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10/25/02

EMPLOYMENT OPPORTUNITY

ASSOCIATE PLANNER
SALARY RANGE: \$4255-\$5172/mo.

FINAL FILING DATE: DECEMBER 2, 2002, BY 5:00 P.M.

SELECTION PROCEDURE:

All properly completed applications and supplemental questionnaires will be reviewed and the most qualified candidates will be invited to attend an oral board interview during the week of December 17, 2002. Additional tests may be required. Applications are available at Capitola City Hall or at our website.

DEFINITION

The Associate Planner carries out activities related to review and processing of development applications, including the preparation of written and oral reports and recommendations to the Architectural and Site Review Committee, Planning Commission and City Council, site design evaluation, interaction with applicants and the public, and coordination of review by other departments and agencies. Under direction, the Associate Planner also researches, prepares and carries out comprehensive, professional activities related to special studies and area plans, zoning ordinance/map amendments, elements of the General Plan and Local Coastal Program, environmental resource protection, trip reduction program, CEQA/NEPA environmental review, demographic and economic data gathering, research and analysis, historical preservation, and other related work as assigned.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

Thorough knowledge of the principles and practices of city planning, including application review and processing, preparation of area and specific plans, environmental analysis, and zoning enforcement.

Thorough knowledge of and ability to apply various State laws related to planning issues, including State Planning and Development Laws, the Subdivision Map Act, the Coastal Act, the California Environmental Quality Act, and the Permit Streamlining Act.

Knowledge of computers and electronic word and data processing; modern office practices and procedures.

Skill to:

Proficiently learn and operate personal computer, including word processing, database, GIS, spreadsheet, permit tracking software; telephone, pen/pencil, calculator, rulers, postage machine, fax machine, copy machine, light meter, noise meter, motor vehicle.

Abilities:

Ability to interact and communicate with the public in a helpful, positive, fair, tactful, resourceful, courteous and effective manner, while providing accurate information regarding city ordinances and the development process, over the public counter, on the telephone, and in the field.

Ability to learn, interpret and apply a large number of codes, ordinances, policies and procedures.

Ability to evaluate applications and proposals against design and use standards, and city and planning policies.

Ability to write clear and comprehensive reports.

Ability to perform thorough research and analysis related to planning issues, including quantitative and statistical analysis.

Ability to analyze planning issues, information and data, and develop appropriate recommendations for action.

Ability to administer and enforce zoning and land development laws with sound judgment and impartiality.

Ability to use a computer and learn various word processing, database, spreadsheet, permit tracking, and Geographic Information Systems (GIS) computer software programs.

Ability to make clear and effective oral presentations to advisory bodies, decision makers, members of the public, and community groups.

Ability to establish and maintain harmonious, effective and appropriate working relationships with other city staff, management, elected officials, applicants, and the general public.

Ability to work and use good judgment under stressful conditions and with frequent interruptions.

Ability to learn and appropriately employ various conflict management and conflict resolution techniques; and other skills used in dealing effectively with the public.

Ability to organize information and efficiently prioritize work.

Ability to follow and give oral and written instructions, including supervision of assigned personnel and following city administrative and personnel procedures.

EDUCATION AND EXPERIENCE:

(A) Bachelor's degree in city planning or a related field from an accredited college or university, and three (3) years of professional planning experience. A Master's degree in Planning may be substituted for one (1) year of the required experience.

(B) Any equivalent combination of education and experience.

SPECIAL REQUIREMENTS

Possession of at time of hire and continued maintenance of a valid California driver's license and a safe driving record.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Review, research, field inspect, analyze and writes staff reports, with staff recommendations based on appropriate findings and conditions, for various types of development applications. Interact with applicants to suggest improvement and/or modification of development applications to better comply with city ordinances and standards.

Present reports and recommendations to Architectural and Site Review Committee, Planning Commission, City Council, and other committees and groups as required.

Assist applicants and the general public with interpretation of adopted development regulations and standards, and provide information about the development review process.

Conduct research and assist in the preparation of reports and recommendations on land use, housing, open space, circulation, economic development, trip reduction, resource management, and other planning issues.

Conduct appropriate research and prepare zoning ordinance and other municipal code amendments.

Conduct environmental review and prepare required CEQA and NEPA documents, and/or administer consultant contracts for preparation of required technical reports and Environmental Impact Reports.

Supervise subordinate staff, interns and student assistants as assigned.

Coordinate planning activities and provide information to developers, realtors, civic and business groups, citizen and neighborhood groups, advisory groups, other city departments, regional planning agencies, officials from nearby jurisdictions, and the general public.

Research methods for, and assist with carrying out and monitoring compliance with various environmental resource protection efforts, including but not limited to defining and enforcing conditions of development approval, inter-agency coordination, assistance to special interest and advisory groups, and updates of policy and regulatory documents; such as for heritage trees, creeks, riparian habitats, and monarch butterfly habitats.

Compile information and prepare other materials required by various types of grant applications. Administer various types of grants, including activities necessary for grant administration such as compliance with federal and state overlay requirements, budgeting and tracking expenditures, contract preparation and administration, and status report/reimbursement request preparation.

Carry out activities related to enforcement of zoning and land development laws.

Use a computer to prepare written reports and agendas, to conduct financial and other quantitative analyses, to generate maps and exhibits, and to input and retrieve land use and permit tracking information.

Perform related duties as assigned.

CITY OF CAPITOLA BENEFITS

Health Care: The City contributes \$524.00 per month towards comprehensive medical, dental, vision and prescription benefits for the employee and dependents under a cafeteria-type plan.

Life Insurance: The City provides a \$50,000 term life insurance policy on each employee and \$1,500 for each dependent.

Long Term Disability: The City pays the total premium for a long term disability insurance.

Retirement: Public Employees Retirement System, 2% at 55

Vacation Leave: 12 days per year. Increases with longevity.

Holidays: 12 holidays per year plus 3 personal holidays.

Sick Leave: 12 days per year.

Deferred Compensation: City participates in the ICMA deferred compensation (457 & 401a) plan available to employees on a volunteer basis.

Administrative Leave: 10 days for Management & Confidential Employees only

Reasonable Accommodations for the Disabled:

If special accommodations are necessary at any stage of the examination process, please provide the City of Capitola with advance notice and every attempt will be made to consider your request.

Under Federal law, the City of Capitola may employ only individuals who are legally able to work in the United States as established by providing documents specified in the Immigration Reform and Control Act of 1986.

SUPPLEMENTAL QUESTIONNAIRE

Please completely answer all of the following questions. Each answer should not exceed one 8.5 x 11 inch page, single-spaced with all margins no less than one-inch. At the top of each page please include your name and page number. For each question, please write it out completely before responding. The responses to these questions will be reviewed and evaluated prior to the next step in the recruitment process.

1. Describe how you obtained thorough knowledge of and ability to apply State and Local laws related to planning issues, including State Planning and Development Laws, the Subdivision Map Act, the Coastal Act, the California Environmental Quality Act, and the Permit Streamlining Act.
2. Describe your experience with the development review process, including staff work involving application analysis, staff report preparation, and public presentation for a project that includes parking, traffic and/or community character preservation issues.
3. Describe your experience working with Planning Commissions, design review committees, advisory committees and community groups, including the nature of the work effort(s) and your role and responsibilities to the work effort and the committee.
4. Describe any experience working with environmental resource analysis and/or management efforts, such as efforts related to tree preservation, creek/river water quality and riparian management, coastal resource protection, soils and erosion control, monarch butterfly or other wildlife/vegetation protection, and so forth.
5. Please describe your experience working with consultants and/or contract planners including administration of consultant contracts, tracking budget expenditures, coordinating review of work products and providing appropriate direction, ensuring communication between all persons/organizations to ensure timely and effective completion of work efforts.