



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

## **ASSOCIATE PLANNER/ASSISTANT PLANNER**

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**SALARY:** \$32.53 - \$43.49 Hourly  
\$5,637.68 - \$7,538.01 Monthly  
\$67,652.16 - \$90,456.12 Annually

**OPENING DATE:** 05/07/19

**CLOSING DATE:** Continuous

**DEFINITION:**

**This position is open until filled, with first review of applications scheduled for Tuesday, May 28, 2019.**

**SALARY RANGES:**

\$32.52 - \$43.48 (Hourly)  
\$5,637.68 - 7,538.01 (Monthly)  
\$67,652.16 - \$90,456.12 (Annually)

**BENICIA OFFERS AN EXCELLENT MEDICAL & BENEFITS PACKAGE.**

This position can be filled at either level depending on qualifications and experience.

**Associate Planner/Assistant Planner**

You're invited to apply to be Benicia's next Assistant or Associate Planner. Benicia seeks an energetic, versatile planning professional who is looking for the chance to make a difference working with a skilled team of planners including the Community Development Director, Principal Planner, and Assistant Planner. You will work on a variety of projects, including historic preservations, design review, housing, cannabis regulation, sustainability, current planning, permits, plan checking, and customer service. Benicia's two historic districts, industrial park, oil refinery, and waterfront location give planners a chance to work on a variety of projects and develop broad skills. Benicia offers a great working environment, including generous benefits and opportunity to grow your career.

If you are looking for a challenge, a rewarding place to work, and a place to grow, consider Benicia! We look forward to receiving your application!

**Associate Planner:**

Under general direction of the Community Development Director or their designee, performs complex professional work involving a broad spectrum of planning assignments; responsible for current and advanced planning projects and performs related work as required.

**Assistant Planner:**

Under the general direction of the Associate 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:**

**Associate Planner:**

This position is typically the journey-level professional classification in the Planning Division. The incumbent must possess sound knowledge of and practical experience in applying the fundamentals of urban planning to complex planning issues. In consultation with supervisors, this position will compose staff reports, and may make recommendations and present staff findings to the City Council, boards, and commissions.

**Assistant Planner:**

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:****Associate Planner:**

The representative duties listed include essential and marginal functions that vary by position. Individuals with disabilities will be considered for placement into positions in this class based upon an assessment of the essential functions of the particular position.

Reviews and analyzes applications for consideration by the City Council, commissions and senior staff.

Prepares complex staff reports for appropriate review bodies, including commissions and the City Council, and makes recommendations to the Community Development Director, Zoning Administrator, boards and commissions.

Plans, directs, coordinates and participates in the work of subordinate professional and technical employees in data collection, analyses, plan formation and implementation of a wide variety of planning, zoning and environmental review activities.

Acts as Zoning Administrator as assigned.

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

Prepares or assists in the preparation of planning studies such as General Plan amendments, zoning amendments, specific plans, and other studies as assigned.

Performs environmental analyses on proposed projects, reviews project plans for completeness and accuracy, and issues zoning permits.

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

Researches and analyzes demographic, land use, economic and other data related to planning activities.

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.

Represents the Community Development Department at public meetings and presents planning and development matters to the City Council, Planning Commission, Historic Preservation Review Commission, and other commissions as requested.

Coordinates planning activities with other City departments and with outside agencies.

**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.

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

Working knowledge of the California Environmental Quality Act (CEQA).

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 issues as well as development applications; communicate findings clearly and concisely.

Complete routine tasks with minimal supervision.

Exercise independent judgment and initiative at staff level.

Apply principle and practices of customer service.

**Assistant Planner:**

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.

**Associate Planner:**

**EXPERIENCE AND EDUCATION:**

**Experience:**

Three years of increasingly responsible professional experience in urban planning. A Master's Degree may substitute for one year of the required experience.

**Education:**

Graduation from an accredited four year college or university with a degree in urban or environmental planning, architecture, landscape architecture, or closely related field.

**Assistant Planner:**

**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.

**Working Conditions:**

Most work is performed, sitting at a desk and/or standing at a front counter for long period of time. Work involves reaching office equipment, bending and twisting. Employee will write, use a keyboard, and other standard office equipment to communicate; may lift light weight objects; walk on uneven surfaces. Work is conducted primarily in an office setting, but may include visits to existing and potential businesses and to proposed development sites. It also involves frequent attendance at

meetings, including many that are conducted on weekends or during the evening. The work also involves irregular hours and some out-of-town travel.

## **SUPPLEMENTAL INFORMATION:**

### **APPLICATION PROCESS:**

Individuals interested in being considered for the Associate Planner/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 using this link:

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

Individuals wishing to file a paper application in lieu of the on-line application process should contact the City of Benicia Human Resources Department.

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 the Human Resources Department at (707) 746-4766.

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

Position #18/19-51  
ASSOCIATE PLANNER/ASSISTANT PLANNER  
SR

250 East L Street  
Benicia, CA 94510  
707-746-4326

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## **ASSOCIATE PLANNER/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. 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
  - ☐ 4 years or more
- \* 4. Please describe your experience performing review and analysis of current development projects: such as design review, use permits, parcel maps, plan checks, issuance of sign permits and building permits. Please be specific about your role and level of responsibility and the scope of the projects reviewed. (Maximum 5 sentences please)
- \* 5. Please describe your experience with CEQA. (Maximum 3 sentences please)
- \* 6. In your current or previous role, do you have experience with plan checks or issuance of sign permits?
- ☐ Yes   ☐ No
- \* 7. Do you have experience using GIS software?
- ☐ Yes   ☐ No
8. If desired, please explain any education, experience, special training or certificates you have that would help you in this position that have not been previously addressed in your application or supplemental questions.
- \* 9. 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