and benefits plan in a professional, growth-oriented environment. The salary range for the **Assistant Planner** position is **\$4.8315 - \$54.7760** per hour (\$7,597 - \$9,495 per month). The following benefits will complete the compensation package:

- Classic CalPERS Members – 2.7%@55; EPMC 0%; 7% Cost Sharing; Single Highest Year
- New CalPERS Members Tier effective 1/1/13 – 2.0%@62; 3.05 Cost Sharing; 3-Year Final Avg. Compensation
- Pay-for-Performance system available
- Choice of medical plans through PERS with the City contributing up to \$1,900.00 per month
- Post-retirement medical provided under Government Code Section 22892(b) as established by the Public Employees' Medical and Hospital Care Act (PEMHCA) through CalPERS; PEMHCA Minimum.
- City-paid full family dental insurance
- City-paid single vision plan; optional family coverage
- IRS Section 125 plan/\$1,000 annual account seed money (HRA)
- City-paid \$50,000 term life insurance
- City-paid long-term disability insurance
- Wellness reimbursement program \$25 per month
- Employee Assistance Plan
- Education reimbursement program
- Fourteen paid holidays (including two floating holidays) per year
- Approximately 22 days per year of General Leave in lieu of traditional sick & vacation leave; increases with longevity

In addition to the above benefits, the City offers voluntary participation in a deferred compensation program, short-term disability program, supplemental life insurance, Dependent Care Assistance program and a credit union.

The City of Dublin does not participate in the Social Security system except for mandatory Medicare.

**ABOUT THE DEPARTMENT**

The City's Community Development Department is comprised of three Divisions: Building & Safety, Planning and Housing. The Planning Division is directly responsible for providing Staff support to the Planning Commission and for various activities including preparing updates and amendments to the General Plan; developing Ordinances for consideration by the Planning Commission and the City Council; administration of the California Environmental Quality Act; processing development applications; working on housing programs and administration and enforcement of the City's Zoning and Property Maintenance Ordinances.

## **ABOUT THE CITY**

The City of Dublin is located in eastern Alameda County, approximately 35 miles southeast of San Francisco. The City was incorporated in 1982 with a population of 65,716 within 14.59 square miles. Dublin's strategic "crossroad" location at the intersection of Interstate 580 and 680 has made the City freeway close and conveniently accessible to the Bay Area with two BART stations.

## **COMMITMENT TO COMMUNITY SERVICE**

The City of Dublin is continually striving to enhance the services provided to our customers. The City organization is committed to creating a challenging and rewarding environment in which all employees representing the City are motivated to respond to the needs of the City's customers. In setting high standards for ourselves, we take pride in:

- Being a responsive and proactive City team, in touch with the changing needs and expectations of the Dublin community.
- Providing the highest level of quality service in all City programs and activities.
- Promoting a "can do" attitude using common sense along with technical/professional knowledge.
- Being committed to high professional standards. A professional attitude encourages an objective approach to analyses of issues.
- Providing information and resources to our customers in a friendly and helpful manner.

## **THE SELECTION PROCESS**

The best qualified candidates, as determined by an initial screening of applications, will be invited to participate in an interview process which will consist of written and/or oral components. Finalists may be requested to submit personal information necessary to conduct a complete background investigation prior to a final selection by the City.

Candidates who successfully complete the interview process may be placed on an employment eligibility list. This list may be canceled at any time, without notice to candidates. All offers of employment are conditional upon the ability to provide verification of authorization to work in the United States. Additionally, candidates are subject to a background check, including fingerprinting prior to employment.

## **EQUAL OPPORTUNITY EMPLOYER**

In accordance with Federal and State laws, the City of Dublin does not discriminate on the basis of race, religion, color, national origin, ancestry, handicap, disability, medical condition, marital status, sex, or age.

## **HOW TO APPLY**

Apply online at [www.CalOpps.org](http://www.CalOpps.org). Once there, click on "Member Agencies," "City of Dublin," then on "Assistant Planner," and "Apply Now." Applications must be received by 5:00 p.m. on Friday, July 30, 2021. No faxed or e-mailed applications or postmarks will be accepted.

THIS ANNOUNCEMENT is meant only as a general description guide and is subject to change. The information contained herein does not constitute an expressed or implied contract of employment and these provisions are subject to change.

1. In 500 words or less, please describe how local planning impacts the average citizen.