



**CITY OF BENICIA**  
invites applications for the position of:

## **ASSISTANT PLANNER**

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**SALARY:** \$32.53 - \$39.53 Hourly  
\$5,637.68 - \$6,852.64 Monthly  
\$67,652.16 - \$82,231.68 Annually

**OPENING DATE:** 12/11/18

**CLOSING DATE:** Continuous

**DEFINITION:**

**This position is open until filled with the first review of applications scheduled for Wednesday, January 16, 2019.**

You are invited to apply to the City of Benicia to be the next Assistant Planner. Benicia is seeking an energetic, versatile planning professional who is looking for the chance to make a difference. Benicia is a small town (28,000 population) with large city operations in the Bay Area. As an Assistant Planner, you will report to the Principal Planner, an experienced planning professional who is looking to grow her staff. You will work on a variety of projects, including historic preservation, design review, new and updated regulations, current planning and customer service. The Assistant Planner will help with a variety of initiatives, including online permitting, supporting boards and commissions, and Downtown Historic District Design Guidelines finalization and implementation. The Community Development Department leads cross-department efforts with a small, skilled staff. Benicia's two historic districts, industrial park, oil refinery, location on the waterfront, and two interstate freeways give planners a chance to work on a variety of projects and develop broad skills. The City of Benicia offers a great working environment, including generous benefits. If you're looking for a challenge, a rewarding place to work, and a place to grow, consider Benicia!

Under the general direction of the Principal Planner, performs complex professional work involving a broad spectrum of planning assignments. By direction, has responsibility for advanced and current planning projects and performs related work as required.

**DISTINGUISHING CHARACTERISTICS:**

The Assistant Planner is typically the entry level professional position in the Planning Department. The incumbent of this position must possess working knowledge of the fundamentals of urban planning. Duties performed in this class are generally performed on the basis of clearly established techniques and procedures.

**REPRESENTATIVE DUTIES / QUALIFICATIONS:**

Reviews and analyzes applications for staff level, commission and council planning projects.

Assists in research and analysis of demographic, land use, economic and other data related to planning activities.

Performs research and analysis, writes and presents staff reports for appropriate review bodies, including commissions and the City Council.

Assists developers in complying with City ordinances and policies regarding design, architecture, landscaping and other criteria.

Performs environmental analysis on proposed projects, reviews project plans for completeness,

accuracy and issues zoning permits.

Performs final building and project inspections.

Conducts field inspections related to project applications, to ensure conformance to approved plans and code enforcement.

Provides information to the general public and other City and State agencies regarding zoning, development and design, interpretation of planning documents, interpretation of State documents, City permits and all other related activities.

#### QUALIFICATIONS:

Knowledge of:

Principles and practices of urban planning, land use and environmental planning.

Current literature and informational sources in the field of planning and zoning.

Statistical and research methods relating to planning.

Laws underlying general plans, environmental matters, zoning and land division and related planning matters.

and

Ability to:

Compile, analyze, interpret and apply technical reports and data.

Review and evaluate land use maps, design and construction plans.

Establish and maintain effective working relationships with co workers, the general public and other City personnel.

Communicate effectively both orally and in writing.

Prepare and analyze planning studies and communicate findings of these studies in an understandable manner.

Complete routine tasks with minimal supervision.

Exercise independent judgment and initiative at staff level.

#### EXPERIENCE AND EDUCATION:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to acquire the knowledge and abilities would be:

Experience:

One year of technical experience in urban planning. A Master's Degree may substitute for one year of the required experience.

Education:

Equivalent to graduation from an accredited four year college or university with major in urban or environmental planning, architecture, landscape architecture, or a closely related field.

#### **SUPPLEMENTAL INFORMATION:**

##### **LICENSE OR CERTIFICATE:**

Must possess a valid California driver's license.

**WORKING CONDITIONS:**

Work is conducted primarily in an office setting, but includes trips to other agencies and offices, visits to proposed and actual construction sites, and visits to sites of code compliance issues. Work involves frequent attendance at meetings held during the workday and in the evenings, and may include occasional out-of-town travel. Most work is performed sitting at a desk and/or standing at a front counter for long periods of time. Work involves reaching office equipment, bending and twisting. Site visits may include stooping, climbing and balance. Employee will write, use a keyboard, and other standard office equipment to communicate; may lift lightweight objects; and walk on uneven surfaces. Physical demands include the ability to communicate and function using speech, hearing, vision, and stamina associated with attendance at evening meetings following a normal workday.

**APPLICATION PROCESS:**

Individuals interested in being considered for the Assistant Planner position must submit an application and responses to the required supplemental questions by the final filing date. It is preferred you apply through the NeoGov system by using the link:

<https://agency.governmentjobs.com/benicia/default.cfm>

Applicants are expected to accurately document their related experience and any training, education, and/or skills relevant to this position. Applicants should respond to all supplemental questions, even if the information is also contained in the application.

**SELECTION PROCESS:**

Application materials will be carefully evaluated; applicants who document possession of experience and education which most closely meet the requirements of the position will be invited to participate in the next phase of the selection process, which may include an assessment center and interview process.

Meeting the minimum qualifications does not guarantee an invitation to future steps in the process.

Prior to appointment, candidates must pass a thorough background investigation and a pre-placement medical screening, including a drug screen.

If, due to a disability, you need accommodations at any point during the application or testing process, please contact Kim Imboden at (707) 746-4205.

The position of Assistant Planner is part of the BSPA Bargaining Unit.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.ci.benicia.ca.us>

250 East L Street  
Benicia, CA 94510  
707-746-4766

Position #18/19-26  
ASSISTANT PLANNER  
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**ASSISTANT PLANNER Supplemental Questionnaire**

- \* 1. To provide us with an opportunity to evaluate your background, responses to the Supplemental Questions are required in addition to your application. The information you provide will be used to determine your eligibility to continue in the selection process for this position. All work experience that is described or included in your supplemental responses(s) should have occurred during employment of one/more of the Employers you listed in the "Work Experience" section of your application. If not, you will need to provide additional information as to where/how you received that experience.

- ☐ I have read and understand the above instructions.
- \* 2. Indicate your highest level of education completed.
- ☐ High School or equivalent  
☐ Some college (less than 2 years)  
☐ 2 years of college (Associate's Degree or 60 semester/90 quarter units)  
☐ 3 years of college (90 semester/135 quarter units)  
☐ 4 Years of college (Bachelor's Degree or 120 semester/180 quarter units)  
☐ Master's Degree or above
- \* 3. Do you have a Bachelor's or Master's Degree in Urban or Environmental Planning, Architecture, Landscape Architecture, or a closely related field?
- ☐ Yes ☐ No
- \* 4. How many years of full-time equivalent professional planning experience do you have?
- ☐ None  
☐ Less than 1 year  
☐ 1 year but less than 2 years  
☐ 2 years but less than 3 years  
☐ 3 years but less than 4 years  
☐ More than 4 years
- \* 5. On a scale of 1-10, (1 being weakest and 10 being strongest), please rate your knowledge and understanding in the following areas: CEQA, Long Range Planning, Current Planning, Historic Planning, Environmental Planning, Transportation Planning, and Sustainability.
- \* 6. Describe your knowledge and understanding of CEQA in interpreting and applying statutes and guidelines in design review, use permit, zoning, and long-range planning circumstances. Please provide examples in, and be specific about, your role and level of responsibility.
- \* 7. Describe your experience performing review and analysis of current development projects, including design review, use permits, building plans, parcel maps, and zoning interpretations. Please provide examples and be specific about your role and level of responsibility and the scope of the projects reviewed.
- \* 8. Describe your knowledge and understanding or involvement in sustainability, greenhouse gas reduction, renewable energy, energy efficiency, green building, or similar initiatives, programs or projects.
- \* 9. Describe your experience coordinating projects. Please include your experience coordinating with stakeholders, including citizens, other agencies, boards, commissions, City Councils, Federal, State, or regional agencies. Provide sufficient detail so that we can evaluate your experience.
- \* 10. Do you certify that the information and statements made in connection with this application and supplemental questionnaire are complete and true to the best of your knowledge? Please note that intentional misrepresentation of your qualifications will be grounds for disqualification from this selection process and/or removal from the eligibility list.
- ☐ I have read and understand the above information and certify the information I have provided is true to the best of my knowledge.
- \* Required Question