



City of Arts & Innovation

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

SALARY: \$2,606.77 - \$3,492.00 Biweekly
\$67,776.00 - \$90,792.00 Annually

OPENING DATE: 12/28/17

CLOSING DATE: 01/21/18 11:59 PM

THE POSITION:



The City of Riverside is accepting applications for the position of **Senior Planner** to fill one (1) vacancy in the **Planning Division** of the **Community and Economic Development Department**. The eligibility list established may be used to fill the current and/or upcoming vacancies within this classification for this Department for up to six (6) months.

The Community and Economic Development Department is seeking a highly motivated, enthusiastic, and dedicated individual to perform advanced-level professional planning work in the Current Planning team. The Senior Planner will be responsible for managing complex development projects and supervising the work of subordinate professional, para-professional, and technical staff in a fast-paced environment. The ideal candidate will be a skilled project manager with a proven ability to foster effective working relationships with members of the community, city personnel, and local/regional agencies. Excellent customer service skills in communicating and providing technical assistance is critical.

****This position is eligible to receive merit based pay of up to 15% above the posted salary range based on documented outstanding performance and at the discretion of the City Manager.****

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

WORK PERFORMED:

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

- Reviews and processes comprehensive plan amendments, re-zonings, annexations, site plans and development applications associated with a project.
- Prepares and/or supervises the preparation of environmental assessments and staff reports related to legislative applications and land use entitlements requiring discretionary approval.
- Makes recommendations on development permits and presents them to the Development Review Committee, Planning Commission, and City Council.
- Review construction and grading plans for compliance with the City's Municipal Code and, if applicable, project specific conditions of approval.
- Conducts research and prepares statistical reports on land use, social, and economic issues.
- Supervises and provides guidance to junior level planners on the review of development entitlements.
- Supervises and participates in special planning, zoning, and environmental studies.
- Monitors state and federal legislation for changes to planning, environmental, and transportation laws.
- Develops requests for proposals; manages consultant contracts associated with assigned planning projects; develops work programs and methodologies; oversees consultants' budgets; and establishes project schedules.
- Reviews and comments on planning proposals of outside jurisdictions that may impact the City.
- Advises and assists City and management officials on community planning issues and problems, pending cases, and application of established City policies and ordinances.
- Coordinates planning and development activities with other City departments and outside entities.
- Meets and advises developers, residents, business and property owners regarding development applications and processes.
- Represents the Community & Economic Development Department at public meetings and works with various groups and individuals regarding a variety of planning and zoning matters.
- Coordinates planning related activities with other City departments, divisions, and with outside agencies.
- May supervise, train and evaluate professional, para-professional, technical and clerical personnel.
- Performs field inspections to gather data relevant to the development applications and to verify compliance with approved plans.
- May attend evening and weekend meetings.
- May act as Principal Planner in his/her absence.

QUALIFICATIONS:

Option I

Education: Master's degree from an accredited college or university with major coursework in planning or a closely related field.

Experience: Three years of professional planning experience.

Option II

Education: Equivalent to a bachelor's degree from an accredited college or university with major coursework in planning or a closely related field.

Experience: Four years of professional planning experience.

Highly Desired Qualifications:

- Professional experience in Current Planning working for a municipality.
- Experience presenting to Planning Commission(s) and City Council.
- AICP Certification from the American Planning Association.
- Possession of a Master's degree.

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.

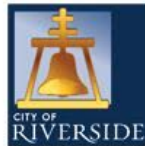
Appointment may be subject to the successful completion of a pre-employment background investigation, medical/physical examination, drug and alcohol test.

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>

Position #17-7930-01
SENIOR PLANNER
JE

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

cityjobs@riversideca.gov

SENIOR 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 type of valid motor vehicle operator's license you possess.
- None
 Class A
 Class B

- Class C
 Out of State License
- * 3. 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
- * 4. Please select the area(s) of major coursework you have completed from an accredited college or university equivalent to a Bachelor's degree (at least 120 semester units or 180 quarter units) or higher; please select all that apply:
- None
 Planning
 Urban & Regional Planning
 Geography
 Architecture
 Closely related to one of the above areas
 I do not possess a BA/BS or higher-level degree
- * 5. Please indicate the amount of professional planning experience you possess.
- None
 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, but less than 4 years
 4 years or more
- * 6. Please indicate the following regarding your experience listed above, or relevant work experience:
Employer:
Job Title:
Years of Experience:
Examples of Duties:
If you answered "None," please list "N/A."
- * 7. Do you possess professional experience working in Current Planning for a municipality?
 Yes No
- * 8. If you answered "Yes" to the above question, please indicate the following regarding your experience:
Employer:
Job Title:
Years of Experience:
Examples of Duties:
Complete this information for EACH employer where this experience was gained.
If you answered "No," please list "N/A."
- * 9. Do you possess experience presenting to Planning Commission and City Council?
 Yes No
- * 10. If you answered "Yes" to the above question, please indicate the following regarding your experience:
Employer:
Job Title:
Years of Experience:
Examples of Duties:
Complete this information for EACH employer where this experience was gained.
If you answered "No," please list "N/A."
- * 11. Do you possess an American Institute of Certified Planners (AICP) certification?
 Yes No
- * 12. **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