THE CITY OF ATASCADERO

IS CURRENTLY ACCEPTING APPLICATIONS FOR

Part-Time Worker 11
Student Intern - Planning
COMMUNITY DEVELOPMENT DEPARTMENT
Application Deadline: Open Until Filled

- Salary: $13.03 - $15.83/hour - No Benefits
- Hours: Flexible, M-F, 8:30 am – 5:00 pm

APPLICATION PROCEDURE

To be considered for this position, a City of Atascadero Employment Application form must be completed, signed and submitted to the City Manager’s Office. Signed and scanned applications may be emailed to jobs@atascadero.org, and can be obtained on the City's website at www.atascadero.org, at City Hall located at 6500 Palma Avenue, Atascadero, CA, 93422 or by calling (805) 461-5000, during normal business hours 8:30 a.m. to 5:00 p.m., Monday through Friday. A résumé of three pages or less may be attached as a supplement to 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.

SELECTION PROCEDURE

All applications will be reviewed for accuracy, completeness and job-related qualifications. The recruitment process will consist of, but is not necessarily limited to, an oral interview. A limited number of applicants will be invited to interview. Finalists will be required to pass a thorough background check which will include fingerprinting.

THE POSITION

Undergraduate candidates should have a background in Planning, Architecture, Landscape Architecture, Public Administration or similar field with at least 2 years of course work completed. Graduate candidates should also have an understanding of Planning policy and concepts. Applicants must demonstrate proficient computer skills in GIS, Microsoft Office and other software suites. Applicants must have strong written and communication skills and the ability to quickly learn permit software. Previous customer service experience is a plus. Duties include (but are not limited to) answering zoning and general planning questions at the public counter and on the phone, completing records requests, filing and records retention, building permit plan checks, site inspections, research, special planning projects, preparation of forms and flyers with basic graphics, preparation of Staff Reports, presentations and environmental documents.
SCHEDULE

The position is part-time, 20 hours per week with flexible hours, M-F, generally between the hours of 8:30 am – 5:00 pm.

THE CITY:

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 area.

EMPLOYEE BENEFITS:

This position is temporary part-time with the City, and is not eligible for benefits, although the employee is covered for Worker’s Compensation, enrolled in a FICA substitute program as defined by the Federal Government and is eligible for sick leave under the City's Sick Leave Policy for part-time employees. Compensation is salary only.

OTHER SPECIAL REQUIREMENTS:

Upon hire, new employees are required to provide proof of eligibility to work in the United States; must complete an Employment Eligibility Verification form and must have a valid California Driver’s License. Must present a California DMV driving record printout and proof of insurance upon hire. 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.

Submit completed and signed applications to:

City Manager's Office
6500 Palma Avenue
Atascadero, CA 93422

jobs@atascadero.org
(805) 461-5000
www.atascadero.org