



SENIOR PLANNER

Open Until Filled

THE CITY OF SHAFTER, CALIFORNIA IS SEEKING ITS NEXT SENIOR PLANNER who under general supervision, is responsible for performing complex, specialized planning work requiring a comprehensive knowledge and understanding of planning principles and practices. Responsibilities include, but are not limited to, preparing advanced level planning reports and studies; making oral and/or written presentations of completed work to various groups; processing planning applications from the initial phases through to completion; coordinating the approval process for assigned projects with other departments and agencies; other related work as assigned.



Our Community

THE CITY OF SHAFTER is a city at the southern tip of California's San Joaquin Valley. With a population of 20,886, Shafter is the fastest growing city in Kern County and one of the fastest in the State, with a population increase of 19.61% over the past five years. Shafter has a significant geographical footprint, including roughly 38.82 square miles of incorporated area. Incorporated in 1938, much of Shafter's economy has been based on agriculture and ag-related industry. Over the past fifteen years, Shafter has become a hub for various economic endeavors, including manufacturing, logistics, and energy. Shafter is home to the Wonderful Industrial Park, formerly known as the International Trade and Transportation Center (ITTC), which currently provides over 7 million square feet of distribution centers for multiple Fortune 500 companies.

Shafter is home to Richland School District, which serves students from kindergarten through eighth grade. Richland has an outstanding band and engineering programs. Shafter also has an elementary charter school, Grimmway Academy. The Grimmway Academy has a unique Edible School Yard program, with a garden at its campus that students work and study in. Students spend time learning about nutrition and cooking in the classroom kitchen. Shafter High School is part of the Kern County High School District. Shafter High has strong engineering, agriculture, and advanced placement programs. The City of Shafter operates the Shafter Learning Center. The Learning Center helps students of all levels pursue a better future through education. Shafter is home to Minter Field of historical note, which began operations in June 1941 and saw heavy use during World War II. Approximately 7,000 troops were stationed at the airstrip.



City Government

THE CITY OF SHAFTER is a charter city and operates according to the charter approved by the voters on June 6, 1995, and is a City Council-City Manager form of government. Elected to four-year terms, the City Council serves as the legislative and policy-making body of the City of Shafter, formulating city policy, approving new programs and services, appropriate funds, and generally supervise the operations of the city government.

The Department

THE PLANNING DEPARTMENT provides planning techniques and practices in promoting quality development through proper zoning and land use laws, general plan updates, and effective building standards. Specifically, the Planning Department is tasked with the following:

- Administration of site development reviews and public inquiries
- Overseeing maintenance of the General Plan
- Administration of City zoning
- Processing land subdivisions
- Preparation and review California Environmental Quality Act documentation
- Staff support to the Planning Commission

Candidates should have a working knowledge of these service delivery areas.



The Position

THE SENIOR PLANNER RESPONSIBILITIES include but are not limited to the following:

- Prepares community plans by gathering information, preparing plans, and drafting land use maps according to City goals.
- Designs, develops, and coordinates projects ensuring alignment with approved budgets.
- Perform environmental reviews to ensure projects are in compliance with all regulatory requirements. Prepare environmental documents for Engineering Department projects.
- Communicate with City department staff to relay pertinent information regarding planning related matters.

The Position Continued...

- Perform analyses and reviews for housing and economic development.
- Provide high quality assistance to developers, business owners, and residents on planning related matters. Assist with application process as well as public requests for information.
- Review and process planning applications for land use and subdivision projects.
- Research, analyze, and prepare a variety of reports including hearing notices, staff reports, resolutions and/or ordinances for the full range of planning related projects.
- Complete survey forms for school districts, U. S. Census Bureau, California Department of Finance, etc.
- Prepare and present oral presentations of planning projects to the Planning Commission.
- Review and approve firework stand site plan requests and sidewalk sales permits, ensuring compliance with all laws.
- Ensure general plan, zoning, and subdivision ordinance documents are current and accurate.
- Review landscape plans and perform site inspections to ensure projects are in compliance.
- Compile data and prepare annual reports and non-renewal letters for Williamson Act compliance.
- Research and prepare documentation for a variety of funding applications.
- Make independent investigations of social, economic, and engineering problems, and to draw useful conclusions from a variety of data and information.
- Organize research findings and present them clearly in written form, and work effectively with the general public and the community agencies concerning matters of land use and the relation to planning functions.
- Interpret and apply laws and regulations to planning projects; make independent field surveys, investigations, and decisions concerning questions and inquiries regarding City services.
- Work effectively with the general public and the community agencies, talk with the general public on a one-on-one basis and give oral presentations to citizen groups and the Planning Commission.
- Ensure all related files and records are maintained appropriately.

MINIMUM QUALIFICATIONS

ANY COMBINATION OF EXPERIENCE AND EDUCATION that could likely provide the knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

- ◇ A Bachelor's degree from an accredited college or university in planning, public administration or related field.
- ◇ Three years of professional planning experience preferably at the local government level.
- ◇ Or any combination of education and experience may be considered.
- ◇ Proficient in Microsoft Office Suite, Access, and basic GIS mapping.
- ◇ Valid California Class C Driver's License with good driving record.
- ◇ Knowledge of local government; land use planning; the physical, social and, economic implications that are involved in land use planning; legal requirements of planning; zoning and subdivision; governmental organizations as they relate to planning and research methods including statistic.



Salary & Benefits

The salary range for the Senior Planner is:

Annually: \$90,220 - \$109,668

Hourly : \$43.38 -\$52.73

Biweekly : \$3,470 - \$4,218

Retirement/Pension: The city offers a generous, defined benefit plan pension in the CalPERS.

- ◇ CalPERS 2@55 - Classis Members (City Pays Employees 7% Share) or CalPERS 2@62 - New Members (Employee Pays 6.75% Employee Share. New Members are Eligible for 6.75% New Member Premium Pay).

Health Plans: 100% City Paid Premiums for Employee, Spouse, and Dependents on the base medical, dental and vision plans. Employees who waive coverage may receive a stipend of \$4,236 annually (must show proof of other health coverage)

Basic Life Insurance: 100% City paid for eligible employee, spouse and dependents. The employee's amount will vary depending on salary. The formula used is: biweekly salary x 26 (pay periods) + \$17,000. For spouse, the amount is \$5,000 and for children it ranges from \$1,000 - \$1,500.

Voluntary Benefits: Pre-Tax IRS 125 Aflac Benefits and Pre-Tax IRS 457 Retirement Plan.

Vacation: Paid vacation of 10 days to start, up to 25 days maximum

Holidays: 10 fixed and 2 floating annually

Sick Days: 12 Annually

How to Apply

APPLY ONLINE AT:

<https://www.shafter.com/76/Job-Opportunities>

The City of Shafter is an Equal Employment Opportunity Employer. If you have a disability for which you may need a reasonable accommodation, contact the Human Resources Department at (661) 746-5003 or hr@shafter.com. All City of Shafter employees are designated "Disaster Service Workers" through state and local laws (CA Government Code Sec.3100-3109). As Disaster Service Workers, all City employees are expected to remain at work, or to report for work as soon as practicable following a significant emergency or disaster.