CITY OF CARLSBAD
invites applications for the position of:

Associate Planner

**SALARY:** $33.80 - $44.22 Hourly
$70,304 - $91,977.60 Annually

**OPENING DATE:** 02/10/2020

**CLOSING DATE:** 02/28/2020 05:00 PM

**THE POSITION:**
*A world class city is seeking world class talent.*

**Carlsbad - The Community:** Carlsbad is a well-balanced community with beaches, lagoons, habitat preserves, a variety of housing types, world class employers, Legoland, the second highest number of hotel rooms in San Diego County, a successful auto dealership core, two golf resorts and a municipal golf course, two rail stations, a thriving downtown village, and an engaged public. This balance has been achieved not by accident, but in part through the efforts of a strong team of experienced planners. From translation of the community's vision into ambitious General Plan goals and policies and application of rigorous growth management principles that ensure public facilities, open space and infrastructure are provided in conjunction with development, to consistent implementation of zoning rules and development codes, the Planning Division is at the forefront of ensuring that Carlsbad's high quality of life is maintained and the city continues to evolve in a manner valued by the community.

In addition to the many benefits that the City offers, Associate Planner incumbents will have the option of a 9/80 work schedule, a professional membership fee paid, and a variety of training and career advancement opportunities (please see the benefits tab and our website for benefit details).

**Ideal Candidate:** The City of Carlsbad is seeking candidates for positions within the Planning Division in the Current Planning and Advance Planning sections. The ideal candidates for these positions will have strong analytical, written and verbal communication skills which are critical to success in the positions. Prospective candidates must be effective in project management, able to successfully prioritize work assignments, wisely use time and resources, and adapt well to changing circumstances. They must be able to exercise good judgment, discretion and initiative in carrying out job duties. The following is a brief overview of work at present in the two sections:

**Current Planning:** Associate Planners in the Current Planning section manage complex projects across the entire spectrum of development entitlements including General Plan amendments and zone changes, tentative maps, site plans, conditional use permits, coastal development permits, hillside development and habitat management permits. Planners monitor development project habitat restoration projects with the support of a city biologist, and also prepare CEQA documents or manage EIR consultant contracts for projects.

**Advance Planning:** High-priority planning activities for the Advance Planning team include completing comprehensive updates to the city's Local Coastal Program (LCP) and Zoning Code...
Amendments to the master plan for the Village and Barrio areas have been requested by the City Council and additional public input will be sought to further scope the project. Other major long range planning activities currently underway include: an update to the Housing Element and other General Plan Elements; amending the ZC to address new state law requirements for accessory dwelling units and density bonus; developing objective design standards that will help streamline the approval process and provide clarity to address the growing housing challenges and recent legislative changes; and participating in the update of the Climate Action. The Advance Planning team is also responsible for making various amendments to planning policies and zoning ordinances as needed, and processes and oversees amendments to the Local Coastal Program.

*PLEASE NOTE*: Oral panel interviews are tentatively scheduled to take place the week of March 23, 2020.

**KEY RESPONSIBILITIES:**
Manage general, community and urban plans; manage land use and land development projects; review and write environmental documents; prepare and coordinate processing of local, state and federal permits; review and analyze technical drawings, specifications and reports; perform site inspections and field research; research, review and prepare ordinances and policies; review projects and advise citizens and developers during application process to ensure compliance with City regulations; prepare planning reports, use GIS products/maps; perform quality control, coordinate various departments and agencies, monitor mitigation requirements for environmentally sensitive projects and perform proper documentation and reporting and perform related tasks.

Responds to inquiries/requests; assists customers with planning issues, and conducts sites visits for proposed development sites; organize and participate in conducting and organizing public workshops and hearings.

Serves on cross-functional teams.

Presents staff reports to the Planning Commission and City Council.

Performs informational and advisory reporting; researches and creates draft resolutions, ordinances, and General Plan amendments for review; prepares legal notices and notices of decision; conducts surveys and studies to address significant development issues; reviews and processes private and public development projects and updating land management files.

Attend public hearings for assigned projects; prepare Planning Commission and City Council staff reports, conduct final inspections on projects, process private and public development projects and review grading improvement plans.

Provides solutions to a wide variety of problems of moderate scope and complexity.

Exercises judgment within standard, defined procedures and practices to determine appropriate action.

May attend regional committees for information and assist in communicating agency input on regional issues.
Performs other related duties as assigned.

**QUALIFICATIONS:**
Requires a thorough understanding of:

Municipal planning principles, procedures and methods including principles of urban design, site planning and architectural design, applicable federal, state, and local planning laws, ordinances, and policies.

Requires full use and application of standard principles, theories, concepts used and a basic understanding of the City’s policies and procedures.

Effective communicator, with both written and oral presentation.

Excellent presentation, demonstration, and writing skills.

Strong interpersonal and communications skills.

Effective team player and leader of small, departmental or interdepartmental teams.

**EXPERIENCE & EDUCATION:**
The equivalent of a Bachelor's degree from an accredited college or university with major work in planning or a related field, plus a minimum of three years of related work experience. A Masters' degree in planning, public administration or a related field is desirable.

City of Carlsbad is an equal opportunity employer

APPLICATIONS MAY BE FILED ONLINE AT:
http://www.carlsbadca.gov

OUR OFFICE IS LOCATED AT:
1635 Faraday Ave.
Carlsbad, CA 92008
760-602-2440
hr@carlsbadca.gov

**Associate Planner Supplemental Questionnaire**

* 1. Please enter your initials below acknowledging that "see resume" or "see application" are not valid responses to the questions below.

* 2. Please indicate your highest level of education

  - [ ] Master's Degree
  - [ ] Bachelor's Degree
  - [ ] Associate's Degree
  - [ ] High School Diploma or GED

* 3. If you indicated that you have a Bachelor's Degree or higher, please indicate your area of study.
4. Please indicate which of the vacancies you would like to be considered for. Please take into account your education, experience, and interest.

- Current Planning
- Advance Planning
- Current and Advance Planning

5. Please identify your years of experience in urban planning.

- 6+ Years of Experience
- 3 – 5 Years of Experience
- 1 – 2 years of Experience
- I do not have Experience
- Internship or Volunteer Experience Only

6. Please briefly describe your experience in making presentations to citizen committees, boards, Planning Commissions and City Councils. If none, indicate N/A.

7. Do you have experience in drafting new or updating existing General Plan policy?

- Yes
- No

8. Do you have experience in writing new or updating existing zoning ordinances?

- Yes
- No

9. Please describe your experience with reviewing development plans for compliance with adopted policies, code, and guidelines.

10. Please describe your training and experience preparing and/or reviewing various types of CEQA or other environmental documents.

* Required Question