



City of Bell

Employment Opportunity

6330 Pine Avenue, Bell, California 90201-1291 - Telephone (323) 588-6211

An Equal Opportunity Employer

Career Opportunity

Associate Planner

\$5,403.50 - \$6,585.19 Monthly

Fulltime with excellent benefits offered

The City of Bell is recruiting for an exciting career opportunity in the Community Development Department. We are looking for a team player who will assist the Director with various current planning and long range planning, and the department's operations. The Associate Planner will be instrumental in implementing the General Plan and the City's Economic Development Goals.

The Associate Planner provides complex and advanced planning assistance to the City, exercises independent judgment on a variety of planning issues and makes recommendations on department operations. The Associate Planner develops recommendations on complex long range planning, urban design and sustainable issues; prepares and presents planning related reports and studies to the Planning Commission, City Council and other boards or committees; performs related work as assigned.

Filling Deadline: A City Employment Application and Supplemental Questionnaire must be completed along with copies of all certificates and Degrees attained and sent to the Human Resources Office at 6330 Pine Avenue, Bell, CA 90201. Resumes, emails and faxes will not be accepted in lieu of completed applications. OPEN UNTIL FILLED, first review of applications is scheduled for December 9, 2016.

DESCRIPTION:

The Associate Planner is the journey level classification in the professional planning series. Incumbents are assigned to, and perform, the full range of planning, zoning, and related functions administered by the City with only occasional instruction or assistance.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Community Development Director. May exercise functional supervision over assigned contract and clerical staff.

EXAMPLES OF ESSENTIAL FUNCTIONS:

Duties may include, but are not limited to, the following:

- Performs a variety of professional urban planning duties and provides professional advice and assistance to the public on planning and zoning regulations.
- Develops short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.
- Confers with, and advises, architects, builders, attorneys, contractors, engineers, and the general public regarding City development policies and standards; provides and clarifies information relative to zoning, general plan compliance, signage, and other issues.
- Provides technical and professional advice; makes presentations to supervisors, boards, commissions, civic groups, and the general public. Provides information on land use applications, ordinances, codes, plans, and related planning programs, services or regulations to architects, engineers, developers, contractors, owners, community groups, and interested persons.

- Responds to local citizens inquiring about local planning, zoning, building codes enforcement, regulations, and ordinances.
- Prepares a variety of studies, reports, and related information for decision making purposes. Conducts technical research on studies and prepares statistical reports and recommendations for drafting or revising local legislation and plans, projecting trends, monitoring socio-economic data, etc.
- Reviews Architectural Review Board applications/proposals and works with developers/owners to reach agreement on zoning code conforming site plans, including a review of the building plans, parcel maps, subdivisions, and lot line adjustments; prepares a staff recommendation report for review and approval.
- Processes commercial, industrial and residential development plans for issuance of zoning clearances and/or permit applications.
- Prepares agendas, staff reports and displays for the Planning Commission, City Council, various committees and advisory boards.
- Assist in the development and implementation of growth management, land use, economic development, utility, housing, transportation, facilities, solid waste or other plans and codes to meet the City's needs and any inter-governmental agreements or requirements.
- Prepares studies for General Plan review and zoning/code amendments/updates and ordinances; assists with the implementation and administration of the City's General Plan and development regulations.
- Evaluates environmental information and prepares appropriate documents according to the California Environmental Quality Act (CEQA) on behalf of the City as lead agency. Prepares responses on behalf of the City as a responsible agency.
- Reviews and processes applications for Conditional Use Permits, Special Use Permits, Zone Changes, and other entitlement applications.
- Participates in coordinating City planning and development related activities with other City departments and with outside agencies.
- Updates a variety of maps. Prepares graphics and maps for a variety of reports, plans, grant applications, publications or meetings; Prepares and writes grant application components relating to geographics, maps, plats, site plans or other planning processes.
- Assists in maintaining the City's planning and economic database. Maintains comprehensive, complex and accurate planning related records and files.
- Manages vendor contracts in the planning division.
- Performs related duties as assigned.

QUALIFICATIONS GUIDELINES

Any combination equivalent to experience and education that could likely provide the required skills, knowledge and abilities would be qualifying. A typical way to obtain the skills, knowledge and abilities would be:

Education:

A Bachelor's degree from an accredited four-year college or university with major coursework in urban planning, or a related field.

Experience:

Three (3) years of professional experience in planning, zoning and related community development activities.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of

- Operations, services and activities of a comprehensive urban planning and development program.
- Principles, practices, policies and procedures related to urban planning and development and zoning administration.
- State land use, development, and environmental law, comprehensive planning and zoning, including their formation, adoption, and enforcement.
- Techniques and application of statistical analysis as applied to land use, transportation, zoning and master plan studies.
- Site planning and architectural design principles.
- Methods and techniques of conducting research; Principles and practices used to apply geographic information systems.
- Methods and techniques of developing complex planning reports and displays, and presentation of same.
- Recent developments, current literature, and sources of information related to planning and zoning.
- Environmental laws and related regulations as they apply to planning and zoning.
- Practices of researching planning issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Modern office methods, practices, procedures and equipment, including computer hardware and software necessary for graphic presentation, mapping and database management.
- Methods and techniques of providing quality customer service to City staff and members of the public
- English usage, grammar, spelling, vocabulary, and punctuation.
- Federal, State, and local laws, ordinances and regulations related to assigned area of responsibility.

Ability to:

- Perform the full range of professional urban planning duties.
- Effectively respond to issues and concerns of the public, Planning Commission, City Council, and other boards and commissions.
- Interpret, apply and explain complex laws, codes, regulations and ordinances.
- Analyze site design, terrain constraints, circulation, land use compatibility, utilities and other urban services.
- Enforce ordinances and regulations effectively and tactfully.
- Prepare clear and concise technical and staff reports, display maps, plans, charts and tables, and business correspondence.
- Assist in the development of planning related policies and procedures.
- Maintain continuous learning on current literature, information sources, and research techniques in the field of urban planning.
- Respond to inquiries, complaints, and requests for service in a fair, tactful, and firm manner.
- Use sound, independent judgment within established policy and procedural guidelines.
- Communicate clearly and effectively, both verbally and in writing.
- Understand and follow oral and/or written policies, procedures, and instructions.
- Establish and maintain effective working relationships with those contacted in the course of work.

LICENSE, CERTIFICATE, AND REGISTRATION REQUIREMENTS:

Ability to obtain and retain a California Class C driver's license by the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

PHYSICAL AND MENTAL REQUIREMENTS

Mobility – frequent standing or sitting for extended periods; frequent walking; occasional driving may be required, depending upon assignment; occasional pushing/pulling; occasional bending, kneeling, squatting and crawling. Lifting – occasional lifting

up to 25 pounds. Vision – constant use of good overall vision for reading/close up work; frequent use of color perception and eye/hand coordination; occasional use of depth perception and peripheral vision. Dexterity – frequent repetitive motion from writing and using a computer keyboard; frequent grasping, holding and reaching. Hearing/Talking - frequent hearing/talking to others on the telephone and in person; occasional hearing of faint sounds. Emotional/Psychological – frequent decision making and concentration; frequent public contact; occasional working alone.

WORKING CONDITIONS

Employees work partially in an office environment with moderate noise levels and controlled temperature conditions, and partially in the field and are occasionally exposed to inclement weather conditions. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures. Positions may require occasional overtime or weekend work.

EXAMINATION PROCESS

Applications will be screened for completeness and fulfillment of the position qualifications. The most qualified candidates will be invited to participate in the competitive examination process. The application process will consist of:

Application Screening	Qualifying
Interview/Testing	Scored
Medical Examination	Qualifying
Background Investigation	Qualifying

APPLICATION PROCEDURE

The employment applications are available for the Associate Planner #16-17 at the Bell City Hall, Monday through Friday from 8:00 a.m. to 4:00 p.m. or on the City's website at www.cityofbell.org. Only City of Bell Applications will be accepted; **No Emails, faxes or postmarks will be accepted.** Application will accepted until filled, first review of application will be on, **Friday December 9, 2016.**

EMPLOYEE BENEFITS

Salary Range: Appointments are normally made at the minimum salary.

Bilingual Pay: \$2100 per year for qualified employees.

Tuition Reimbursement: up to \$600 per year.

Overtime: time and one-half for over 40 hours/week.

Insurance: Medical insurance for employee and one dependent. Dental and Vision Insurance is offered at the employees expense during the first 60 days of service, city paid coverage will be effective on the 1st month after the 60 days after appointment.

Vacation: 96hours (12 days Based on 8-hour day), accruals increase based on years of service to a max of 32 days with 20+ years of service.

Holidays: 12 paid holidays per year, plus 1 floating holiday.

Sick Leave: 96hrs annual accrual ; payoff of unused sick leave upon separation (According to City's Resolution).

PERS Retirement: Classic Employees will enroll in the Cal-PERS retirement program at 2.7% @ 55 plan; New employees will enroll in the Cal-PERS retirement program at 2% @ 62 plan; Employee is responsible for their 9% towards the CalPERS employee contribution.

Social Security: employee pays 6.2% and city pays 6.2%.

Deferred Compensation Plan available to all employees.

Credit Union membership offers access to low interest loans and payroll deduction.

Probationary Period: New employees serve a twelve-month probationary period.

Agency Shop: Union dues or service fees are mandatory as a condition for full time employees who are in classifications that are covered by Agency Shop provisions. Qualified religious objection can be accommodated.

THE CITY OF BELL

The City of Bell is located approximately 10 miles southeast of Los Angeles. Bell is a Charter City with a council/administrator form of government. The City budget is approximately \$28.3 million with 68 full time employees and 77 part time employees. The population is approximately 35,400. The City of Bell is an Equal Opportunity/Affirmative Action Employer. Minorities, women and disabled persons are encouraged to apply for City employment. It is the intent of the City to have all segments of the community represented at all levels in City government. The City of Bell makes reasonable accommodations for disabled persons, considering each situation on an individual basis. Direct requests for accommodation should be made to the City Clerk's office. A non-smoking policy adopted by the City Council prohibits smoking in city buildings. Upon proof of honorable discharge from the Armed Forces of the United States, a veteran's preference of five points will be added to the final score of candidates who have attained a passing score. The Immigration Reform and Control Act of 1986 requires all new employees to submit verification of identity and authorization to work in the United States at time of hire.

THE PROVISIONS OF THIS ANNOUNCEMENT DO NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT. ANY PROVISION CONTAINED IN THIS ANNOUNCEMENT MAY BE MODIFIED OR REVOKED WITHOUT NOTICE.

(Reposted 11/1/2016)