

Town of Danville
Program Assistant/Program Specialist
Planning Division
(temporary/non-benefitted)
Program Assistant \$13.65 - \$23.18/hour
Program Specialist \$15.45 - \$24.98/hour

DEFINITION

A Program Assistant or Program Specialist will focus on physical planning and urban design aspects with a range of planning and code enforcement assignments, including those related to zoning, development regulations, and design guidelines within the Planning Division for the Town of Danville. This is a temporary position (not to exceed 950 hours in a calendar year).

ESSENTIAL JOB FUNCTIONS/DUTIES

- Provide general staff support to the Planning Division and assist in various planning functions including coordinating pre-planning meetings and processing of plans;
- Process current planning applications (e.g., sign permits, tree removal permits, land use permits, development plans, and subdivision, etc.);
- Investigate reported zoning ordinance violations and work with property owners or the appropriate parties to resolve violations found to exist;
- Review building permit submittals for zoning compliance;
- Provide planning/development information to developers, contractors, and the general public;
- Assist with preparation of meeting materials and/or provide presentations to the Planning Commission, the Design Review Board, and the Historic Resource Commission, as needed;
- Assist with ordinance revisions and General Plan updates, as needed;
- Work with various planning related data bases;
- Complete special projects as assigned;
- Perform duties with OSHA standards.

QUALIFICATIONS

Program Assistant

Applicants should be a third or fourth year student of an undergraduate degree in planning, public administration, political science, geography, urban and regional studies, or a related field, or have completed an undergraduate program in one of these fields of study, or be students of a graduate program in one of these fields of study.

Program Specialist

Applicants must have a degree in city planning, public administration, political science, geography, urban and regional studies, or a related field. The

applicant should have at least one year of planning experience with either a public planning agency or private planning firm.

Knowledge of: Principles of zoning and land use; the environmental review process; architectural and/or landscape design; the entitlement permit process; and a basic understanding of planning principles.

Ability to: Understand and follow oral and written directions; be a motivated self-starter able to work independently; communicate effectively with co-workers and the public; provide excellent customer service; read and understand site plans and architectural plans; understand and interpret zoning codes and ordinances; write technical reports, letters, and notifications; make presentations before the Planning Commission and Design Review Board as necessary. Individuals should be proficient in Microsoft Office Suite. Possession of an intermediate understanding of Geographic Information Systems (GIS) and permit tracking software is a plus.

Requirements: Possession of a Class C California driver's license. EOE

Updated: 8/23/2016