CITY OF ATASCADERO

IS ACCEPTING APPLICATIONS FOR
ASSOCIATE PLANNER

Recruitment Deadline:
5:00 p.m. on Friday, December 15, 2017

Salary Range: $5,084.03 - $6,179.67

APPLICATION PROCEDURE:

Applications may be obtained from the City’s web site at www.atascadero.org; from City Hall located at 6500 Palma Avenue in Atascadero, CA, or by calling (805) 461-5000 during normal business hours. A City of Atascadero Employment Application must be completed and received in the City Manager’s Office by the final filing deadline stated above. Completed, signed and scanned application forms may be emailed to jobs@atascadero.org. A résumé of three pages or less may supplement the application but **may not** be substituted for it. All statements made on the application are subject to verification; false statements will be cause for disqualification or discharge. **Please note:** Once the recruitment has been announced for ten (10) calendar days, the City reserves the right to close the recruitment prior to the initially posted deadline if a sufficient number of well qualified applications have been received. Therefore, to ensure application consideration, all prospective candidates are strongly encouraged to apply as early as possible.

SELECTION PROCEDURE:

All City application forms received by the final filing date will be reviewed for original signature, accuracy, thorough completion, neatness, work experience and job-related qualifications. A limited number of the most qualified applicants will be invited to participate in the examination process that will include, but may not be limited to, the initial application paper screening and an oral interview. Once an offer of employment has been made, the candidate will be required to pass a Livescan fingerprint background check and finally a medical examination which will be administered by the City medical consultant. Following appointment, there is a minimum twelve (12) month probationary period, which is the final phase of the selection process.

THE POSITION:

Under the general supervision of the Community Development Department Director, this position performs a variety of routine and complex technical and professional work assignments in the current and/or long-range planning of the City and the development and implementation of land use and related policies and regulations.

EXAMPLES OF JOB DUTIES:

Conducts complex assignments involving current or long-range planning projects; gathers, interprets, and prepares data and proposes methods to implement the City's General Plan. Prepares environmental review documents; evaluates current development projects for consistency with zoning, neighborhood compatibility and design; conducts technical research studies and prepares statistical reports and recommendations for drafting or revising local legislation, projecting trends, monitoring socio-economic data, etc. Prepares and presents staff reports to Planning Commission and City Council. Evaluates land use proposals for conformity to established plans and ordinances; responds to inquiries on planning programs, services or regulations; prepares graphics and maps for a variety of applications. Responds to customer inquiries by phone or in person at the Central Reception counter. Other duties as required.

QUALIFICATIONS:

Graduation from standard senior high school or GED equivalent, and graduation from an accredited four-year college or university with a degree in land-use planning, urban planning, landscape architecture or a closely related field, and three years’ progressively responsible experience in municipal planning; or an equivalent
combination of education and experience, additional education substituting on a year-for-year basis for the required experience.

Specialized Skills Required: Knowledge of Design Review/Architecture, Planning and CEQA laws and comprehensive plans including formation, adoption process and enforcement.

Preferred Skills: Competence in GIS and Microsoft Office.

Other Requirements: Must be able to communicate effectively verbally and in writing; work independently and effectively in the absence of supervision; must have the ability to establish and maintain effective working relationships with employees, other departments and the public. Must possess excellent customer service skills using tact, good judgment and discretion and have a flexible, approachable, friendly demeanor.

THE DEPARTMENT:

The current opening for this position is in the Community Development Department. Community Development is comprised of the divisions of Administration, Planning and Building. This position is assigned to the Planning Division.

THE CITY:

The City of Atascadero was incorporated on July 2, 1979, and became fully operational on July 1, 1980. The City encompasses an area of about 25 square miles with a population of approximately 29,000. Atascadero is located in San Luis Obispo County, midway between the cities of San Luis Obispo and Paso Robles. The coast is a scenic twenty-minute drive away, and there are excellent recreational, educational and cultural activities in the immediate and adjacent areas.

EMPLOYEE BENEFITS:

VACATION: 10 days per year, gradually increasing to 24 days after 20 years completed.
HOLIDAYS: 11 days per year, plus one floating holiday.
SICK LEAVE: 12 days per year.
HEALTH & LIFE: Employee is covered for medical, dental, vision and life insurance. The City contributes a portion of the cost of dependent coverage for medical, dental, vision and life insurance.
RETIREMENT: Public Employee’s Retirement System (PERS). No FICA deductions.
DISABILITY INSURANCE: SDI - Employee paid.

OTHER SPECIAL REQUIREMENTS:

Upon hire, new employees are required to provide proof of eligibility to work in the United States and must complete an Employment Eligibility Verification form. Employees must possess a valid California Driver License which must be presented upon hire, along with a California DMV driving record printout and proof of auto insurance coverage. These documents must be presented prior to starting work. The provisions of this bulletin do not constitute a contract, expressed or implied, and any provisions contained in this bulletin may be modified or revoked without notice. Please contact the City of Atascadero City Manager's Office by the final filing date if you will need special accommodations due to a legally defined disability to participate in this selection process.

CITY OF ATASCADERO – CITY MANAGER’S OFFICE
6500 PALMA AVENUE, ATASCADERO, CA 93422
(805) 461-5000
www.atascadero.org
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