



The City of Seaside invites your application for:

Assistant and Associate Planner

The City Of Seaside

The City of Seaside is a California coastal community that borders the Monterey Bay National Marine Sanctuary. Formerly the home of the US Army Base Fort Ord, and neighbor to the Cities of Monterey, Pacific Grove, and Pebble Beach, the City of Seaside is rich in culture, natural resources, and opportunities.

Founded in 1887 and incorporated in 1954, this ten (10) square-mile city continues to grow while holding on to the rich values upon which it was established. At approximately 34,182 residents, this area boasts a truly diverse culture with a population of 43.4% Hispanic or Latino, 9.7% Asian, 8.4% African American, 1.6% Pacific Islander and 1.1% Native American. Young families and retirees are drawn to the community, providing a healthy residential mix of people and a solid sense of community.

The City of Seaside continues to expand with projects ranging from golf courses, five-star resorts, conference facilities, new residential and commercial development, and plans for a mixed-use, transit-oriented, urban village that would transform the downtown. The City is thriving and remains a vibrant, diverse community, appreciative of its past and looking toward the future.

The Department

Come join the City of Seaside's Planning department, where their mission is to "provide comprehensive planning services to create a balanced and sustainable city that contributes to a high quality of life for our diverse community". Enter into a team that works hard to support each other, collaboratively shaping the culture of their department and the community. The selected candidates will be able to make these roles their own, seeing the impacts of their work in the community while gaining exposure to skills and projects from various disciplines. This position is an excellent opportunity for any candidate looking to get exposure to all planning areas instead of being siloed into one specialty (as often happens when employed in a larger agency).





The Positions

The ideal candidate for both roles will have an inquisitive nature and demonstrates an interest and ability to work in all areas of the planning department. Candidates will have excellent customer service skills and an eagerness to serve and support the community through their work and public forums. The ideal candidates will be self-starters and proactive in their approach to solving problems and enjoy working as part of a collaborative, supportive team environment. Experience in the Public Sector is ideal; however, strong skills with an understanding of the intricacies of public sector development will also be accepted.

Associate Planner

Under direct and general supervision, performs various professional field and office planning work, including review of development and land use applications, zoning, site plans, and environmental documents; provides project management and administration; completes technical assessments and prepares written project analyses; provides professional advice and assistance to the public on planning, community development, zoning, permits, and environmental review; provides complex professional staff assistance to management, other departments, and the public in areas of expertise; performs a variety of studies and prepares and presents staff reports; and performs related work as required.

Class Characteristics

This is the journey-level class in the professional planning series. Incumbents are expected to perform the full range of professional and technical planning work in all of the following areas: current and/or environmental planning activities and daily departmental operations, in addition to providing project management and administration. Positions at this level are distinguished from the Assistant level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Senior Planner in that the latter is the advanced journey-level class in the series and is responsible for organizing, assigning, and reviewing the work of departmental and/or contract staff involved in a major area of the Planning Division, in addition to performing the more complex planning and project management activities. [Click Here](#) For more information.

Assistant Planner

Under direct and general supervision, performs various professional field and office planning work, including review of development and land use applications, zoning, site plans, and environmental documents; provides project management and administration; completes technical assessments and prepares written project analyses; provides professional advice and assistance to the public on planning, community development, zoning, permits, and environmental review; provides complex professional staff assistance to management, other departments, and the public in areas of expertise; performs a variety of studies and prepares and presents staff reports; and performs related work as required.

Class Characteristics

This is the entry-level class in the professional planning series. Work includes assignments in the area of planning, environmental analysis and zoning administration, including the enforcement of zoning and related development regulations. Requires the application of fundamental planning principles. Assignments are generally limited in scope and within the design and procedural framework established by higher-level employees. However, as experience is acquired, the employee performs with increasing independence. This class is distinguished from that of the Associate Planner by less complex assignments received and less independence/discretion exercised. [Click Here](#) for more information.





PLANNING

Key Responsibilities

Associate Planner

- Reviews routine to complex commercial, industrial, and residential development proposals, plans, and applications for compliance with appropriate codes, ordinances, standards, laws, rules, regulations, and policies.
- Reviews permit applications and building plans for completeness and compliance with current City codes and regulations; provides interpretations of the California Environmental Quality Act (CEQA), Subdivision Map Act, and local design guidelines; identifies corrective actions to be taken by owners; recommends improvement and rehabilitation programs; conducts follow-up inspections.
- Reviews and signs off on plans submitted for Building Plan Check and permits.
- Prepares or assists in preparing and reviewing environmental impact reports; prepares written initial studies, negative declarations, and staff reports related to development projects or City projects.
- Conducts field surveillance to identify violations of zoning and other development regulations and coordinate with Code Enforcement to perform follow up enforcement activities.

Assistant Planner

- Presents and prepares staff evaluations and recommendations for projects at public hearings and various commission meetings including the Planning Commission and Architectural Review; prepares follow-up reports as necessary.
- Researches and interprets data, performs necessary field work, and prepares staff reports for various commissions concerning land divisions, site plans, architectural review, variances, use permits, etc.
- Checks for compliance with Zoning Regulations addressing through follow-up letters and field inspections
- Prepares maps, charts and other illustrative materials for various planning reports, staff, and Commission information and general distribution.
- Assists with generating data and preparing site plan land use projects.
- Coordinates and cooperates with other City departments and outside agencies; gathers land use data, addresses public input and concerns, prepares plan amendments/revisions and reviews development proposals consistent with local, federal and state laws and guidelines, and provides information on land use and zoning codes, laws, regulations, and ordinances affecting construction and other land use proposals.

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications is as follows:

Associate Planner

Any combination equivalent to a Bachelor's Degree in urban planning, public administration or a related field; and Three (3) years of professional experience in planning, zoning and related community development activities, or two (2) years of experience equivalent to Assistant Planner at the City of Seaside. A Master's Degree in urban planning, public administration or a related field may be substituted for two (2) years of planning experience.

Assistant Planner

Any combination equivalent to a Bachelor's Degree in urban planning, public administration or a related field; and 6 months minimum of professional planning experience. Internship experience may be considered.

Licenses and Certifications (Both classifications):

* Possession of, or ability to obtain, a valid California Driver's License by time of appointment.



Compensation & Benefits

ANNUAL SALARY RANGE:

ASSOCIATE PLANNER:

\$84,377.28 - \$102,560.64

ASSISTANT PLANNER:

\$72,608.64 - \$88,258.56



Health & Wellness:

A choice of 3 Blue Shield PPO Medical Insurance plans up to 100% City paid for select plans, Dental, Vision, Long Term Disability, and City paid Life Insurance.

Vacation and Leaves:

12 paid holidays with 2 additional floating holidays. 10 vacation days annually, and 8 hours of sick leave accrued per month.

Retirement:

Participation in CalPERS sponsored pension Plan and Deferred Compensation Matching Program.

Other perks:

Tuition Reimbursement, Educational Incentive Pay, Longevity Pay Program, Spanish Bilingual Pay Program, Wellness Stipend of \$45 per month to be used towards health club membership and free access to the city swimming pool for employees and their families.

To Apply Please visit: <http://agency.governmentjobs.com/seaside/default.cfm>

Deadline to Apply for this position is at 11:59pm on **October 27, 2021**.

The City of Seaside is an Equal Opportunity Employer that actively encourages workforce diversity.