RESOURCES MANAGEMENT AGENCY

Invites your interest for the position of

ASSOCIATE PLANNER

Salary: $5,463 - $7,456 per month
Final Filing Date: July 13, 2018
Exam# 18/41F11/06CH

POSITION DESCRIPTION:
The County of Monterey seeks planning / land use professionals who are results oriented individual with a strong grasp
of the principles and practices associated with land use planning and the ability to successfully perform analysis and
interpretation of County planning policies.

The Eligible List established by this recruitment process will be used to fill current vacancies as well as potential
future vacancies as they arise. Incumbents appointed at this level of the career series may be promoted up to the next
level of this career series subject to their meeting the employment standards for the higher class and a recommendation
for their promotion by the appointing authority.

This is the full working / journey level class in the professional Planner series. The Associate Planner performs a full
range of complex professional land use planning assignments in all program areas and acts as a project planner with
full responsibility for the review and processing of varied and complex planning projects. This position requires a
thorough knowledge of county planning policies, procedures and departmental regulations.

The Resource Management Agency brings together a range of functions, including Building Services, Planning, and
Public Works to ensure safe building construction, plan for the future needs of the County, manage infrastructure and
county facilities, and protect natural resources.

THE IDEAL CANDIDATE:
The ideal candidate will possess working knowledge of: Principles, practices, techniques and quantitative methods of
county, rural and local land use planning to include social, economic and environmental principles and their
application to rural development; Resource management practices and techniques as applied to land use planning and
techniques and methods involved in the preparation and implementation of long range plans and amendments; Federal,
State and local laws, procedures and regulations governing plan preparation, land development, environmental review
and permit review processes; Computer and quantitative methods, work processing and graphic techniques applicable
to land use planning; The English language, punctuation, grammar and spelling.
Some knowledge of: Principles and practices of office organization and techniques and methods involved in the training and orientation of staff.

Skill and ability to: Research, analyze, evaluate and draw logical conclusions from data and prepare major planning projects and studies; Interpret, understand, explain and apply complex planning laws, ordinances, codes and regulations applicable to planning projects and studies; Read and interpret maps, aerial photos and legal descriptions; read, interpret and apply ordinances, laws, policies and procedures; Collect and tabulate statistical data and perform complex calculations to complete percentages, averages, land acreages and distances; Resolve conflicts and establish and maintain effective working relationships with others contacted through the course of work including the general public, boards, commissions, professional and technical personnel, public and private officials and staff; respond in a positive manner to supervision and attend and perform duties on a regular and consistent basis; Communicate effectively by preparing a variety of clear and concise oral presentations and planning reports, correspondence and memoranda; Communicate effectively in writing by preparing clear and concise planning reports, correspondence and memoranda; Facilitate cooperation and consensus by participating and working cooperatively in a team framework; Orient and train new employees; Utilize and operate various office machines including a personal computer and microfiche for office usage and project application.

EXAMPLES OF DUTIES:

- Provides factual and interpretive information to the public regarding planning issues involving land use plans, policies, ordinance requirements, environmental review procedures, application filing procedures and the permit review process; responds to the public timely and consistent with Department direction.
- Reviews a variety of land use permits/entitlements and other agency referrals for consistency with adopted plans and regulations; develops staff recommendations in coordination with County land use agencies and other responsible agencies, conducts environmental review and writes comprehensive staff reports; clears conditions of permit approval.
- Researches, analyzes and writes comprehensive planning reports, environmental documents, ordinances, resolutions, general plans, area plans, and land use plans and amendments for a variety of projects; completes work product within established deadlines.
- Conducts studies and research involving the planning aspects of economic, social, environmental or other conditions by tabulating, analyzing and interpreting statistical and factual data to develop basis for conclusion; Develops methods for tracking data as necessary.
- Researches, collects, summarizes and records factual property and resource information from a variety of sources including electronic data bases; maintains information in the County’s computer database; operates various office equipment including a personal computer and microfiche.
- Performs field inspections to determine compliance with permit approval conditions and to verify the accuracy of information submitted as part of the application process.
- May write or participate in writing requests for routine consultant proposals; prepares and/or manages contracts and monitors progress and quality of consultant work based on contract provisions
- May assist new employees in basic job familiarization; participates as part of a team to complete planning duties; may identify ideas for efficiencies within the Department operations.

EXAMPLES OF EXPERIENCE/EDUCATION/TRAINING:

Any combination of training, education and/or experience which provides the knowledge, skills and abilities and required conditions of employment listed above is qualifying. An example of a way these requirements might be acquired is:

**Associate Planner:**

**OPTION I**

Education: Completion of all course work leading to a Bachelor’s degree in Planning or a closely related field if planning courses were included as a part of the course curriculum;

AND

Experience:
Approximately two (2) years of experience in performing professional level planning duties for a planning agency comparable to an Assistant Planner position in Monterey County; OR
OPTION II

Approximately four (4) years of experience in performing professional level planning duties for a planning agency comparable to an Assistant Planner position in Monterey County

ADDITIONAL INFORMATION

Conditions of employment include, but are not limited to:

- Possess and maintain a valid California Class C drivers license

The physical and sensory abilities required for this classification include:
Mobility and dexterity sufficient to function in a typical office environment; Ability to sit for long periods of time at work station, during public hearings related to planning issues, while driving to site inspections and during meetings; Ability to walk up to two (2) hours per day during site inspections and traverse rugged terrain for viewing proposed development sites; Ability to drive a motor vehicle to transport oneself and others to and from field inspections; Ability to see well enough to function in a typical office environment, read standard text and date on paper documents and electronic screen of computer terminal, view proposed development sites, review plans and perform site inspections; Ability to hear and speak sufficient to function in a typical office environment and interact during telephone conversations, face to face conversations, at the front counter, during meetings and during presentations; Ability to speak clearly by means of an amplification system at public meetings.

Visit the Monterey County website to view the complete Job Description: http://www.co.monterey.ca.us/personnel/specifications.asp

APPLICATION & SELECTION PROCEDURES

Apply On-line!
Our Website: http://agency.governmentjobs.com/montereycounty

Applications may be obtained from and submitted to:
Monterey County Resource Management Agency, Human Resources Department
Attn: Channelle Hubbard
1441 Schilling Place, First Floor – Human Resources, Salinas, CA 93901
Email: hubbardc@co.monterey.ca.us
Phone: (831) 755-5373 Fax: (831) 784-5603

The selection process is tentative and applicants will be notified if changes are made. The competitive selection process includes submittal of required application materials. A complete application packet will include:

- A completed County of Monterey Employment Application
- Responses to all of the Supplemental Questions

Final Filing Deadline: Friday, July 13, 2018

All required materials must be received by Friday, July 13, 2018. Applicants who fail to provide all required materials will not be considered. Resumes will not be accepted as a substitute for required application materials. All required application materials will be competitively evaluated. Those applications that are determined to be the most appropriately qualified will be invited to participate further in the selection process. To assess applicants’ possession of required qualifications, the process may include an oral examination, pre-exam exercises, performance exam, and/or written examination.

BENEFITS:

- Monterey County offers an excellent benefits package. To view the "J" Unit Benefit Summary please visit our website: http://www.co.monterey.ca.us/personnel/Benefits.html#plan
NOTES:

- If you believe you possess a disability that would require test accommodation, please call Human Resources at (831) 784-5682.
- If you are hired into this classification in a temporary position, your salary will be hourly and you will not be eligible for the benefits listed in the summary.
- Employment is contingent upon acceptable documentation verifying identity and authorization for employment in the United States.

The County of Monterey is a Drug-Free Workplace and an Equal Opportunity Employer.
Monterey County
SUPPLEMENTAL QUESTIONS
ASSOCIATE PLANNER
ExAM# 18/41F11/06CH

If not applying on-line: Please number your response. Include your name and the title of the position for which you are applying at the top of each page.

Instructions:
1. Response to the Supplemental Question must be submitted with your application materials. Applications received without Supplemental Question responses will not be considered. A resume, cover letter, application, etc., will not be accepted as a substitute for a response to the questions. Failure to provide a complete response to these questions will eliminate you from further consideration. Your response to the questions is an integral part of the selection process.

☐ I have read and understand the supplemental question instructions

2. Please briefly explain your knowledge and experience with compliance of Planning and Zoning Law Regulations, Permit Streamlining Act, General Plan law, Coastal Act, National Environmental Protection Act, California Environmental Quality Act, Subdivision Map Act, etc?

3. Please describe projects you have worked on that demonstrate your experience preparing and presenting written and oral reports.

4. Please describe projects involving analysis, research and your ability to interpret, explain, and apply land use policies, regulations and permit process procedures.

5. Please describe an example of a situation where you have demonstrated excellent customer service.