



CITY OF ANAHEIM
invites applications for the position of:

Part Time Associate Planner

SALARY: \$39.43 - \$54.22 Hourly

OPENING DATE: 02/13/18

CLOSING DATE: Continuous

DESCRIPTION:



The **City of Anaheim Planning Department** is seeking a **Part Time Associate Planner** to provide responsible professional level services in the area of advanced planning; and to provide assistance to higher level professional and management staff. This position will have a strong focus on the preparation of environmental review documents required under the California Environmental Quality Act (CEQA). Candidates must have at least two years of responsible professional urban planning experience and a Bachelor's degree with major course work in urban planning, architecture, or a related field.

This is a part time position, typically assigned 30 hours per week with no minimum number of hours guaranteed.

ESSENTIAL FUNCTIONS:

- Manage multiple advanced planning projects, including formation and implementation of workplans, schedules and budgets.
- Analyze development proposals to determine conformity with General Plan policies and procedures.
- Prepare and file CEQA documents in support of routine development applications, including Initial Study checklists, Negative Declarations and Mitigated Negative Declarations.
- Coordinate the processing of zoning code amendments.
- Determine the impact of legislation, studies, surveys and reports from outside agencies on program activities; research and analyze annexations, reorganizations and de-annexations; prepare reports and correspondence as required.
- Respond to inquiries from the general public and resolve issues related to the City's planning and zoning functions; research and provide information to City staff and the general public regarding land use issues and environmental documentation; interpret City ordinances and regulations, as well as the CEQA guidelines.
- Confer with and advise architects, builders, attorneys, contractors, engineers, realtors, appraisers and the general public regarding City planning and zoning policies and procedures including City development policies.
- Prepare requests for proposals, scopes of work, and agreements for professional services; oversee and monitor the work of consultants.

- Research and analyze existing or proposed advanced planning functions; prepare reports and presentations for City staff, City Council, and the Planning Commission; prepare and draft ordinances for review.
- Review development projects for zoning compliance.
- Review and analyze building plans, grading plans, and encroachment and abandonment requests; coordinate plan check routing between City departments and check for compliance with covenants, agreements and project conditions of approval; manage planning projects.
- Perform related duties as required.

QUALIFICATIONS:

- Two years of responsible professional urban planning experience supplemented by a Bachelor's degree from an accredited college or university with major course work in urban planning, architecture, or a related field. An equivalent combination of experience and education sufficient to perform the essential job functions and provide the required knowledge and abilities is qualifying.
- Knowledge of Modern and complex principles, principles and practices of urban planning, development, zoning and redevelopment; methods and techniques used in the planning and zoning processes; methods and techniques of effective technical report preparation and presentation; principles and practices of basic economics; principles, practices, methods and procedures of data collection and research techniques; legal description interpretation; computer systems used in planning and zoning functions; principles and procedures of record keeping; principles of business letter writing and basic report preparation; office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases; pertinent federal, state, and local laws, codes, and regulations, including the Subdivision Map Act, General Plan, and California Environmental Quality Act (CEQA).
- Ability to Independently investigate planning, zoning, and related program issues; perform professional planning work with minimum supervision; research, analyze and evaluate new program, methods and procedures; analyze statistical information; interpret and apply federal, state and local policies, procedures, laws and regulations; interpret and explain planning and zoning programs, policies and procedures; make public presentations and recommendations on various aspects of the planning program; operate office equipment including computers and supporting word processing, spreadsheet, and database applications; review and analyze property legal descriptions, covenants, agreements and conditions of approval; prepare clear, concise, thorough and accurate staff reports and correspondence; communicate clearly and concisely, both orally and in writing; and establish and maintain effective working relationships with those contacted in the course of work.

SUPPLEMENTAL INFORMATION:

This is a part time position, typically assigned 30 hours per week with no minimum number of hours guaranteed.

IMPORTANT APPLICATION INFORMATION AND INSTRUCTIONS

Applications will be accepted on a continuous basis until a sufficient number of qualified applications have been received. The deadline for the first review of applications is on **Wednesday, February 28, 2018 at 5:00PM**. Applicants are encouraged to apply early. **Applicants that apply after the first review are not guaranteed to be considered for this recruitment. This recruitment may close at any time without notice after the first review date.**

The selection process may include

Candidates must be specific and complete in describing their qualifications for this position. Failure to state all pertinent information may lead to elimination from consideration. Stating "See Resume" is not an acceptable substitute for a complete application.

The successful candidate will be required to undergo a reference / background check (to include a

conviction record) and pass a post-offer pre-employment medical examination (which will include a drug/alcohol screening). The City of Anaheim utilizes E-Verify and new employees must provide documentation to establish both identity and work authorization.

Communications regarding your application and/or status will be sent to the email address listed on your application. Please check your email regularly throughout the recruitment process as you will not receive communication by any other method.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.anaheim.net/jobs>

201 S. Anaheim Blvd., Suite 501
Anaheim, CA 92805
714-765-5111

employment@anaheim.net

Position #2018-00045
PART TIME ASSOCIATE PLANNER
JM

Part Time Associate Planner Supplemental Questionnaire

- * 1. This part time position will typically be assigned 30 hours per week, typically scheduled Monday to Friday from 8AM to 5PM. Occasional evening commitments will be required. Do you understand this requirement?
☐ Yes ☐ No
- * 2. Do you have a Bachelor's Degree in Urban Planning, architecture or a related field **AND** at least two years of professional urban planning experience?
☐ Yes ☐ No
- * 3. If yes, please describe your education and professional urban planning experience. If no, type N/A.
- * 4. Do you have experience or training in working with and interpreting municipal regulations, codes and ordinances?
☐ Yes ☐ No
- * 5. Please describe your experience or training in working with and interpreting municipal regulations, codes and ordinances. If no experience, type N/A.
- * 6. Do you have experience or training in reviewing development plans and maps?
☐ Yes ☐ No
- * 7. Please describe your experience or training in reviewing development plans and maps. If no experience, type N/A.
- * 8. Do you have experience or training in working with other planning-related documents such as a General Plan or Specific Plan?
☐ Yes ☐ No
- * 9. Please describe your experience or training in working with other planning-related documents such as a General Plan or Specific Plan. If no experience, type N/A.

* 10. Do you have experience in preparing written staff reports?

☐ Yes ☐ No

* 11. Please describe your experience in preparing written staff reports. If no experience, type N/A.

* 12. Do you have experience in reviewing and preparing California Environmental Quality Act (CEQA) documentation?

☐ Yes ☐ No

* 13. Please describe your experience in reviewing and preparing California Environmental Quality Act (CEQA) documentation. If no experience, type N/A.

* 14. Do you have experience in making presentations to the public and/or governing bodies?

☐ Yes ☐ No

* 15. Please describe your experience in making presentations to the public and/or governing bodies. If no experience, type N/A.

* 16. Do you have experience or training in creating and managing computer databases and software applications, including GIS and any graphics-related programs?

☐ Yes ☐ No

* 17. Please describe your experience or training in creating and managing computer databases and software applications, including GIS and any graphics-related programs. If no experience, type N/A.

* Required Question