



CITY OF CAPITOLA  
ASSISTANT PLANNER  
\$5,068 to \$6,158 PER MONTH  
Regular Full-Time

APPLICATION DEADLINE: Friday, August 18, 2017 by 5:00 p.m.

OVERVIEW

Under direction, the Assistant Planner researches, prepares and carries out comprehensive, professional activities related to current planning, zoning ordinance/map amendments, elements of the General Plan and Local Coastal Program, environmental analysis pursuant to the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA), affordable housing programs, code enforcement, historical preservation activities, general research, analysis, data gathering, and performs other related tasks as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Principles and practices of urban planning.
- Environmental analysis procedures under the California Environmental Quality Act (CEQA) and/or the National Environmental Policy Act (NEPA).
- Sources of information related to urban growth and development.
- Laws, codes and ordinances governing general plans, environmental matters, zoning and land use.
- The community, its history and the desires of the citizenry concerning the appearance and environment of the city.
- Office practices, methods and equipment, including using a computer for word processing and spreadsheets.
- Methods of statistical collection and tabulation and research.

Ability to:

- Interpret planning and zoning programs for the public.
- Read and interpret maps, sketches, drawings, specifications and technical manuals.
- Apply land use regulations to development proposals.
- Identify, coordinate and assist in resolving divergent interests in land use policy.
- Work cooperatively with the Community Development Director, City Manager, City policy making bodies, other departments and agencies and the general public.
- Understand design concepts, techniques and methods.
- Adjust standard operating procedures to improve effectiveness and comply with regulatory changes as appropriate.
- Participate in the establishment of section, division, and/or department goals, objectives and methods for evaluating achievement and performance levels.
- Communicate clearly and concisely, both orally and in writing.
- Follow written and oral directions.
- Work independently, as well as in a team context.
- Observe safety principles and work in a safe manner.

- Establish and maintain effective working relationships with representatives of community organizations, private landowners, state, federal, and local agencies and associations, City staff, the general public and other stakeholders.

## EDUCATION AND EXPERIENCE

Any combination of education and experience that provides the above knowledge, skills, and abilities combined with any required licenses or certificates is qualifying. A typical way to obtain the required qualifications is to possess the equivalent of the following:

1. Bachelor's degree in urban planning, public administration, environmental studies, geography, or a related degree; and
2. Possession and continued maintenance of a valid California class C driver's license and a safe driving record.

For more detailed information for this position, please refer to the job description on the City's website.

## APPLICATION AND TESTING PROCESS

Application, resume and supplemental questionnaire must be submitted to Liz Nichols in the Personnel Department, 420 Capitola Ave. Capitola, CA 95010, by mail or email to [lnichols@ci.capitola.ca.us](mailto:lnichols@ci.capitola.ca.us). An application may be obtained by calling 831-475-7300 or by going to the City's website at [www.cityofcapitola.org](http://www.cityofcapitola.org). Applications will be reviewed for accuracy, completeness and job related qualifications. A limited number of persons whose application materials clearly demonstrate they most closely meet the requirements may be invited to participate in the selection process which may be any combination of written, oral, and/or performance exams.

## APPOINTMENT AND BENEFITS

Appointment: Appointment is subject to successfully passing a pre-employment physical, background and criminal history check. Before starting work, applicants must present documentation of their identity and authorization to work in the U.S. Following appointment, a twelve month probationary period may be required as the final phase of the appointment process. Names of successful candidates who do not receive a job offer will be placed on an employment list which may be abolished at any time and no longer than one year from the date of the job announcement.

Benefits: Retirement: CalPERS; [2.5%@55](#) for classic CalPERS members, 2%@62 formula for new CalPERS Members. Medical: contribution by the City to your health, dental and vision care; life insurance; a 457 plan, and Employee Assistance Programs. Other benefits also include vacation, sick leave, and holidays. The City does not participate in Social Security. The City offices are closed for one week, without pay, usually between Christmas and New Year's Day.

Reasonable Accommodations for disabled applicants will be made. If special accommodations are necessary at any stage of the examination or application process, please provide the City of Capitola with advanced notice and every attempt will be made to consider your request.



The City of Capitola encourages workplace diversity and is an equal opportunity employer. The City of Capitola is committed to compliance with the Americans with Disabilities Act by including people with disabilities in all of its programs and activities.

**NOTE: THIS ANNOUNCEMENT DOES NOT CONSTITUTE A CONTRACT, EXPRESSED OR IMPLIED, AND ANY PROVISIONS CONTAINED IN THIS BULLETIN MAY BE MODIFIED OR REVISED WITHOUT NOTICE.**