

COUNTY OF AMADOR



JOB ANNOUNCEMENT

(Open Recruitment)

DEADLINE	POSITION	DEPARTMENT	RATE OF PAY
Open Until Filled	Planner II	Planning	\$26.50-32.21/hr.

Definition: Under direction, performs professional planning duties, including a variety of assignments in the preparation and presentation of planning reports; represents the County Planning Department before groups and organizations as directed; conducts special research projects; performs technical reviews of land use and permit applications; prepares environmental assessments and documents; assists with planning policy formulation and implementation; explains and interprets ordinances, resolutions, regulations and County policies to the public; and performs related work as required.

Examples of Duties:

- Researches, reviews and analyzes information and data for the preparation of planning studies and reports on both current and long range issues
- Researches and recommends General Plan policies and zoning ordinances
- Reviews and processes all types of land use planning projects
- Assists with the preparation and review of environmental documents
- Prepares and implements general plan elements, ordinances, and amendments
- Makes field trips and investigations pertaining to planning projects
- Investigates and processes complaints regarding zoning violations
- Prepares and presents staff reports for the Planning Commission and Board of Supervisors
- Develops conditions of approval and mitigation measures
- Conducts mitigation monitoring of projects
- Reviews site development and building plans
- Prepares public hearing notices
- Prepares maps, tables, charts and graphic presentations
- Attends meetings outside normal working hours
- Answers public inquiries regarding planning issues, permit procedures, and zoning

Knowledge of:

- Purposes and procedures of governmental planning agencies, boards, and governing bodies
- Laws, regulations, and ordinances governing planning, zoning, and land use
- Principles, techniques, and trends of land use planning and environmental assessment
- Research and statistical methods
- Environmental impacts of changes in land use
- Graphic illustration and presentation
- Basic drafting
- GIS

Ability to:

- Perform a variety of planning studies and environmental reviews
- Collect, compile, and analyze technical, statistical, and other information related to land use planning
- Write clear and concise planning, zoning reports and letters
- Read and understand laws, ordinances, general plan elements, environmental impact statements, and

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Applicants will be considered without regard to their race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status.

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other documents related to community planning and land use

- Operate a personal computer and use appropriate software in the performance of professional planning work
- Adjust to pressures of meeting deadlines and changes in workload
- Give and follow written and oral instruction
- Effectively represent the Planning Department and the Land Use Agency in answering questions, responding to inquiries, providing assistance, and dealing with concerns from the public, community organizations, other County staff, and other agencies
- Write planning laws, policy guidelines, and ordinances
- Draw and interpret maps, diagrams and site plans
- Establish and maintain cooperative working relationships
- Safely operate a motor vehicle

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

A Bachelor's degree from an accredited college or university with major course work in regional or city planning, environmental studies, geography, architecture, or closely related field;

AND

Two (2) years of responsible experience in governmental or similar land use planning work equivalent to a Planner I with Amador County.

Knowledge with CEQA and the Williamson Act is preferred.

Selection Requirement: All interested applicants must fill out an Amador County employment application. Applications will be evaluated by a screening committee. The best qualified candidates will be selected to interview.

For Job Application and Complete Job Description Contact:

AMADOR COUNTY HUMAN RESOURCES
810 Court Street, Jackson, CA 95642
(209) 223-6456 . Fax: (209) 223-6426 . www.amadorgov.org

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