



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

ANNOUNCES AN OPEN RECRUITMENT FOR:

**ASSISTANT OR ASSOCIATE PLANNER**

**Application Deadline: OPEN UNTIL FILLED**

**DEPARTMENT:** Planning  
**LOCATION:** Countywide  
**SALARY:** **Assistant:** Range 70 \$4943 \$5194 \$5450 \$5726 \$6012\*\*  
**Associate:** Range 74 \$5432 \$5703 \$5986 \$6289 \$6604\*\*  
(The above monthly salaries are 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 at least 50% of normal cost (6.5%). 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.

**DISTINGUISHING CHARACTERISTICS:**

**Assistant Planner** is the entry-level class in the series. **Associate Planner** is the journey-level class in the series. Incumbents possess and apply a broad and comprehensive scope of knowledge in the independent performance of planning activities.

**ESSENTIAL JOB DUTIES:**

Essential duties may include, but are not limited to, the following:

**Assistant Planner:** 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.

**Associate Planner:** In addition to the duties listed above, Makes field surveys and investigations pertaining to planning projects; reviews development applications from the public for variances, conditional use permits, subdivision approval, design review, lot line adjustments, etc.; ensures conformance to zoning, environmental and other legal requirements; writes appropriate notices, letters, studies, etc.; issues determination for environmental review if necessary; write initial study and corresponding environmental documents; meets established documentation and notice deadlines; conducts well-defined special planning and zoning studies and research; investigates zoning violation complaints; prepares displays and exhibits to be used for public presentation; assists the public with information at the public counter and by telephone regarding zoning, applications, statutes, regulations and procedures; writes staff reports; assists in zoning recommendations; creates maps identifying land use; performs traffic hazard studies; investigates presence of Threatened and Endangered Species using the California Natural Diversity Database; attends section meetings and consults with higher level staff members regarding work problems and progress; confers with other

County and public agencies as directed; handles routine information requests regarding planning data; reviews applications, maps and project descriptions for land use and zoning requests; submits appropriate CEQA documents; prepares CEQA

mailing lists and distributes documents; responds to comments; resolves conflicts related to planning activities; coordinates and facilitates meetings and information collection with project applicants to resolve issues; collects data and other pertinent information to support the decision making process; prepares Board of Supervisors Agendas; writes resolutions and recommendations; conducts research and prepares results; presents to the Board of Supervisors and to the Planning Commission; coordinates activities with other County Departments and Public Agencies.

## **EMPLOYMENT STANDARDS**

### **EDUCATION/EXPERIENCE:**

**Assistant Planner** - One year of professional planning experience. (Satisfactory completion of the requirements of a major in planning or a closely related field from an accredited college or university may be substituted for the required experience.)

**Associate Planner** - Two years of experience in a public or private land use environment performing planning related duties comparable to those of an Assistant Planner, plus equivalent to a Bachelor's degree in planning, natural resources, environmental studies or a related field.

**Knowledge of:** Basic principles and aims of city and regional planning and zoning administration; standard and accepted principles and practices of environmental planning and the administration of environmental policies; standard and accepted practices of public administration, economics and sociology; standard and accepted principles and practices of planning, environmental compliance and hazardous waste programs; basic statistical methods and uses; modern office procedures, methods and computer equipment; standard and accepted English usage, spelling, grammar and punctuation; standard and accepted principles and practices of land use, transportation, housing and environmental planning; purposes, policies and procedures of the Board of Supervisors, Planning Commission, and other agencies concerned with public planning; applicable statutes, ordinances, rules and regulations related to general plans, zoning, subdivisions, environmental review and land use; standard and accepted statistical and research methods relevant the collection and analysis of data affecting public planning; federal, state, regional and local planning laws, regulations, case law and trends.

**Ability to:** Collect, compile, analyze and present technical, statistical, and graphical information pertaining to planning and zoning research; interpret and explain policies and regulations accurately and tactfully to the public and other County departments; review permit applications for accuracy and completeness; prepare clear, concise and comprehensive planning reports; make presentations to governmental bodies with planning related responsibilities; use computer technology and applications in the performance of daily activities; establish and maintain effective working relationships 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; remember equipment and tool location; 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, stoop, climb, kneel, 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; work 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.

### **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 may be required to drive a motor vehicle in the course of employment and 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 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.

**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.

11/2021