



City of Arts & Innovation

CITY OF RIVERSIDE
invites applications for the position of:
ASSOCIATE PLANNER

SALARY: \$2,195.54 - \$2,942.77 Biweekly
\$57,084.00 - \$76,512.00 Annually

OPENING DATE: 12/28/17

CLOSING DATE: 01/15/18 11:59 PM

THE POSITION:



The City of Riverside is accepting applications for the position of **ASSOCIATE PLANNER** to fill one (1) current vacancy in the **PLANNING DIVISION** of the **COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT**. This is the journey-level professional classification in the Planning Series. The eligibility list established may be used to fill the current and/or upcoming vacancies within this classification for up to six (6) months.

The City of Riverside Community & Economic Development Department is seeking the best and brightest planning professionals to join a team committed to building a world-class City. The Associate Planner, under the direction of a Principal Planner, performs professional level work including preparing reports and analysis of land use and development programs being considered by the Development Review Committee, Planning Commission and City Council; conducts research into planning, zoning and sustainability issues; prepares and conducts planning surveys, land use studies and research; performs zoning plan checks for compliance with municipal and state codes; interacts with design professionals, developers and the public; prepares initial environmental assessments; attends community meeting and public hearing and presents reports; participates in general plan and other long range planning programs. The work environment is team-oriented, fast-paced, challenging, rewarding, and fun. The City values innovation, initiative, customer service, collaboration and community engagement.

*****4% COLA effective the first pay period after January 1, 2018*****

WORK PERFORMED:

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

- Analyze and interpret social, economic, population and land use data and trends; prepare written and graphic reports on various planning and environmental matters and elements of the General Plan.
- Compile information, prepare reports of a moderate to complex nature, and make recommendations on special studies pertaining to land use, zoning, housing and other planning functions.
- Research and draft ordinances for review with supervisor.
- Review re-zoning, variances, conditional use permits, design review, and other similar planning related applications; prepare legal notices to public hearings; prepare reports pertaining to advisability and permissibility of the requests; confer with property owners and petitioners regarding effect and implications of zoning and developments actions.
- Review buildings plans, parcel maps and subdivision proposals for compliance with appropriate regulations; prepare reports of recommendations for review by superiors, various boards and commissions and the City Council.
- Present staff reports and provide professional staff support to a board or commission served by the Planning Department as assigned.
- Assist the general public by providing information on Zoning and General Plan matters and development related case processing information.

QUALIFICATIONS:

Education: Equivalent to a Bachelor's degree from an accredited college or university with major study in planning or a related field considered to be useful in City planning work.

Experience: A minimum of 18 months of professional planning experience comparable to that of an [Assistant Planner](#) at the City of Riverside.

Highly Desired Qualifications:

- Two years of experience managing Advanced Planning projects of a similar size, development pattern, or land use density as the City of Riverside.
- Experience in composing concise staff reports and letters.
- Experience with conducting presentations for boards and/or commissions.

SELECTION PROCESS:

IMPORTANT INFORMATION ON SCHEDULING ASSESSMENTS:

If you are selected to move forward in the assessment process, you may be required to self-schedule your appointment. You will be notified via email of your status and provided with self-scheduling instructions. Please check your email regularly following the closing date of this recruitment.

The selection process will begin with an employment application package screening, with the best qualified candidates being invited to participate further in the assessment process. This process may include any combination of written, performance, and oral assessments to evaluate job-related education, experience, knowledge, skills, and abilities. Those who successfully complete the selection process will be placed on the eligibility list for this classification.

It is the responsibility of candidates with a disability requiring accommodation in the assessment process to contact the Human Resources Department in writing to request such accommodation prior to the closing date of this recruitment.

Appointment may be subject to the successful completion of a pre-employment background investigation, medical/physical examination, drug and alcohol test.

NOTE: The City reserves the right to modify selection devices and test instruments in accordance with accepted legal, ethical, and professional standards. Candidates may reapply when there is a posting to establish an eligibility list.

All applicants will be notified via e-mail or telephone of their application status and the assessment dates/times/locations after the closing date of this announcement.

THE PROVISIONS OF THIS JOB ANNOUNCEMENT DO NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT.

**CITY OF RIVERSIDE, AS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER,
ENCOURAGES APPLICANTS FROM DIVERSE BACKGROUNDS TO APPLY.**



APPLICATIONS MUST BE FILED ONLINE AT:
<http://www.riversideca.gov>

3900 Main Street
Riverside, CA 92522
951-826-5808

cityjobs@riversideca.gov

Position #17-7911-01
ASSOCIATE PLANNER
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ASSOCIATE PLANNER Supplemental Questionnaire

- * 1. **Instructions:** The information on the application and your responses to the following supplemental questions will be used to determine whether you meet the minimum and/or highly desirable qualifications for the position in which you are applying. Detailed responses must be provided for each question in order to ensure qualifications are properly considered.
(*Do not refer to a resume in lieu of completing the supplemental questions).
Employers listed on this questionnaire must also be listed and fully detailed in the work experience section of your application.
 - I understand.
- * 2. Please indicate the highest level of education you have completed.
 - Less than High School Diploma or GED
 - High School Diploma or GED
 - Some college coursework completed (less than 59 semester units or less than 89 quarter units)
 - Associate's Degree (at least 60 semester units or 90 quarter units)
 - Bachelor's Degree (at least 120 semester units or 180 quarter units)
 - Master's Degree
 - PhD
- * 3. Do you possess the equivalent to a Bachelor's degree or higher-level degree from an accredited college or university with major study in planning or related field considered to be useful in City planning work?
 - Yes No
- * 4. If you answered "Yes" to the above question, please indicate the area(s) of major study and related field(s), if you answered "No," please indicated "N/A":

- * 5. Please indicate the amount of professional planning experience in which you possess comparable to that of an Assistant Planner at the City of Riverside.
- None
 - Less than 1 year
 - 1 year or more, but less than 1.5 years (18 months)
 - 1.5 years (18 months) or more, but less than 3 years
 - 3 years or more
- * 6. In reference to the above question, please indicate the following regarding your experience, (complete this information for EACH employer where this experience was gained):
- Employer:
Job Title:
Years of Experience:
Examples of Duties:
If you answered "None," please indicate "N/A."
- * 7. Please indicate the amount of experience in which you possess performing Current Planning duties.
- None
 - Less than 6 months
 - More than 6 months, but less than 1 year
 - 1 year or more, but less than 2 years
 - 2 years or more, but less than 3 years
 - 3 years or more
- * 8. Please indicate the amount of experience in which you possess managing Advanced Planning projects for a public agency that is of similar size, development pattern, and land use density as the City of Riverside.
- None
 - Less than 6 months
 - More than 6 months, but less than 1 year
 - 1 year or more, but less than 2 years
 - 2 years or more, but less than 3 years
 - 3 years or more
- * 9. Please indicate the amount of experience in which you possess composing concise staff reports and letters.
- None
 - Less than 6 months
 - More than 6 months, but less than 1 year
 - 1 year or more, but less than 2 years
 - 2 years or more, but less than 3 years
 - 3 years or more
- * 10. Please indicate the amount of experience in which you possess conducting presentations for boards and/or commissions.
- None
 - Less than 6 months
 - More than 6 months, but less than 1 year
 - 1 year or more, but less than 2 years
 - 2 years or more, but less than 3 years
 - 3 years or more
- * 11. In reference to questions 7-11, please indicate the following regarding your experience or relevant work experience, (complete this information for EACH employer where this experience was gained):
- Employer:
Job Title:
Years of Experience:
Examples of Duties:
If you answered "None," please indicate "N/A."
- * 12. Please indicate which of the following areas within the Planning Division you are interested in working in (please check all that apply):
- Current Planning
 - Advanced Planning
 - Public Information & Zoning Assistance
- * 13. Please indicate the type of valid motor vehicle operator's license you possess.
- None
 - Class A
 - Class B
 - Class C
 - Out of State License
- * 14. **Certification:** I understand that I cannot update my application once it has been submitted. Therefore, I have fully completed **ALL** sections, provided full descriptions of

my duties and responsibilities for each employer, and have fully answered **ALL** questions on the Supplemental Questionnaire. Do not refer to a resume or other documentation, as it will not be reviewed in lieu of completing the Supplemental Questionnaire. **Note:** Employers and/or experience noted on the Supplemental Questionnaire must also be included and fully detailed on the Application.

I understand.

* Required Question