



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

## **Assistant Planner**

<b>SALARY:</b>	\$6,000.00 - \$7,293.00 Monthly \$72,000.00 - \$87,516.00 Annually
<b>DEPARTMENT:</b>	Community Development
<b>OPENING DATE:</b>	12/28/20
<b>CLOSING DATE:</b>	01/15/21 11:59 PM
<b>DESCRIPTION:</b>	

### **ABOUT THE DEPARTMENT AND POSITION**

The Community Development Department plays a significant role in guiding the growth and development of the City from its previous industrial orientation to its current evolution into a vibrant mixed-use City. The Planning Division is responsible for both current and long range planning, including administration of State, regional, and local land use laws such as the General Plan, Planning Regulations (including zoning), California Environmental Quality Act (CEQA), and Subdivision Map Act. The Assistant Planner, under the general supervision of the Community Development Director with lead direction from the Senior Planner, will be responsible for providing general assistance to higher level planners in the area of research, data collection and preparation of reports, as well as conducting independent planning assignments, with occasional presentations to the Planning Commission and City Council, and performs related work as assigned. The Assistant Planner will also serve as the "point person" for assisting the public with planning information at the front counter and responding to telephone and e mail inquiries, and for processing "minor" development applications.

### **EXAMPLES OF DUTIES:**

#### **THE IDEAL CANDIDATE HAS THE FOLLOWING KNOWLEDGE, SKILLS and ABILITIES (KSA):**

Knowledge of basic municipal planning principles and practices, public administration and municipal government operations.  
 Knowledge of basic mathematics and statistical methods.  
 Knowledge of methods for implementation of zoning and other municipal ordinances.  
 Knowledge of application of land use, physical design, economic, environmental and social concepts to the planning process.  
 Knowledge of techniques of developing information for General Plan modifications.  
 Knowledge of terminology, symbols, methods and instruments used in planning and map drafting.  
 Knowledge of local government organization and the functions and practices of a municipal planning unit.

Ability to compile, analyze and evaluate data related to planning.

Ability to prepare clear and concise summaries, reports, maps and graphs.  
Ability to learn, interpret and apply State, Federal and local laws and regulations related to planning.  
Ability to effectively perform assigned duties and responsibilities.  
Ability to apply the use of computer word processing, spreadsheets, database, and mapping/graphics functions.  
Ability to read and interpret maps, building plans and specifications; establish and maintain accurate records.  
Ability to communicate effectively and establish and maintain effective working relationships with employees and the general public.

Ability to research, analyze and summarize planning data into draft and final report formats.  
Ability to work under deadlines.  
Ability to make clear and concise public presentations.

## **MINIMUM QUALIFICATIONS:**

### **EDUCATION AND EXPERIENCE**

This examination is open to persons who have a combination of education and experience that would reflect possession of the required knowledge, skills, and abilities for the position. A typical combination would include the following: A Bachelor's Degree from an accredited college or university with major work in city or regional planning, urban planning, architecture, urban design, or a closely related field.

### **ADDITIONAL REQUIREMENTS**

Must be able to attend evening and weekend meetings as required. Eyesight sufficient to read data, memos, plans, working drawings, computer screens, vouchers; manual dexterity to operate a personal computer, typewriter or word processor; ability to sit for extended periods; ability to lift and carry objects weighing up to 20 pounds, stand, walk, bend, reach above and below shoulders, and work occasional long hours, including evening and weekend hours.

### **LICENSES AND CERTIFICATES**

Possession of a valid California Driver's license with a satisfactory driving record OR demonstrate the ability to travel to various locations in a timely manner may be required in the performance of duties.  
Certification by the American Institute of Certified Planners (AICP) is desirable but not required.

## **SUPPLEMENTAL INFORMATION:**

### **BENEFITS**

- Retirement: New Members 2% @ 62 PERS Plan (based on highest three consecutive years); Classic Members – 2% @ 60 (based on highest three consecutive years); Under both plans, the employee picks up the full 7% employee contribution; the agency does not participate in Social Security.
- Vacation: Employee accrues ten (10) working days per year. Maximum accrual of 2x annual accrual rate.
- Holidays: Fifteen (15) paid holidays per year, including three floating holidays, and one seasonal floating holiday which must be taken the day before Thanksgiving, Christmas, or New Year's Day (prorated based on date of hire).
- Sick Leave: Fifteen (15) days per year, with unlimited accumulation.
- Health & Welfare: Medical, Dental, and Vision care coverage paid by the agency (to a capped amount) for the employee and eligible dependents.

- Misc. Benefits: City provides life/AD&D, long-term disability (LTD) and employee assistance program benefits.

### **PROBATIONARY PERIOD/REPRESENTATION BENEFITS**

The probationary period for new employees is nine (9) months which may be extended by an additional three (3) months.? This position is represented by SEIU, Local 1021.

### **THE SELECTION PROCESS**

Stage I: Application and Supplemental Questionnaire (Pass/Fail) – The first stage in the selection process will consist of an application and supplemental questionnaire appraisal review (pass/fail). Applications submitted without a completed supplemental questionnaire will not be given further consideration. Meeting the minimum qualifications does not guarantee advancement to the next stage. Only the most suitably qualified candidates will be invited to Stage II.

Stage II: Assessment Examination (Weighted 100%) – The second stage of the selection process may consist of a combination of job-related situational project exercises and an oral panel interview designed to assess technical knowledge and any additional KSAs. Job-related situational project exercises may consist of written exercises, performance exercises or other situational exercises that would assess the KSAs. The Assessment Examination is designed to test the applicant's overall aptitude for the position.

Candidates must achieve a scale score of 70 or more on this examination to be placed on the hiring list for employment consideration. The City of Emeryville reserves the right to modify the selection process, as necessary, to conform to administrative or business necessity.

To be considered for this exciting promotional opportunity, all applicants must submit a completed MESA application online. Paper applications will not be accepted. You may visit the City's website at [www.emeryville.org](http://www.emeryville.org) for additional information.

### **ABOUT EMERYVILLE**

EMERYVILLE is located at the heart of the San Francisco Bay Area. Its central location is the gateway to an extensive region that includes all major northern California cities, businesses, universities, and the Pacific Rim marketplace. The City is proud of its reputation as a leader in community development, cutting edge programs and progressive approaches to organizational issues. Emeryville has evolved from an industrial environment to a retail/technology-based community, and is known as a center of art and innovation.

The City and the MESA are Equal Opportunity Employers. All aspects of employment shall be without regard to sex, disability, race, political affiliation, religious creed, color, natural origin, or age. Reasonable accommodations will be made for disabled applicants to participate in the application and examination processes. Applicants needing special accommodations must contact Human Resources sufficiently in advance of the testing process to arrange for such accommodations. Please contact (510) 596-4392.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.emeryville.org>

1333 Park Avenue  
Emeryville, CA 94608

Position #1800062  
ASSISTANT PLANNER  
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[jobs@emeryville.org](mailto:jobs@emeryville.org)

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### **Assistant Planner Supplemental Questionnaire**

\* 1. The purpose of this supplemental questionnaire is to assess your qualifications, training, and experience in specific job-related areas; therefore each question will need to be answered thoroughly and accurately. Your responses to the questions must be supported by both the work experience listed on your application as well as your resume. Applications submitted without completed supplemental questionnaires will not be given further consideration. I have you read and understand the above statement concerning submission of all supplemental questionnaire responses.

Yes    No

\* 2. Describe your experience providing customer service, either in person or via telephone or written communication. What do you believe exemplifies good customer service?

\* 3. Describe your experience processing development applications, including zoning, subdivision and related planning approvals. Include examples of applicable provisions of General Plans, zoning regulations, design guidelines, and other planning policy or regulatory documents.

\* 4. Describe your experience in the development of planning policy, including research, citizen participation, preparation of plans and regulations, and drafting of resolutions and ordinances.

\* 5. Describe your knowledge of the environmental review process under CEQA. Explain how you would determine if a project were exempt from environmental review, and give examples.

\* 6. Describe your experience making public presentations.

\* Required Question