



AN EQUAL OPPORTUNITY EMPLOYER
(WOMEN, MINORITIES, AND DISABLED ARE ENCOURAGED TO APPLY)

ANNOUNCES AN OPEN RECRUITMENT FOR:

ASSISTANT PLANNER

Application Deadline: OPEN UNTIL FILLED

DEPARTMENT: Planning
LOCATION: Countywide
SALARY: Range 70 \$4753 \$4994 \$5240 \$5506 \$5781**
(The above monthly salary is paid over 26 pay periods annually.)

****BENEFITS:** CalPERS Retirement System: Existing ("Classic") CalPERS members as of January 1, 2013, (2% at 55) – Inyo County pays employee contribution for current CalPERS members; New CalPERS members hired after January 1, 2013 (2% at 62) will be required to pay employee portion of retirement. Medical Plan – Inyo County pays a portion of employee and dependent monthly premium on PERS medical plans; 100% of employee and dependent monthly premium paid for dental and vision; \$20,000 term life insurance policy on employee. Vacation – 10 days per year during the first three years; 15 days per year after three years; 1 additional day for each year of service after ten years to a maximum of 25 days per year. Sick leave – 15 days per year. Flex (personal days) – 5 days per fiscal year. Paid holidays – 11 per year.

ESSENTIAL JOB DUTIES: Gathers a wide variety of information and data for the preparation of planning reports, Environmental Impact Reports, Initial Studies, Reclamation Plans, and bonding requirements, General Plan Amendments, zone reclassifications, conditional use permits, variances, waivers, road abandonments, draft ordinances and special studies; develops statistics and does research preparatory to various stages of planning projects; develops maps, charts, and graphs used in planning studies, EIRs, and reports; compiles, arranges, analyzes and interprets data; conducts comparative studies of land use, population structure, and economic activity and environmental concerns; serves as chairperson or advisor to committees or commissions; trains and supervises technical and clerical staff; answers public questions relative to such matters as zoning, environmental assessments, land divisions, use permits, and variances, and waivers; develops departmental recommendations on matters to be heard by the Planning Commission and Board of Supervisors; attends and speaks at meetings of professional committees, commission, organizations, and public groups as a representative of the Planning Department; drafts zoning ordinances in proper legal form; reviews environmental assessment cases; orally reviews mandatory case findings at public hearings; prepares technical reports, specifications, and drawings; performs legislative and policy analysis; other related duties as assigned.

EMPLOYMENT STANDARDS/EDUCATION EXPERIENCE: One (1) year of experience in the field of professional planning or a closely related field. The satisfactory completion of the requirements of a major in planning or a closely related field from an accredited college or university may substitute the required experience.

Knowledge of: Theory, principles, and practices of planning; current trends in federal, state, and local planning and environmental review; federal and state laws and regulations pertaining to planning and environmental review; drafting and mapping work; socioeconomic aspects of planning and environmental review; county zoning ordinances; county regulations pertaining to planning.

Ability to: Organize and conduct research studies, utilize computer technology to compile and analyze technical and statistical information and data, prepare reports, update zoning regulations and maps; interpret, explain, and apply laws and regulations; prepare and interpret maps, technical drawings, technical physical and life science systems information and legal descriptions; make effective public presentations; work in a fast paced office and effectively deal with sensitive issues and work cooperatively with those contacted in the course of work.

Skill to: Understand and carry out both oral and written directions; on a continuous basis, know and understand operations and observe safety rules; identify and locate equipment and tools; interpret work orders; on a continuous basis sit and stand for extended periods of time; traverse uneven terrain, periodically standing, stooping, bending, climbing and kneeling to perform site inspections; working in exposure to various weather conditions; normal vision to read handwritten and printed material and a computer screen; use hands to operate calculators, cameras, computers, grasp tools, and inspect electrical devices; lift and carry items weighing up to 50 pounds such as tools, files, books or boxes of paper for distances up to 100 feet in the performance of inspection and office activities; follow written and oral instructions; maintain accurate records and preparing clear, concise written reports; use computer technology and applications in the performance of daily activities; learn to interpret and apply building codes, rules, regulations, and ordinances relating to building construction; compile, analyze and evaluate technical, statistical and economic information; read and interpret maps and legal property descriptions; use a computer, calculator, typewriter, telephone, facsimile machine, photocopy machine and camera; analyze situations quickly and objectively and to determine proper course of action; safely and effectively perform duties; establish and maintain effective working relationships with those contacted in the performance of required duties; communicate clearly and concisely, both orally and in writing.

Typical Physical Requirements: On a regular basis, sit at desk or in meetings for long periods of time; intermittently, walk on rough terrains, stand and bend while visiting site locations; twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; hear sufficiently to communicate with staff and to understand actions in public meetings, hearings, or administrative proceedings; and lift light weight.

Typical Working Conditions:

Assigned work is performed in an office/public meeting environment and in an outdoor environment. Work will be performed in a variety of weather conditions including heat, cold, rain and snow. Continuous contact with County staff, management, state and federal agency representatives, general public, and outside organizations/agencies.

Special requirements: Must have ability to work overtime; must be available to attend evening meetings, and must be available for travel. You must possess a valid operator's license issued by the State Department of Motor Vehicles. Must successfully complete a pre-employment background investigation. Your position may be required to serve as a Disaster Service Worker during a County emergency.

SELECTION: Selection procedures will be determined by the number and qualifications of applicants and may include a qualification screening and oral interview.

APPLICATION: **This recruitment has been extended and will remain OPEN UNTIL FILLED.** Applications **must be received** at the Inyo County Personnel Department, P.O. Box 249, Independence, CA 93526. Must apply on Inyo County application form. A cover letter and/or resume will be accepted in addition to the application form but will not serve as a substitute for a completed application. **It is not acceptable to complete the application with statements like "See/Refer to Resume" or "See Attached"**. Incomplete applications will not be processed.

THIS RECRUITMENT MAY ESTABLISH AN ELIGIBILITY LIST WHICH MAY BE USED FOR ONE YEAR IN FILLING VACANCIES WHICH MAY OCCUR IN THIS JOB CLASSIFICATION AND SALARY RANGE.

REASONABLE ACCOMMODATION FOR PERSONS WITH QUALIFYING DISABILITIES: Inyo County will make reasonable efforts in the examination process on a case-by-case basis to accommodate persons with disabilities. If you have special needs, please contact (760) 878-0377 prior to the examination process.

CITIZENSHIP/IMMIGRATION STATUS: Inyo County employs only U.S. citizens and lawfully authorized non-citizens in accordance with the Immigration Reform and Control Act of 1986.

The County of Inyo has work sites located throughout Inyo County in the Owens Valley (Independence, Bishop, Lone Pine, Big Pine, and Olancho) and the Death Valley area (Death Valley, Shoshone, and Tecopa). All positions are considered Countywide positions. Positions are assigned to a work site based upon the needs of the County. Positions may be temporarily or permanently reassigned to another work site as deemed necessary by the Department Head and/or County Administration.