



Seeking a highly motivated professional to join the Lafayette Team.

This is a challenging job in a great city!

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# Planning Technician

## An Outstanding Opportunity

The City of Lafayette (pop. 24,000) is looking for an entry-level professional in urban planning. The successful candidate will be expected to provide clear analysis and excellent customer service. The planner will have the opportunity to work in the field of current planning, including review of development and land use applications, zoning, site plan and environmental review.

Located just 20 minutes from downtown San Francisco via BART, Lafayette prides itself on its vibrant downtown, beautiful tree-studded hillsides and great schools. Residents expect personalized service and the ability to deliver customized solutions to the community's unique planning guidelines. This position will be part of the team that ensures that Lafayette retains its semi-rural character and "small town" downtown feel.

This is a challenging job in a great city! The new Planner will be joining a staff of dedicated, energetic and fun professionals.

## The Position

The Planner will perform the following major duties:

- ◆ Assist the public at the front counter.
- ◆ Review applications for completeness and compliance with appropriate regulations and policies.
- ◆ Participate in analyzing and researching land use data and trends.
- ◆ Prepare written reports on planning matters.
- ◆ Process permit applications and assist in plan checking of permit requests.
- ◆ Confer with applicants to clarify information relative to zoning, general plan compliance, signage and other issues.

Qualified candidates will have knowledge of basic principles, practices, and procedures related to city and regional planning, development, zoning administration, site planning and architectural design.



## The Ideal Candidate

The City seeks a high energy professional who is self-motivated, creative, tactful and detail-oriented. The candidate should have the equivalent of an Associate's degree with coursework in urban planning, economics, business or public administration, or a related field and at least one year of professional experience in planning, zoning and related community development activities. All candidates must have the ability to work some evening hours to attend Council and Commission meetings and must have a valid California drivers license.

**Exceptional analytical and communication skills and the ability to write well and persuasively are required.**

## Compensation & Benefits

The salary range for the Associate position is \$64,409 - \$84,722 and Lafayette also provides an attractive benefits package that includes:

- ◆ A generous 401-A retirement plan with City-paid monthly contributions of up to 15% with a 5% match as well as City-paid social security contributions. **Because the City does not participate in PERS, all vested retirement funds belong to the employee to manage as they see fit.**
- ◆ City-subsidizes 95% of health and dental insurance OR keep health allowance (equal to 15% of salary) if you have alternate coverage.
- ◆ Start with 11.5 days of vacation Vacation increases with tenure up to a maximum of 5 weeks per year.
- ◆ Alternate work schedules — 4/10 and 9/80 — as well as partial remote work options available. casual dress.

## Application & Selection

The position is open until filled. To be considered, you must submit an online City of Lafayette Employment Application, plus relevant materials that amplify your qualifications. Please apply at [www.lovelafayette.org/jobs](http://www.lovelafayette.org/jobs). Email [TRobinson@lovelafayette.org](mailto:TRobinson@lovelafayette.org) for questions.

Following the filing date, resumes will be screened and candidates with the most relevant qualifications will be invited to interviews in early June with an anticipated start date in June/July 2019.