



Planner II

Substitute Provisional Appointment

SALARY RANGE

\$33.05 - \$40.01 Hourly
\$2,644.08 - \$3,200.56 Weekly
\$5,728.84 - \$6,934.55 Monthly
\$68,746.08 - \$83,214.56 Annually

COUNTY OF SANTA CLARA

On January 26th, the Planner II position was approved by the Board of Supervisors to be reclassified as an Associate Planner, including a salary adjustment, which will be effective starting February 15, 2016. Additional information regarding this reclassification and salary adjustment is available here:

http://sccgov.iqm2.com/Citizens/Detail_LegiFile.aspx?Frame=&MeetingID=7184&MediaPosition=&ID=79842&CssClass=

ISSUE DATE: 02/05/16

FINAL CLOSING DATE: 02/29/16

THE POSITION:

Under direction, to conduct studies in regional planning; to perform research and analysis of planning data; and to administer zoning and planning programs. This is the experienced level, capable of performing planning studies independently or as a member of a team on major studies. Assignments are usually made in general terms with a minimum of supervision.

The Planning Office currently has a Substitute Provisional Planner II position open within the Project Management Division, available to be filled for a minimum of six months and up to one year. The position will primarily be responsible for reviewing and processing land use applications (Use Permit, Subdivision, Design Review) and their related building and development permits. The position may also assist in working on comprehensive planning projects, including updates to the Zoning Ordinance and related development standards. Responsibilities include writing staff reports, preparing CEQA documents, and making presentations at public meetings and hearings. A successful candidate should have education and/or experience in land use planning, CEQA / environmental review, project management, and familiarity with local, state and federal land use laws and policies.

- This recruitment requires submission of a paper application, which can be found online at https://www.sccgov.org/sites/esa/employment/transfer_opportunities/Pages/cto.aspx, in "Current Transfer Opportunities", Position Title: "PRINT VIEW POSTING", click on "Apply".
- Complete the application, print and email directly to Theresa.Blickenstaff@pln.sccgov.org. For more information, contact Theresa Blickenstaff at (408) 299-5702.

TYPICAL TASKS:

- Conducts area planning studies and studies of special subjects, i.e. park chains, community resources;
- Researches, assembles and analyzes planning, economic and sociological data;
- Prepares maps, plans, charts, displays and other visual aids;

- Prepares reports including maps, charts, and drawings as well as explanatory text;
- Performs field trips and investigations related to planning and zoning projects;
- Performs a portion of a major project as a team member;
- Makes oral and graphic presentations of planning and zoning projects or proposals before planning commissions and governing bodies;
- Participates on review committees to gather information for the development of recommendations to the Planning Commission;
- Disseminates information and answers inquiries from individuals and groups on planning, zoning and subdivision matters;
- Advises and assists the public in the preparation and processing of requests for zoning changes, variances, etc.;
- Writes and delivers speeches to community organizations, clubs, planning seminars, homeowners groups, etc.;
- Participates in meetings, conferences, workshops, etc.;
- Prepares articles or reviews for the departmental newsletter;
- Performs related duties as required.

EMPLOYMENT STANDARDS:

Training and experience equivalent to graduation from an accredited college or university with a major in city and regional planning, architecture, engineering, social science or related field,

-AND-

Two years of professional planning experience. A Master's degree in city and regional planning may be substituted for two years of the required experience. A Master's degree in a closely related field may be substituted for one year of the required experience.

Knowledge of:

- Basic aims, concepts, and principles of city and regional planning and zoning administration;
- Research and statistical methods;
- Implications of economic, population and sociological trends on land development and city and regional planning.

Ability to:

- Apply the basic concepts, principles and techniques of city and regional planning;
- Perform research and analysis of statistical data and conduct a project with a minimum of supervision;
- Prepare clear and concise reports;
- Understand and explain to others technical reports and ordinances;
- Apply ordinances and laws to planning projects or requests from the public;
- Work tactfully with the public and other employees; speak and write effectively.

Supplemental Questions: (Must be completed)

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1. Describe your experience processing an application for a land development project, your responsibilities, and coordination with the applicant, other staff and the public. Include name of employer, job title, dates worked, and number of hours worked per week.
2. Describe your experience with the basic steps of the environmental review process under the California Environmental Quality Act, from start to finish. Include name of employer, job title, dates worked, and number of hours worked per week.
3. Describe a large, complex project that you worked on as part of a team, your role and what you learned from that experience. Include name of employer, dates worked, job title, and number of hours worked per week.