



# CITY OF NORCO EMPLOYMENT OPPORTUNITY

## PLANNING DEPARTMENT

### **SENIOR PLANNER OR ASSOCIATE PLANNER**

Full Time/Exempt, 36 hour work week, Monday-Thursday

**SALARY:** Senior Planner \$72,149 - \$87,698 annualized  
Associate Planner \$60,662 - \$73,735 annualized

**PLACEMENT:** Applicant selected for employment will be hired at appropriate level based on actual experience and qualifications.

#### **THE POSITION:**

Oversees and manages planning projects and staff as needed. Performs responsible planning duties to include but not limited to interpreting planning and zoning regulations and processing development applications. Prepares long-range community development plans and reporting documents with regional, state and federal agencies. Oversees and manages compliance with the California Environmental Quality Act (CEQA). Performs related work as required.

#### **TYPICAL DUTIES & RESPONSIBILITIES:**

Receives and answers public inquiries regarding zoning, legal descriptions and zoning violations, and other related matters either on the telephone or at the public counter. Reviews development plans for ordinance conformity. Processes zoning and development applications and prepares recommendations for management consideration. Reviews subdivision plans, plot plans, and business license applications for compliance with zoning regulations. Carries out planning studies related to land use, population, employment data, public facilities, etc. Collects and analyzes data and prepares reports, including preparation of graphic presentations and oral presentations to Commissions and City Council. Establishes and maintains files pertaining to plans, records and reports. Makes technical recommendations for solving present and future planning problems.

Prepares, updates and writes documents for current and long range City planning; coordinates special studies for background support of the General Plan; interacts with local, state and federal jurisdictions and agencies for development of current and long range plans; reviews sections and maps prepared by planning staff and revises or directs revisions; writes and reviews staff reports on current planning projects and provides input and direction on project reviews; coordinates agenda preparation and reports for public hearings.

Attends public meetings and hearings; coordinates meetings on assigned planning projects; reviews environmental impact reports, prepares environmental documents and manages environmental assessments; performs other related duties as assigned.

### **DESIRABLE QUALIFICATIONS:**

The knowledge and abilities which are required to perform the duties and responsibilities of this class are as follows:

**Experience:** Two to six years increasingly responsible professional experience in planning or related field.

**Education:** Bachelor or Master's Degree from an accredited college or university in Urban Planning or equivalent. American Institute of Certified Planners Certification is desirable.

**Knowledge:** Knowledge of urban planning concepts, practices and procedures; pertinent federal, state and City laws, regulations, codes and ordinances; architectural, landscape and urban design planning concepts. Knowledge of public relations and customer service methods and techniques.

**Ability:** Skill in researching, analyzing and interpreting complex codes, ordinances and policies and performing site inspections. Skill in oral and written communications and establishing and maintaining effective working relationships. Manage, assign and review work of assigned staff.

### **PHYSICAL REQUIREMENTS:**

Work is performed in an office environment. Requires vision (which may be corrected) to read small print. Requires mobility to stand, stoop, reach, and bend. Sit for long periods while typing and using a computer. Performs lifting, pushing and/or pulling and lift up to 50 pounds for the purpose of lifting supplies or equipment. Requires the ability to move from place to place within the office and to reach for items above and below desk level. May be exposed to irate and hostile individuals, extreme weather, construction sites, natural environments, enclosed spaces and heights.

### **CLASS CHARACTERISTICS:**

This is a Middle Management, Professional, Confidential position within the City under the general supervision of the Planning Director. Successful performance of the work requires a thorough knowledge of public agency procedures and the ability to exercise sound independent judgment within established guidelines. Planners perform their duties with a limited amount of direction/supervision and are expected to solve most work related problems independently.

### **EMERGENCY SERVICES:**

All City employees are required to perform assigned Emergency Service duties in the event of an emergency or disaster. Employee must complete required FEMA courses within six months of employment.

### **COMPENSATION & BENEFITS:** (Most recent Mid-Management Resolution: [www.norco.ca.us/hr](http://www.norco.ca.us/hr))

**Work Schedule:** The City has a 36-hour work week.

**Retirement Benefits:** The City participates in the California Public Employees' Retirement System (CalPERS).

Classic Member: 2.7% at 55, employee pays 8% of salary; three year final compensation  
New Hires with no previous CalPERS/reciprocal retirement plan: 2% at 62, employee pays 6.75% of salary

Vesting Schedule for Retiree Medical Benefits for Employees and Dependents based on City and CalPERS service

The City does not participate in Social Security

**Insurance:**

Health Insurance: City pays up to \$1,250 a month for employee and dependent coverage (opt-out payment available); City provides \$20 per month towards Medical Savings Account (six month waiting period) tied to Flexible Spending Account

Dental Insurance: City pays 100% HMO employee and dependent coverage; PPO available (employee paid on a pre-tax basis)

Vision Insurance: City pays 100% employee and dependent coverage

Life Insurance: Paid by Employer (1x annual salary)

Optional Life, AD&D and Disability Insurance available

**Leaves/Vacation/Holidays/other:**

Administrative Leave: 48 hours per fiscal year; Pro-rated for new hires

Sick Leave: Accrues 8.1 hours per month

Vacation Leave: Accrual starting at 3.32 hours per pay period  
(Buy-back options available)

Holidays: 11 paid holidays and up to three floating holidays (pro-rated for new hires)

**SELECTION PROCESS:** Only those candidates who have the best combination of qualifications in relation to the requirements and duties of the position will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to participate in the process.

Final appointments will be subject to a selection interview

**APPLICATION PROCESS/FILING PERIOD:** Position open until filled. **Applicants must complete and submit a signed/original City of Norco Employment Application.** Resumes are not accepted in lieu of application. City of Norco job applications may be downloaded at [www.norco.ca.us/hr](http://www.norco.ca.us/hr). Applications must be received by Human Resources. Enclose copies of any certifications, training, or degrees. This recruitment may close at any time without notice. Applicants may submit an application by walk-in, postal mail or drop-box in front of City Hall. Faxes or emails will not be accepted.

The provisions of this bulletin does not constitute a contract expressed or implied, and any provisions contained in this bulletin may be modified or revoked without notice.

The City of Norco is an equal opportunity employer and does not discriminate on the basis of race, color, sex, age, ancestry, national origin, political or religious affiliation, sexual orientation, marital status, other non-job related physical or mental disability, medical condition, or other functional limitation in employment or the provision of service. The City is committed to making its programs, services and activities accessible to individuals with disabilities. If you require accommodation to participate in this recruitment, please contact the Human Resources Office prior to the filing deadline. We will attempt to reasonably accommodate applicants with disabilities upon request.