



**City of Lindsay**  
**EMPLOYMENT OPPORTUNITY**  
**ASSISTANT CITY PLANNER**  
**OPEN RECRUITMENT**

**Class Title:** ASSISTANT CITY PLANNER

**Compensation:** \$4,132-5,538 MO. TIER 1  
\$4,132-5,080 MO. TIER 2

**Department:** CITY SERVICES

**Step Range:** 1-7

**Location:** 251 E HONOLULU, LINDSAY

**Status:** FULL-TIME

**Date:** FEBRUARY 3, 2021

**Union:** MISC. EMPLOYEES

Interested applicants please submit application and resumes on the City of Lindsay Website at [www.lindsay.ca.us](http://www.lindsay.ca.us)

Applications Accepted On a Continuous Basis.

**GENERAL DESCRIPTION:**

The Assistant Planner is an entry level professional position who performs current and advance planning, as well as environmental analysis implementing the Municipal Code, Local Guidelines, and State Law. The ideal candidate will possess strong analytical and creative qualities. We are looking for a forward thinking, hands-on, detail-oriented individual, with superior communication and customer services skills, and a desire to build positive relationships within the overall community. The ideal candidate will possess a high degree of professionalism and exhibit proactive planning skills to enhance program administration and various initiatives for the City.

**SUPERVISION RECEIVED:**

Works under the supervision of the Director of City Services & Planning and Assistant Director of City Services & Planning.

**SUPERVISION EXERCISED:**

As directed by Director of City Services.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Develops planning studies and reports in support of new and updated plans, programs and regulations.
- Reviews or assists in the review of moderately complex development proposals and site plans for conformance with codes, plans, and regulations.
- Prepares and presents detailed reports on development proposals to government bodies.
- Collects a variety of statistical data and prepare reports and maps on topics such as census information, land use, tax base data, and occupancy rates.
- Evaluates or assists in the evaluation of rezonings, ordinance amendments, site plans, conditional use permits, variances and other proposals.
- Acts as liaison between community groups, government agencies, developers and elected officials in developing neighborhood plans.
- Coordinates community review of public and private development projects.
- Provides information to the public regarding development regulations.
- Assists in resolving citizen and customer issues.
- Oversees the work of consultants and interns.
- Conducts field evaluations and assessments.
- Occasionally attends evening meetings.
- Prepares, creates, curates and analyzes Geographic Information System (GIS)-based maps.



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**EDUCATION AND EXPERIENCE:**

- A Bachelor's degree from an accredited college or university with major course work in planning, in Urban Planning, Architecture, Economics, Geography, Public Policy or a related field.
- Minimum of six months Internship experience may be considered as experience may be considered as part of professional experience.
- A different educational background with planning-related experience would be considered, with a Minimum of one year of professional experience in planning organization.
- Possession of a valid California Driver's License.

**NECESSARY SKILLS AND KNOWLEDGE:**

- Oral communication and interpersonal skills to explain rules and procedures clearly to the public.
- Creative problem-solving skills to gather relevant information to solve vaguely defined practical problems.
- Ability to review plans and apply provisions of the ordinances and codes to determine compliance with such regulations and to apply regulations to field conditions.
- Ability to work on several projects or issues simultaneously.
- Ability to work independently or in a team environment as needed.
- Knowledge of the principles and skilled in the practices of planning.
- Knowledge of a relevant specialization such as transportation, land use, or affordable housing is desired.
- Knowledge of principles and practices of research and data collection.
- Knowledge of and skilled in effective writing techniques.
- Statistical, algebraic, and geometric knowledge and ability to apply such knowledge in practical situations.
- Knowledge of computer hardware and software programs, which may include Microsoft Office, Internet applications, GIS, and AutoCAD or SketchUp.
- Knowledge of California planning and land-use laws, including the subdivision map act.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is generally required to sit and talk or hear. The employee is occasionally required to walk on even ground in the office and walk on uneven ground in the field while investigating property or project sites; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.



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**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Typically, office and field environment; work closely or communicate with others; work with computers and other office equipment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the office environment is low to moderate while the noise level in the field environment may range from low to high.

- May need to work in a virtual environment occasionally.

**SELECTION GUIDELINES**

- Formal application, resume, diplomas/ rating of education and experience; virtual and/oral interview and the ability to pass a background, live scan, physical and drug test.
- The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.
- The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

***Employee Benefits:***

*10 Vacation Days, 13 Holidays, 10 Sick Leave days, 100% Employee Covered Medical, Dental and Vision Plans, Life Insurance, Cal Pers Retirement, Deferred Compensation Plan City Match, Aflac and Cafeteria Plan. and Wellness Incentive Program. Please see City of Lindsay website Human Resource page for further details.*

*\$4,132-5,538 MO. TIER 1 Miscellaneous Group Employees Hired prior to 07/01/2018*

*\$4,132-5,080 MO. TIER 2 Miscellaneous Group Employees Hired after 07/01/2018*

**COVID-19 Considerations:**

Protecting the health and safety of our communities — including our teams and of those considering a career with the City of Lindsay— is our highest priority. We continue to closely monitor the evolving situation and we appreciate your understanding and flexibility with any related changes to our interviewing process. Those selected to interview will be contacted via email with instructions for a virtual interview.

The City of Lindsay is committed to doing everything we can to keep our staff and community safe. This means individual offices, widely spaced workstations or plex glass partitions, regular sanitizing, PPE masks and hand sanitizer, and flexible schedules and remote work when possible.