



CITY OF SHAFTER
invites applications for the position of:

Senior Planner

SALARY:	\$44.24 - \$53.78 Hourly \$3,539.00 - \$4,302.00 Biweekly \$92,014.00 - \$111,852.00 Annually
OPENING DATE:	02/24/22
CLOSING DATE:	Continuous
OBJECTIVE:	

Open until Filled

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.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

- 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 the Engineering Department projects.
- Communicate with City department staff to relay pertinent information regarding planning related matters.
- 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 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, 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; 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 REQUIREMENTS:

- 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.
- 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.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Possess analytical skills to identify problems and opportunities, review possible alternative courses of actions before selecting one, utilizing information resources available when making decisions.
- Possess strategic problem solving skills to develop feasible solutions to problems, recommend actions, designed to prevent problems from occurring, and refer problems to upper management when necessary.
- Possess good communication skills to effectively convey ideas, both written and oral.
- Ability to effectively read and understand information contained in memos, reports, and bulletins.
- Possess creative decision making skills to evaluate or make independent decisions, based on experience or knowledge, without supervision.
- Ability to comprehend and to follow instructions, including verbal and written instructions from supervisor.
- Strong time management skills in order to meet deadlines.
- Maintain interpersonal relationships which encourage openness, candor and trust.
- Ability to work in a diverse team environment.
- Possess good judgment, dependability, adaptability and punctuality.

Application Process: Incomplete applications will be rejected. Application packets must contain the following:

1. City of Shafter Employment Application
2. Resume
3. Bachelor's Degree

Selection Process: The following are steps in the selection process. Candidates must pass each step before proceeding to the next step:

1. Submit complete application requirements listed under application process

2. Oral Interview
3. Name Placed on Eligibility List
4. Conditional Offer
5. Background Investigation
6. Medical Examination; may involve a drug test
7. Formal Offer
8. Begin Employment
9. 6-month probationary period

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.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.shafter.com/76/Job-Opportunities>

Position #02
SENIOR PLANNER
LB

336 PACIFIC AVE
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661 746-5003

HR@shafter.com
