



CITY OF SAN LEANDRO
invites applications for the position of:
Project Specialist I

An Equal Opportunity Employer

SALARY:

Hourly
\$36.92 - \$44.88

OPENING DATE: 05/25/16

CLOSING DATE: 06/14/16 05:00 PM

THE POSITION:

This position will close on June 14, 2016 or when 150 applications are received, whichever comes first.

Under the direction of the Planning Manager, this position will perform a variety of detailed, specialized program work in support of the City's Planning Division.

DUTIES AND RESPONSIBILITIES:

Duties and responsibilities will include, but not be limited to:

- Responding to public inquiries; providing technical assistance and information to other departments, agencies, property owners and general public;
- Answering questions pertaining to City planning projects; providing assistance and interpretation on zoning matters at the permit center counter; researching records for the general public;
- Researching, analyzing and preparing reports, making field investigations, and preparing written and graphic presentations of information to departments, commissions, City Council and other groups; performing planning and zoning review and processing of applications for business licenses and permits; processing permits and administrative zoning approvals; and
- Preparing legal descriptions and notices for public hearings and posting notices.

QUALIFICATIONS:

MINIMUM QUALIFICATIONS

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

Education: Bachelor's degree from an accredited college or university with major coursework in planning, design, architecture or a closely-related field.

Experience: One year of related experience in current planning, or a related area performing duties involving public permit center counter and response to public inquiries. Experience in public agencies is highly desirable.

Knowledge of: Planning practices including zoning principles and concepts; California Environmental Quality Act; relevant Federal, State, and local laws and regulations; project management; and Word, Excel, PowerPoint, and databases.

Ability to: Establish and maintain a positive customer service attitude and effective working relationships; collect, analyze and interpret a variety of data and information involving zoning and City planning projects in order to prepare accurate and concise oral and written reports; work effectively and collaboratively with City boards and commissions, committees, businesses, the general public and other City staff to solve problems and effectuate change; create written documents to share information effectively; work independently and prioritize workload assignments; use initiative and exercise sound judgment; work in a fair, tactful and courteous manner with a multi-cultural public, department personnel, other City departments, private entities and citizen groups.

Possession of, or the ability to obtain and maintain, a Class 'C' California driver's license by the date of application. Must be willing to work such hours as are necessary to accomplish the job requirements, travel to attend meetings, seminars and conferences and perform work at various City locations.

Bi-lingual fluency in Spanish, Cantonese, or Mandarin highly desirable.

ADDITIONAL INFORMATION:

Salary and Benefits: The current hourly salary range for this position is **\$36.92-\$44.88**. Employment may begin at any step of the salary range, depending upon qualifications. This part-time position will work a maximum of 950 hours within a City fiscal year (between July and June). The City's employment benefit package is not extended to this hourly, part-time position.

Application and Selection Process: Interested candidates may submit an on-line application by visiting www.sanleandro.org. This recruitment will close on **Tuesday, June 14, 2016 at 5:00 p.m., or when 150 applications are received, whichever occurs first.**

IMPORTANT: Applications with "See Resume" as a substitution for the work experience description and/or unclear past employment information will not be considered. Both the application for employment and supplemental questionnaire

must be submitted to be considered for this position.

Based on a review of the application materials, a limited number of the best qualified applicants will be invited to participate in the selection process. A structured oral interview and/or practical exercise (weighted 100%) is scheduled for **Thursday, June 23, 2016**. This date has been confirmed and it is highly recommended that you plan your calendar accordingly.

The selected candidate will be subjected to a background investigation which may include, but not be limited to, a personal history assessment, criminal history check, financial background check and medical.

In accordance with Federal law, the City of San Leandro will hire only those individuals who are legally authorized to work in the United States. As a condition of employment, you will be required to present proof of your identity and employment eligibility.

Americans with Disabilities Act: In accordance with the Federal Americans with Disabilities Act, the Human Resources Division will make reasonable efforts in the examination process to accommodate persons with disabilities. Please advise the Human Resources Division prior to 5:00 p.m. of the final filing deadline if accommodations are required. Medical documentation must be provided upon request.

Veteran's Preference: If applying for first-time employment with the City of San Leandro within five years of separation from full-time active service, veteran's preference points will be given to honorable discharged veterans who served a minimum of three consecutive years of full-time, active service in the Armed Forces of the United States. Candidates must receive an overall passing score in order to qualify for the application of veteran's preference, which will result in a three percent increment to that passing score. Applicants wishing to qualify must, prior to the application deadline, attach or provide a DD Form 214 as proof of eligibility for the veteran's preference.

Disaster Service Worker: All government employees are disaster service workers as defined by California Government Code Section 3100. In addition to everyday duties, employees have the added responsibility of helping throughout any disaster.

Mission Statement: We, the employees of the City of San Leandro are dedicated and committed to serving the citizens of this community. We strive at all times to achieve the highest professional standards, to communicate a vision of the future, and enhance the quality of life for every citizen.

The City of San Leandro is an Equal Opportunity Employer.

Information contained herein is subject to change without notice.

To view the job posting, visit <http://www.sanleandro.org> and click-on the employment tab at the top of the home webpage. On the 'Job Opportunities' page, click-on the job title to view the posting with more details about the essential job duties, minimum qualifications and salary and benefits.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.sanleandro.org>

OUR OFFICE IS LOCATED AT:

835 East 14th Street

San Leandro, CA 94577

510-577-3396

510-577-6089

Job #2016-23

PROJECT SPECIALIST I

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Project Specialist I Supplemental Questionnaire

- * 1. Describe your training and experience in staffing a public planning/zoning counter (or public information counter) providing information regarding zoning requirements. Please include an example of a challenging interaction with a customer and how you addressed the challenge.

- * 2. Describe your experience or educational training in preparing written reports and making oral presentations before community groups, professional associations, or similar organizations.

- * 3. Describe your training, knowledge and/or experience in processing development applications and planning entitlements such as use permits, variances, re-zoning, and General Plan amendments.

- * Required Question